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

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

TUESDAY, SEPTEMBER 3, 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, August 6; Tuesday August 20; non-voting meeting of Tuesday, August 13, 2024; and corrections of Tuesday, July 16, 2024 and Tuesday, June 6, 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 amending FY24 Budget amendment to cover fiscal year end budget balances

2. ADOPT: Ordinance reference SPLOST 2020 Project 15, Sandy Creek Nature Center Exhibit, SP #1 - Construction services contract award and public art type and Location

3. ADOPT: Ordinance reference vendor registration software

4. APPROVE: On-Call annual pump maintenance - Contract award

5. APPROVE: Brooklyn Creek Interceptor Improvements Phase 1 - Change order

6.. APPROVE: Memorandums of understanding – Future reuse water system

7. APPROVE: TSPLOST 2023 Project 01, Winterville Storm Drainage Improvements - Preliminary construction plans

8. APPROVE: TSPLOST 2023 Project 02, Lexington Road Corridor Improvement Project - Proposed project concept

9. APPROVE: TSPLOST 2023 Project 03, Lexington Road Sidewalk Gap - Proposed project concept

10. APPROVE: Replacement of water and sewer mains for the GDOT SR10/US78 @ North Oconee River Bridge Replacement Project (PI#0013806) - Change order

11. APPROVE: Utility Software Upgrade

12. APPROVE: FY26-30 Consolidated Plan Goals for CDBG and HOME

13. APPROVE: SPLOST 2020 Project 11 Sub-Project # 11 Building Energy Retrofit

14. APPROVE: Construction of Landfill Phase V Cell 2A-2B – Award of construction contract

15. APPROVE: Real-Time Crime Center (RTCC) contract award

16. APPROVE: Award of contract for Public Safety vehicle uplifting

F. Public hearing and deliberation on recommendations from the Athens-Clarke County Planning Commission. The proposed recommendations will be disposed of by the receipt of public input, the close of public input, and the consideration by the Commission. PLEASE REFER TO ATTACHMENT A FOR TIME LIMITS FOR PRESENTATIONS.

17. Request of Kenneth A. Beall/Beall and Co., owner Kittle Construction Services, LLC, for rezoning from RS-8 to RM-1 on 23.4 acres known as 215 Shadybrook Drive. Proposed use is residential multi-family. Type II
District 3

Planning Commission recommendation: Approval w/conditions (unanimous)

18. Request of C. Benjamin Washburn/JPC Design and Construction, owner William B. Jones/Jones Petroleum, for special use in C-G(A) on 1.17 acres known as 1580 and 1590 Lexington Road. Proposed use is convenience store and drive-thru restaurant. Type I District 3

Planning Commission recommendation: Approval w/conditions (unanimous

G. Public input. If you wish to address the Mayor and Commission on any other item (#19 - 31) 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.

H. Old business

19. Bridge Planning and Feasibility Study design contract - Bridge Investment Program

20. TSPLOST 2023 Project 18/TSPLOST 2018 Project 6, Firefly Trail Sub-Project #3 Construction contract award

21. SPLOST 2020 Project 11, Sub-Project #10: Building Systems and Equipment Efficiency

22. 4555 Lexington Rd - Approval of private pump station and force main

23. Neighborhood Leaders request for increase of funding

24. SPLOST 2020 Project 25, East Side Library - Final site selection

25. Resolution to approve plan for periodic recapture of unspent ARPA funds following the ARPA obligation deadline

26. Scope of service and contract awards for Business Development and Workforce Support Funding Plan – title only

27. ARPA fund allocations

I. New business – Consider under suspension of Rules

28. Appointments to Keep Athens-Clarke County Beautiful

29. Appointments to various boards, authorities, and commissions

J. Citizen 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.

K. Receive report from Mayor

30. Adopt a Highway proclamation

L. Receive report from Manager

31. Contract awards for month of July

M. Receive report from Auditor

N. Receive report from Attorney

O. Receive input from Commissioners

P. 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 ACC_Guest

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ATTACHMENT A

PROCEDURE FOR CITIZEN INPUT ON ZONING RELATED PUBLIC HEARINGS.

All persons supporting and opposing a proposed rezoning may take either one of two different opportunities to address the Mayor and Commission at the final public hearing on the proposed rezoning, as follows:

1.a. Proponents shall first present their ten (10) minute argument in support of the proposed rezoning, and opponents shall then present their ten (10) minute argument in opposition to the proposed rezoning.

b. Neither side will be required to use all of its ten (10) minute argument period.

c. Either side may allocate its ten (10) minute argument period among any number of speakers, provided that the presentation by all speakers for each side shall not exceed ten (10) minutes per side.

d. All persons wishing to speak longer than three (3) minutes during one side's ten (10) minute argument period must register their intent to do so with the Clerk of Commission not later than the time that the meeting of the Mayor and Commission at which the final public hearing on the proposed rezoning is to be conducted is first called to order.

e. In the event that all persons wishing to speak longer than three (3) minutes as a part of one side's ten (10) minute argument are not able to agree how that side's ten (10) minute argument period shall be allocated, they shall inform the Mayor of their disagreement before either side begins its 10-minute argument, in which event the Mayor shall decide and announce the manner in which that side's ten (10) minute argument period shall be allocated. Any Commissioner dissatisfied with the Mayor's allocation of that side's ten (10) minute argument shall have the right to appeal the Mayor's allocation decision to the Commission before either side begins its ten (10) minute argument.

2. After the supporters and opponents of the proposed rezoning have concluded their ten (10) minute arguments, any person who has not yet spoken either for or against the proposed rezoning shall be allowed to address the Mayor and Commission concerning the proposed rezoning for no longer than three (3) minutes per person.

Attachment #1

AN ORDINANCE TO AMEND THE FY2024 ANNUAL OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE FUNDING FOR OPERATING BUDGET OVERAGES FOR THE SHERIFF'S OFFICE, POLICE DEPARTMENT, FIRE & EMERGENCY SERVICES, AND ANIMAL SERVICES; 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 for operating budget overages Sheriff's Office, Police Department, Fire & Emergency Services, and Animal Services.

Said Operating and Capital budget is hereby amended as follows:

General Fund:

EXPENDITURES:		
Decrease:		
Other General Administration		
Various Departments	up to	$3,545,000
Increase:		
Operating Expenses		
Sheriff's Office	up to	$1,600,000
Police Department	up to	$1,400,000
Fire & Emergency Services	up to	$520,000
Animal Services	up to	$25,000
Total		$3,545,000

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: Approve a FY24 General Fund budget ordinance to transfer funds from departments and constitutional offices with year-end surplus budget balances to three departments and one constitutional office with year-end deficit budget balances.

DATE: August 8, 2024

EXECUTIVE SUMMARY:
The General Fund, in total, ended FY24 with a budget surplus. Three departments and one constitutional office ended FY24 with a budget deficit. This requires reallocating budget balances from departments and constitutional offices with year-end surpluses to three departments and one constitutional office with year-end deficits.

BUDGET INFORMATION:

REVENUES:

EXPENSES:
ANNUAL: $0 *(up to $3,545,000 budget transfer between departments)*
CAPITAL:
OTHER:

FUNDING SOURCE: FY24 General Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:
To request the Mayor and Commission adopt an ordinance to amend the FY24 General Fund Budget and authorize the Manager to transfer departmental budgets at fiscal year-end to cover departmental and constitutional office budget overages (**Attachment #1**).

HISTORY:
1. On June 6, 2023, the Commission adopted the FY24 Annual Operating and Capital Budgets which established operating budgets for each department and constitutional office in the General Fund for the fiscal year (July 1, 2023 – June 30, 2024).

FACTS & ISSUES:

1. Overall, General Fund operating expenditures for FY24 are within the adopted FY24 General Fund budget. All departments and constitutional offices are within their

adopted budget limits except for the Sheriff's Office, Fire Department, Police Department and Animal Services Department through the end of FY24 (see **Attachment #2**).

2. FY24 expenditures will be recorded by late August/early September 2024. Closeout of the FY24 financial records occurs in late fall once ACCGov's external auditors have completed their work. The audited financial statements will be issued by December 31, 2024.

3. Annually, the Georgia Department of Audits and Accounts (DOAA) reviews local government's annual financial audits to determine if expenditures for Governmental Fund departments exceed appropriations (budgets). Significant budget overages (DOAA uses a 3% variance as a guideline) are reported back to the local government requiring the local government to include additional note disclosures in the annual audit and provide a corrective action plan for departments reporting expenditures that exceed the budget.

4. The FY24 budget overages are mainly driven by the following:
    a. Higher overtime expenditures;
    b. Greater salary and benefit expenditures than anticipated as vacancies were filled; and
    c. Greater than anticipated Jail medical expenditures.

5. In the FY24 Budget, to account for the large number of vacancies, General Fund departments were budgeted for filled and new positions only. If departments began to reduce vacancies or had a need for additional overtime, $1.8 million was budgeted as a "vacancy/overtime contingency" in Other General Administration, and the Manager was authorized to transfer budget funds to departments that filled vacancies or have extra overtime needs. To date, all the $1.8 million budgeted for vacancy/overtime contingency has been transferred to cover overtime.

6. During FY24, two departments (Fire and Police) and one constitutional office (Sheriff's Office) accounted for 91% of all General Fund overtime expenditures (see below):

Overtime Report	FY23 Actual	FY24 through June (Actual)				FY23 actual vs FY24 actual	
DEPARTMENT	YTD ACTUAL	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	$ INC/(DEC)	% INC/(DEC)
45 Sheriff's Office	1,850,806	862,824	1,622,824	2,236,194	(613,370)	385,388	20.8%
42 Fire	1,800,193	1,094,667	1,584,667	1,990,317	(405,650)	190,123	10.6%
41 Police	1,309,154	757,044	1,307,044	1,742,908	(435,864)	433,754	33.1%
Total	4,960,154	2,714,535	4,514,535	5,969,419	(1,454,884)	1,009,265	20.3%

After the transfer of $1.8 million from the vacancy/overtime contingency, the overtime line items for these three departments are over budget $1,454,884.

7. Full time vacancies in the Police Department (General Fund only) decreased significantly from 46 vacancies at the beginning of FY24 to 9 vacancies at the end of FY24, increasing the salary and benefit expenditures in the Police Department more than anticipated. Over the same time period, full time vacancies declined from 52 to 47 in Sherriff's Office and 35 to 33 in the Fire Department. (See table below).

	General Fund Only					
	FY24 Start *(2023 PP14)*			FY24 End *(2024 PP13)*		
	FT Auth	FT Filled	FT Vac	FT Auth	FT Filled	FT Vac
Fire	194	159	**35**	194	161	**33**
Police	275	229	**46**	275	266	**9**
Sheriff	194	142	**52**	195	148	**47**

8. The Animal Services Department has experienced higher than anticipated overtime and contract labor expenditures in FY24, leading to a projected fiscal year end budget deficit between $20,000 - $25,000.

9. The Sheriff's Office FY24 Budget for medical expenditures for persons incarcerated at the Jail is $4,233,200. So far for FY24, $4,002,811 has been expended or encumbered leaving a budget balance of $230,403. The Sheriff's Office has approximately $750,000 in outstanding FY24 jail medical expenditures that have not been processed for payment.

10. Adoption of the attached budget ordinance will allow for budget transfers from departments and constitutional offices with available budget balances to the three departments and one constitutional office currently over budget, preventing year-end reporting of expenditures that exceed budgets.

OPTIONS:

1. Mayor and Commission adopt an Ordinance to amend the FY24 General Fund Budget and authorize the Manager to transfer departmental budgets at fiscal year-end to cover departmental and constitutional office budget overages (**Attachment #1**).

2. Mayor and Commission Defined Option.

DEPARTMENT RECOMMENDED ACTION: Option #1

DEPARTMENT:

Prepared by: David Boyd and Chris Caldwell

David Boyd August 9, 2024

David Boyd Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1

8/14/2024

Niki Jones, Acting Manager Date:

ATTACHMENTS:

Attachment #1: FY24 Budget Ordinance
Attachment #2: FY24 General Fund Budget Balance Report - unaudited (as of 08-09-2024)

FY24 General Fund Budget Balance Report
(unaudited 08/09/24)

ATTACHMENT #2

Department/Office	Revised Budget	YTD Exp/Enc/Unposted	Budget Balance
Police	29,401,423	30,779,526	(1,378,103)
Transfer to Other Funds	26,322,489	26,322,489	0
Sheriff's Office	21,440,363	23,030,951	(1,590,588)
Fire	17,732,046	18,244,560	(512,514)
Other General Administration	14,925,148	13,945,236	979,912
Central Services	12,462,250	11,881,671	580,579
Leisure Services	10,028,362	9,890,083	138,279
Quasi Govt/Independent Agencies	6,968,316	6,825,678	142,638
Transportation & Public Works	5,817,329	5,795,738	21,591
Information Technology	5,072,489	4,994,784	77,705
Corrections	4,512,459	4,456,407	56,052
Superior Court	3,946,469	3,731,243	215,226
Manager's Office	3,942,006	3,515,569	426,437
Finance	2,838,656	2,787,672	50,984
Housing & Community Develop	2,526,512	2,442,635	83,877
Solid Waste	2,409,574	2,342,248	67,326
Human Resources	2,398,194	2,136,550	261,644
Clerk of Courts	1,789,910	1,605,345	184,565
Solicitor General's Office	1,746,709	1,739,114	7,595
Animal Services	1,733,287	1,753,718	(20,431)
Tax Commissioner's Office	1,700,888	1,676,618	24,270
Board of Elections	1,490,283	1,484,992	5,291
District Attorney's Office	1,443,507	1,434,383	9,124
Planning	1,438,315	1,432,188	6,127
Tax Assessor	1,272,520	1,270,946	1,574
State Court	1,220,133	1,218,060	2,073
Magistrate Court	1,102,966	979,872	123,094
Building Permits/Code Enforcement	1,026,001	1,012,002	13,999
Attorney's Office	982,855	976,050	6,805
Mayor & Commission's Office	867,247	840,705	26,542
Economic Development	828,087	633,649	194,438
Municipal Court	782,474	766,446	16,028
Juvenile Court	748,625	748,625	0
Probate Court	591,902	585,897	6,005
Office of Operational Analysis	313,566	296,697	16,869
Cooperative Extension Services	268,287	261,843	6,444
Coroner's Office	124,938	118,871	6,067
General Fund Total	194,216,585	193,959,062	257,523

Attachment #1

AN ORDINANCE TO AMEND THE SPECIAL PURPOSE LOCAL OPTION SALES TAX 2020 PROGRAM BUDGET SO AS TO PROVIDE ADDITIONAL FUNDING FOR PROJECT #15 SANDY CREEK NATURE CENTER EXHIBIT, SUB-PROJECT #1 – AQUARIUM RENOVATIONS; 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 SPLOST 2020 Capital Projects Fund to provide additional funding for the SPLOST 2020 Project #15 Sandy Creek Nature Center Exhibit, Sub-Project #1 – Aquarium Renovations. Said Operating and Capital budget is hereby amended as follows:

SPLOST 2020 Capital Projects Fund:

REVENUES:	
INCREASE:	
Interest Earnings	$ 192,895
EXPENDITURES:	
INCREASE:	
Project #15/Sub-Project #1	$ 192,895

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: SPLOST 2020 Project 15, Sandy Creek Nature Center Exhibit – SP #1 Construction Services Contract Award & Public Art Type and Location

DATE: July 19, 2024

EXECUTIVE SUMMARY:
This agenda item requests Mayor and Commission (M&C) to award a Construction Services Contract for SP #1 (SPLOST 2020 Project 15) to replace and renovate the aquariums of Coastal Exhibit at the Sandy Creek Nature Center (SCNC). The agenda item also requests M&C approval of the Public Art Location and Type.

BUDGET INFORMATION:

REVENUES:

$	301,840	SPLOST 2020 - Project 15
$	192,895	SPLOST 2020 - Earned Interest Proposed Budget Amendment
$	30,000	SCNC Inc. Donation
$	524,735	Total Revenue Available

EXPENSES:

CAPITAL:

$	28,343	Expensed and Encumbered
$	25,000	Designated Misc./PM Fees/ Testing Permitting
$	100,000	Designated for other sub-projects
$	80,000	Fixtures, Furniture and Equipment
$	2,000	Proposed for Public Art
$	50,000	Designated Contingency
$	239,392	Available for SP #1 Construction

OPERATIONAL: $0/yr

FUNDING SOURCES:
Capital: SPLOST 2020 Program Revenues, SCNC Inc. and SPLOST 2020 Earned Interest

Operational: N/A

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:
To request that the Mayor and Commission:

a. Approve the designation of Southeast Aquariums to provide Construction Services and award a not-to-exceed contract amount of $239,392, for Sub-Project #1 (SPLOST 2020 – Project 15 SCNC Exhibit);

b. Adopt a Budget Ordinance Amendment, to reallocate the total amount of $192,895 from the SPLOST 2020 Unallocated Earned Interest, as shown in **Attachment #1**, to the SPLOST 2020 – Project 15 SCNC Exhibit;

c. Approve the Athens Cultural Affairs Commission's (ACAC) recommended Public Art Type and Location, as shown in **Attachment #2**, and Public Art budget of $2,000, as part of the SPLOST 2020 – Project 15 SCNC Exhibit**;** and

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

HISTORY:

1. In 1973, a group of Athens area residents formed the SCNC and opened to the public.

2. In 1981, the Nature Center was deeded to Clarke County and the County government assumed responsibility for funding and operating the center.

3. In 1998, the SCNC facility was constructed as part of the SPLOST IV Program. Funding at for the project at that time only allowed for the install of the two original exhibits (i.e., Wetlands and Coastal).

4. In 2012, as part of SPLOST 2005 Project 27, the SCNC was expanded, and three new exhibits were added to the existing Wetlands and Coastal Exhibits.

5. On November 5, 2019, the SPLOST 2020 Program was approved by referendum by the voters of Athens-Clarke County. This Referendum included the SCNC Exhibit Modernization Project (SPLOST 2020 Project 15).

6. On May 12, 2021, the ACAC recommended the SPLOST 2020 – Project 15, SCNC Exhibit Project be designated as appropriate for public art with a budget amount of 1% of the proposed construction budget.

7. On August 8, 2021, Manager Williams established a User Group consisting of Randy Smith (SCNC Facility Supervisor), Alex Bond (Nature Division Administrator), Katherine Edison (SCNC, Inc. President), Mark Ralston (SCNC, Inc. member), and Jill Gambill (Resident) for the project.

8. On October 29, 2021, the staff held kick-off meeting for the Project User Group.

9. On February 1, 2022, the M&C approved the Proposed Project Concept for SPLOST 2020 – Project 15, SCNC Exhibit.

10. On March 14, 2024, the User Group unanimously agreed upon the art type and location, as generally shown in **Attachment #2.** (F&I # 5)

11. On May 17, 2024, a Request for Proposal (RFP #025002) for Aquarium Design and Installation Services, was released by ACCGov in accordance with the ACCGov procurement process, as part of the SPLOST 2020 – Project 15, SCNC Exhibit.

12. On June 18, 2024, ACCGov received a single proposal in the amount of $239,392, as response to the above noted RFP #025002, exceeding the budget included in the RFP. (F&I #6)

13. On August 12, 2024, ACAC approved the User Group recommended art type & location as generally shown in **Attachment #2**, as part of the SPLOST 2020 – Project 15, SCNC Exhibit. (F&I #7)

FACTS & ISSUES:

1. The Initial Project Statement for SPLOST 2020 Project 15 reads as follows:

   Project #15, SCNC Exhibit Project: *This Project will provide funding to renovate and/or replace the original Coastal and Wetlands Interactive Learning Centers (ILCs) at Sandy Creek Nature Center. This project will bring these two exhibits up to comparable standards for interactivity, sustainability and multi-generational learning as the Agriculture, Woodlands, Urban, and Sky Center ILCs created through SPLOST 2011. Depending upon costs and funding availability, the improvements for the exhibits may include, but not be limited to the following items: new interactive and educational graphics that convey current and updated messages; upgrade pumps, lighting and other exhibit support systems to current, more energy-efficient and sustainable standards; larger aquariums better representing near-shore areas of the Georgia coast; and update audio-visual messages and technology. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.*

2. As noted in the above Initial Project Statement, the SPLOST 2005 Project 027, expanded the SCNC and added the final three originally proposed exhibits. However, that project did not have enough funding to renovate the two existing coastal and wetlands exhibits.

3. In 2019, a SPLOST proposal for exhibit upgrades was accepted (SPLOST 2020 Project 15). The intent is to bring older exhibits up to date with some of the newer features and make necessary upgrades to the “back of the house” to facilitate the updated exhibit pieces and keep the center operating efficiently.

4. The approved Project Concept elements for Project #15, SCNC Exhibit Modernization, are as follows:

   Must Have

1. Electrical, Plumbing and Drainage upgrades to support new marine tanks
2. New molding/framing around marine tanks
3. Eliminate “step-up” trip hazard at Wetlands ILC
4. Update graphics, messages, and exhibit media
5. Upgrade/replace and repair AV sound system
6. Emergency power supply (if funding/grant is available)
7. 2,000 gallon tank deck replacement and improvements to terrarium supports and shelves for maintenance
8. Buff out scratches in aquariums
9. Make dune area more interactive

Highly Wanted

1. Split unit HVAC replacement
2. Improvement of Coastal ILC mural’s flow into Wetlands (additional art to cover whitespace)
3. Improved terrapin habitat
4. Rehab the inside of the beaver lodge

Nice to Have

1. On demand water heater or point-of-use 110v units. And/or Recirculation pump.
2. Update light control system
3. Projection lighting/Gobo rotators
4. Mobile interactive exhibit
5. Re-Plumbing animal care sinks

5. Sub-Project #1 – Aquarium Renovation, would renovate and upgrade the aquariums and associated equipment’s at the Coastal Exhibit, encompassing Must Have items #1, #2, #7 & #8 from the Approved Project Concept (F&I #4). The current designated budget for SP #1 is insufficient to cover the complete cost of $239,392. As SP #1 includes high priority items, it is crucial to complete all the components together to get the most value from the funds. Due to the specialized nature of the aquarium work, dividing SP #1, would result in increased cost of the work that ultimately will need to be done at some point. Splitting the work would also mean disrupting animals and operations multiple times. Completing this as single sub-project ensures a cohesive and integrated design and installation, with minimal disruptions to the facility. Therefore, staff is recommending allocating up to a total of $192,895 from the SPLOST 2020 Unallocated Earned Interest to the SPLOST 2020 – Project 15, in order to complete all of SP #1, at one time.

6. A separate SP #2 is being developed to address Must Have Items #5, #6, and 9, utilizing the remaining project funds of $100,000 as the budget.

7. The recommended public art addresses the highly wanted item #2 (F&I #4). The UG recommended location for public art to be the wall space between the Wetland and Coastal

exhibits at SCNC, as shown in **Attachment #2.** The chosen art type is a printed mural. The intent is for artists to submit mural designs in digital format through a published call for art. The selected digital mural will then be printed and mounted on the wall by ACCGov staff.

8. The proposed SP #1 schedule, assuming approval of the contract award, is as follows:
    - Construction Contract Award – September 2024
    - Contract execution – October 2024
    - Construction Notice to Proceed – November 2024
    - Project Completion – May 2025

9. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Goal Area 6: Built and Natural Infrastructure, Strategy A: *Develop well-planned new infrastructure according to future land use values and framework.*

OPTIONS:

1. To request that Mayor and Commission:
    a. Approve the designation of Southeast Aquariums to provide Construction Services and award a not-to-exceed contract amount of $239,392, for Sub-Project #1 (SPLOST 2020 – Project 15 SCNC Exhibit);

    b. Adopt a Budget Ordinance Amendment, to reallocate the total amount of $192,895 from the SPLOST 2020 Unallocated Earned Interest, as shown in **Attachment #1**, to the SPLOST 2020 – Project 15 SCNC Exhibit;

    c. Approve the Athens Cultural Affairs Commission (ACAC) recommended Public Art Type and Location, as shown in **Attachment #2**, and Public Art budget of $2,000, as part of the SPLOST 2020 – Project 15 SCNC Exhibit**;** and

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

2. Mayor and Commission deny approval of the designation and award to Southeast Aquariums, to provide Aquarium Design and Installation Services for Sub-Project #1 – Aquarium Renovation (SPLOST 2020 – Project 15 SCNC Exhibit). Also, deny approval of the proposed Art Type & Location.

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Projects Department
Prepared by: Madhuri Angadi for,

7/30/2024

Josh Hawkins, Capital Projects Director — Date

Kent Kilpatrick, Leisure Services Director — Date

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones, Acting Manager — Date

ATTACHMENTS:
Attachment #1 – Proposed Budget Amendment
Attachment #2 – Art Location

Attachment #2

Attachment #2

AN ORDINANCE TO AMEND THE FY2025 ANNUAL OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, GEORGIA SO AS TO PROVIDE ADDITIONAL FUNDING FOR SUBSCRIPTION AND IMPLEMENTATION COSTS OF PROCUREMENT SOFTWARE; 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 American Rescue Plan (ARP) Coronavirus State and Local Fiscal Recovery Funds Special Revenue Fund to provide funding for subscription and implementation costs of procurement software; and for other purposes.

Said Operating and Capital budget is hereby amended as follows:

American Rescue Plan – CSLFRF Special Revenue Fund:

EXPENDITURES	
Decrease:	
ARPA – Affordable Housing – Phase 1	$ 26,117
ARPA – Youth Dev. Summer 2022 and 2023	$179,377
ARPA – Contingency/Future Needs	$ 2,835
Total	$208,329
Increase:	
ARPA – Revenue Replacement	
Finance Dept – Software	$208,329

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: Acquisition of Vendor Registration Software to Support the Implementation of the Business Inclusion Policy.

DATE: July 12, 2024

EXECUTIVE SUMMARY: The Government Operations Committee report on the Business Inclusion Policy, adopted by the Mayor and Commission on June 5, 2024, recommended using ARPA funding up to $225,000 for acquiring software to facilitate the business inclusion policy implementation. Staff reviewed vendor software and found that the OpenGov Procurement software included a robust vendor registration system. This system allows vendors to provide M/WBE existing certifications or contact staff for certification assistance. Further, this system removes the barriers to submitting for solicitations due to the lack of physical resources by allowing for online submissions, and it provides reporting for contracts and spend associated with M/WBE classifications.

BUDGET INFORMATION:

REVENUES: $208,328.96

EXPENSES:
ANNUAL:
CAPITAL: $208,328.96
OTHER:

FUNDING SOURCE: ARPA uncommitted funds of $208,328.96.

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request Mayor and Commission:

a) Approve the OpenGov End User License Agreement (**Attachment #1**);
b) Adopt the FY25 ARPA Budget Ordinance (**Attachment #2**) authorizing the purchase of procurement software to facilitate the business inclusion policy implementation; and
c) Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. On February 4, 2020, Mayor Kelly Girtz assigned the Government Operations Committee (GOC) to 'Review and make recommendations regarding contracting and procurement activities to minority, local and underserved businesses, to create a favorable business environment and enhance local wealth creation. This should include outreach efforts and measurable goals and tracking".

2. On August 18, 2020, The GOC recommended moving forward with developing both a proactive race neutral approach and a race specific (after completion of a disparity study) approach to contracting and procurement activities related to minority, local and underserved businesses to enhance local wealth creation.

3. On June 15, 2021, the Mayor and Commission approved the FY22 budget, including $400,000 specifically allocated for a Disparity Study.

4. On October 5, 2021, Mayor and Commission approved MGT Consulting to conduct a disparity study to assess the existence, extent, and impact of discrimination against M/WBE firms working on contracting opportunities for ACCGov.

5. In August 2023, the Disparity Study Report was presented to Mayor and Commission.

6. On November 7, 2023, based on the Disparity Study results, Mayor Girtz reassigned "Advance efforts pursuant to recommendations from the Disparity Study" to the GOC.

7. On February 19, 2024, Finance Director David Boyd discussed feedback related to the draft Business Inclusion Policy with the GOC. Discussion was held among the GOC members and questions were fielded by the Finance Director. As part of the draft policy discussion, the Finance Director provided information to the GOC regarding proposed software that would widen opportunities for M/WBE registration and participation. Implementation costs and FY25, FY26 and FY27 program subscription costs (estimated at $225,000) were recommended for ARPA funding as part of the Business Inclusion Policy implementation.

8. On June 5, 2024, the Mayor and Commission approved the GOC recommended Business Inclusion Policy and acquiring software to facilitate the implementation of the policy.

9. On June 6, 2024, OpenGov provided the Statement of Work (SOW).

10. On July 6, 2024, OpenGov provided the final pricing of $208,328.96 assuming Mayor and Commission approval at the September 3, 2024 Voting Meeting with work beginning in September 2024.

11. January 1, 2025 is the Business Inclusion Policy effective date. This allows for internal preparation including OpenGov software implementation.

FACTS & ISSUES:

1. Purchasing staff reviewed three procurement vendor registration software programs.

2. OpenGov was chosen as it provides a government procurement software that facilitates vendor registration, enabling M/WBE vendors to provide certifications from other

governments or government approved third party certification services. Other benefits include digital proposal and bid submissions facilitating vendor accessibility and communication with purchasing staff.

3. OpenGov operates under a state contract and provided pricing for FY25, FY26 and FY27 with payments due at the beginning of the contract and each subsequent fiscal year (**Attachments 3 & 4**). This facilitates the obligation of ARPA funds before December 31, 2024 and the expenditure of funds before legally mandated date of December 31, 2026.

4. Pricing includes the following:
    - FY25 – Software subscription and implementation $82,475.82
    - FY26 – Software subscription 61,882.91
    - FY27 – Software subscription 63,970.23
    - Total $208,328.96

5. There are uncommitted ARPA funds of $210,656 in the following projects:
    - Affordable Housing – Phase 1 $ 26,117
    - Youth Dev. Summer 2022 and 2023 179,377
    - Contingency/Future Needs 2,835
    - Total $208,329

6. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy: Identify and Close Gaps in Partnership with the Community Goal, Strategy C: *Identify ways to address unaddressed community needs and develop programs, policies, and processes to facilitate community transformation.*

OPTIONS:

1. Mayor and Commission:
    a. Approve the OpenGov End User License Agreement (**Attachment #1**);
    b. Adopt the FY25 ARPA Budget Ordinance (**Attachment #**2) authorizing the purchase of procurement software to facilitate the business inclusion policy implementation; and
    c. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny staff's recommendation

3. Mayor and Commission Defined Option.

DEPARTMENT RECOMMENDED ACTION: Options #1 a, b, & c

DEPARTMENT: Finance
Prepared by: David Boyd

David Boyd July 12, 2024

David Boyd Date

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones, Acting Manager Date

ATTACHMENTS:

Attachment #1: OpenGov End User License Agreement
Attachment #2: FY25 ARPA Budget Ordinance
Attachment #3: OpenGov Software Quote
Attachment #4: OpenGov Statement of Work

Attachment #1 Placeholder

OpenGov Licensing Agreement

PRICE QUOTATION

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

carahsoft.

TO: Jessica Beri
Purchasing Administrator
Unified Government of Athens-Clarke County

EMAIL: jessica.beri@accgov.com

PHONE: (762) 400-6067

FROM: Heather Castellanos
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: Heather.Castellanos@carahsoft.com

PHONE: (571) 662-3750

TERMS:
Contract Number: 99999-SPD-T20190814-0001
NASPO Master Contract Number: AR2472
Contract Term: 08/14/2019 to 09/15/2026
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Sales Tax May Apply

QUOTE NO:	44086715
QUOTE DATE:	03/20/2024
QUOTE EXPIRES:	09/30/2024
RFQ NO:	
SHIPPING:	ESD
TOTAL PRICE:	$208,328.96
TOTAL QUOTE:	$208,328.96

LINE NO.	PART NO.	DESCRIPTION	COOP	QUOTE PRICE		QTY	EXTENDED PRICE
		PRORATED TERM					
1	OG-SWFO-B200300M-AR-1Y-491	OpenGov Procurement - Between $200-300 Million - 1Y OpenGov, Inc. - OG-SWFO-B200300M-AR-1Y Start Date: 09/01/2024 End Date: 06/30/2025	$64,683.63	$51,569.10	COOP	1	$51,569.10
2	OG-PSBG-B200300M-OT-0Y-491	Professional Services Deployment - Prepaid - Between $200-300 Million - 0Y OpenGov, Inc. - OG-PSBG-B200300M-OT-0Y Start Date: 09/01/2024 End Date: 06/30/2025	$297.00	$214.63	COOP	144	$30,906.72
		PRORATED TERM SUBTOTAL:					$82,475.82
		YEAR 1					
3	OG-SWFO-B200300M-AR-1Y-491	OpenGov Procurement - Between $200-300 Million - 1Y OpenGov, Inc. - OG-SWFO-B200300M-AR-1Y Start Date: 07/01/2025 End Date: 06/30/2026	$64,683.63	$61,882.91	COOP	1	$61,882.91
		YEAR 1 SUBTOTAL:					$61,882.91
		YEAR 2					
4	OG-SWFO-B200300M-AR-1Y-491	OpenGov Procurement - Between $200-300 Million - 1Y OpenGov, Inc. - OG-SWFO-B200300M-AR-1Y Start Date: 07/01/2026 End Date: 06/30/2027	$64,683.63	$63,970.23	COOP	1	$63,970.23
		YEAR 2 SUBTOTAL:					$63,970.23
		SUBTOTAL:					$208,328.96
				TOTAL PRICE:			**$208,328.96**
				TOTAL QUOTE:			**$208,328.96**

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

Billing Frequency: Annually in Advance

Year 3- $67,588.94
Period of Performance Dates: 07/01/2027-06/30/2028

Year 4- $70,968.39
Period of Performance Dates: 07/01/2028-06/30/2029

Opengov Terms of Service

Annual invoices will be delivered by the start of each consecutive annual period. Payment of invoices shall be annually in advance. Customer's use of the OpenGov services is pursuant to the OpenGov End User License Agreement set forth at https://opengov.com/terms-of-service/end-user-license-agreement/

****PLEASE NOTE****
Please be sure to include any applicable contract numbers on your purchase order, as well as, all billing and shipping emails and mailing addresses to ensure your order can be processed in a timely manner.

For orders that may be subject to taxes, please provide the end user's mailing address so the correct tax rate, if any, can be applied.

Statement of Work

Unified Government of Athens-Clarke County, GA

Creation Date: 6/6/2024
Document Number: PS-05541
Version Number: 3
Created by: Sidney Barnes

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1. Overview and Approach

1.1. Agreement

This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for Unified Government of Athens-Clarke County, GA ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Master Services Agreement or other applicable agreement entered into by the parties (the "Agreement").

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Agreement between OpenGov and Customer.
- The Deliverables listed in Appendix B are the single source of the truth of the deliverables to be provided.
- Customer's use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Procurement suite as defined in the OpenGov Responsibilities section of this document (Section 2.5). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Procurement solutions to help the Customer power a more effective and accountable government. OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in Appendix A-2: Project Change Control Procedure, and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in order to complete its responsibilities under this SOW.
B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.
C. Use personnel and resources located across the United States, and may also include OpenGov-trained staffing contractors to support the delivery of services.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the Project Change Control Procedure (see Appendix A-2) , and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

Per

A. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software.
B. Individual software modules are configured based on discussions between OpenGov and Customer.
C. Procurement Suite
    i. Customer will provide complete and correct boilerplate language for solicitation and contract templates within two (2) weeks immediately following the kick-off meeting.
    ii. OpenGov template configuration will include up to three (3) solicitation templates and up to two (2) contract templates (See Appendix B for list).
    iii. OpenGov assumes one (1) contract templates will be built based on an example collected from the customer up to fifty(50) pages in length, and one based on an example up to one hundred (100) pages in length.
    iv. Contract examples have not been provided by the Customer prior to creation of this SOW. The scope and deliverables in this SOW are based on OpenGov's best estimate. Actual examples received after project kickoff could result in a change order.
    v. Customer will provide a complete and accurate contracts log and vendor list for import to OpenGov.
    vi. OpenGov best practice is to not exceed tested limits of the product.

2.4. Exclusions

- Implementation of any custom modification or integration developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed in Appendix B.
- Any service items discussed during demonstrations; conference calls; or other events are not included in the scope of this project unless specifically listed in Appendix B.

2.5. OpenGov Responsibilities

2.5.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

A. review the SOW, contract and project plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;

B. maintain project communications through your Project Manager;

C. establish documentation and procedural standards for deliverable Materials; and

D. assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

A. review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;

B. work with your Project Manager to address and resolve deviations from the project plan;

C. conduct regularly scheduled project status meetings; and

D. administer the Project Change Control Procedure with your Project Manager.

Completion Criteria:
This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Weekly status reports
- Project plan
- Project Charter
- Risk, Action, Issues and Decisions Register (RAID)

2.5.2. Activity 2 – Initialization

OpenGov will provide the following:

A. Customer Entity configuration
B. System Administrators creation

C. Solution Blueprint creation
D. Data Validation strategy confirmation

Completion Criteria:
This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.5.3. Activity 3 – OpenGov Use Cases

OpenGov will provide the following:

Procurement Use Cases
A. Automate Solicitation Development
B. Enhance Supplier Engagement and Collaboratively Evaluate + Award
C. Make Contract Management Centralized and Proactive

Completion Criteria:
This activity will be considered complete when:

Procurement Use Cases

- Vendor Portal is configured
- Vendor List is imported
- Solicitation Templates are configured
- Contracts Log is imported
- Contract Templates are configured

Deliverable Materials:

- Formal sign off document

2.5.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions unless otherwise specified in Appendix B. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Administrator training is provided

Deliverable Materials:

- Formal sign off document

2.6. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-1: Project Change Control Procedure.

2.6.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

A. manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
B. serve as the interface between OpenGov and all your departments participating in the project;
C. administer the Project Change Control Procedure with the Project Manager;
D. participate in project status meetings;
E. obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless you and OpenGov agree in writing to a different response time;
F. resolve deviations from the estimated schedule, which may be caused by you;
G. help resolve project issues and escalate issues within your organization, as necessary; and
H. create, with OpenGov's assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

2.7. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
B. The End date is reached

2.8. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures and have an estimated end date of four (4) months following signatures ("End Date") or on other dates mutually agreed to between you and OpenGov.

2.9. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases.

Procurement Suite Illustrative Timeline		Month 1	Month 2	Month 3	Month 4
Procurement Suite	Supplier Engagement, Evaluation, & Award Solution				
	Solicitation Development Solution				
	Contract Management Solution				
GoLive Support	Hypercare				
Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase.					

2.10. Offer Expiration Date

This offer will expire on August 31 , 2024 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
    - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
    - Executives may be called upon to clarify expectations and/or resolve confusion.
    - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process**:
    - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
        - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
        - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
        - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
        - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
    - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
    - Timeline for completion
    - Sign off process
    - Cost of change and Invoice timing
    - Amending the SOW to correct an error.

- Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable Material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1. As set forth in the "Customer Delays" provision of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
    - Professional Services to the customer could be stopped;
    - Delay to any agreed timelines; or
    - Not having the same Professional Services team assigned.

Appendix B: Implementation Activities

B-1: OpenGov Procurement Suite

Instance Creation

Procurement Suite		
Description	OpenGov Responsibilities	Customer Responsibilities
Website Instance Creation	OpenGov will: ● Build customer portal and upload Customer's logo.	Customer will: ● Provide logo. ● Confirm access to the Portal.

Technical Project Review

Description	OpenGov Responsibilities	Customer Responsibilities
Technical Project Review	OpenGov will: ● Provide up to one (1) two-hour working session at the beginning of the project to: o Finalize list of templates o Review technical requirements o Provide documentation on requirements and processes OpenGov Assumptions: ● Boilerplate language will be provided within two (2) weeks immediately following the kick-off meeting.	Customer will: ● Identify relevant participants for attendance. ● Confirm deliverables. ● Gather and provide relevant data for the project.

Supplier Engagement, Evaluation and Award Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Vendor Portal	OpenGov will:	Customer will: ● Allocate resources to create the Vendor Portal.

	• Provide the Customer with iframe code and documentation to create the Vendor Portal. • Import the list of vendors provided by Customer. OpenGov Assumptions: • Customer will provide a complete and accurate vendor list for import to OpenGov. OpenGov clean up/correction of imported files are not included in the scope of this project.	• Provide vendor email list and send vendor email/letter. • Ensure that Vendor Portal will be active before OpenGov begins configuration of templates or the Solicitation Development phase.
Generic Template	OpenGov will: • Deploy generic templates • Provide OpenGov's "Paper to Paperless Language Transition Guide" to assist transition from paper to electronic.	Customer will: • Provide a copy of the next solicitation document. • Provide information to complete the generic solicitation upload template including forms and an example recent solicitation. • Provide the category code set used by the agency (NIGP, NAICS, or UNSPSC).

Solicitation Development Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Solicitation Development Solution	OpenGov will: • Review and confirm the Solicitation Templates and forms provided by Customer. • Work with Customer to design and get sign off on the first template. • Following the sign off of the first template, configure the remaining templates in the system. OpenGov Assumptions:	Customer will: • Provide templates with standard boilerplate language. • Provide forms associated with solicitation templates. • Provide admin documents. • Select the first solicitation type (usually ITB or RFP), to work with OpenGov for the design • Sign off on the first template before beginning the subsequent templates.

	• OpenGov will configure up to three (3) Solicitation Template(s) with standard boilerplate language: ○ RFP ○ RFI ○ Bid	• Validate and provide signoff on Solicitation Templates.

Contract Management Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Create and Manage Contracts	OpenGov will: • Provide one (1) - one hour Overview of the Contract Management Solution to Customer's System Administrator(s). • Provide guidance and instruction to System Administrator on creating and managing contracts.	Customer will: • Attend scheduled System Overview • Create and manage contract records in the system with guidance from OpenGov.
Historical and/or Active Contracts	OpenGov will: • Provide a mapping document for the metadata of contracts to be uploaded into the system. • Import the contract records listed in the contract log. OpenGov Assumptions: • Customer will provide a complete and accurate contracts log for import to OpenGov. OpenGov clean up/correction of imported logs are not included in the scope of this project.	Customer will • Provide contract log per the mapping document.
Contract Template Deployment	OpenGov will: • Review & configure agreed upon contract templates. OpenGov Assumptions:	Customer will: • Provide templates with standard boilerplate language. • Validate and provide signoff on Contract templates.

	● OpenGov will configure up to two (2) Contract Template(s) with standard boilerplate language: ○ 1 up to 50 pages ○ 1 up to 100 pages	

Admin Documents and Checklist Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Admin Documents	OpenGov will: ● Review & configure up to four (4) Admin Documents from the following list: ○ Proposal Viewer Agreement ○ Interview Invitation ○ Non-Award Letter ○ Notice of INtent to Award	Customer will: ● Provide Admin Documents.

Working Sessions and Trainings

Description	OpenGov Responsibilities	Customer Responsibilities
Procurement Working Sessions	OpenGov will: ● Assign practice exercises to Customer to gain familiarization. ● Assist Customer during first real-life solicitation posting, and opening (if during deployment). ● Respond to questions regarding configured system functionality.	Customer will: ● Complete practice exercises to gain familiarization. ● Identify internal Admin Users & security permissions for all other users.
Procurement Administrator Training	OpenGov will: ● Provide up to twelve (12) hours of training on system functionality. Topics include: ○ Creating Bids with Generic Templates	Customer will: ● Attend training sessions as scheduled by the Project Manager and agreed to in the Project Plan.

	○ Live Bid Management & Vendor Experience ○ Evaluation and Awarding ○ Writing Solicitations using templates ○ Contract Document Developer Tools	

Appendix C: Technical Requirements

C-1: OpenGov Procurement Suite

Procurement Suite	
Description	Technical Requirements
Logo	● .png or .jpg file ● At least 300KB but not larger than 500KB
Vendor List	● Single Flat file ● .csv or .xlsx format
Historical/Active Contracts	● Single Flat file ● .csv or .xlsx format
Sample Documents or Templates with boilerplate language	● PDF or Word format
Admin Documents	● PDF or Word format

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: On-Call Annual Pump Maintenance - Contract Award

DATE: July 19, 2024

EXECUTIVE SUMMARY:

Contract award for on-call pump maintenance. Hydra Services East and GoForth Williamson are qualified on-call pump maintenance contractors. This service provides a predictive and preventive maintenance schedule for the pumps throughout Athens-Clarke County that our Public Utilities Department is responsible for.

BUDGET INFORMATION:

	FY2025	FY2026-FY2029	
REVENUE:	$3,812,017	$26,807,519	Replace & Upgrade Facilities & Equipment
	$3,519,413		Prior Year's Balance – Related Projects
TOTAL:	$7,331,430	$26,807,519	
EXPENSES:			
CAPITAL:	$7,331,430	$26,807,519	Replace & Upgrade Facilities and Equipment

FUNDING SOURCE: Water & Sewer Enterprise Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission:

a. Approve one-year unit-price contracts (with an option for up to four annual renewals) with Hydra Services East and GoForth Williamson for On-call pump maintenance; and

b. Authorize the Mayor and appropriate staff to execute all contracts and related documentation.

HISTORY:

1. On September 7, 2004, the Mayor and Commission (M&C) approved an appropriation in the amount of $40,666,355 for the construction and upgrade of the J. G. Beacham Water Treatment Plant (JGB WTP).

2. On July 1, 2008, the M&C approved an appropriation in the amount of $107,295,955 for the construction of the new North Oconee Water Reclamation Facility.

3. On July 1, 2008, the M&C approved an appropriation in the amount of $38,301,800 for the construction of the Cedar Creek Water Reclamation Facility (WRF).
4. On August 5, 2008, the M&C approved an appropriation in the amount of $57,659,600 for the upgrade of the Middle Oconee WRF.
5. On January 2, 2024, the Finance Department Purchasing Division published Request for Qualification and Proposal (RFQP) # 24018 for On-Call Annual Pump Maintenance for all pumps in the distribution system, sewer collection system and four water treatment plants.
6. On February 29, 2024, RFQP responses were received from two qualified On-Call Annual Pump Maintenance repair shops, Hydra Services East and GoForth Williamson.

FACTS & ISSUES:

1. Part of the Public Utilities Department's mission statement is to "responsibly reinvest in infrastructure." Providing predictive and preventive maintenance on pumps throughout PUD reduces cost for ratepayers on repairs.
2. A tabulation of the RFQP responses received is below:

Company	**Determination**	**Location**
Hydra Services East	Qualified	Jasper, GA
GoForth Williamson	Qualified	Griffin, GA

3. For each pump rehabilitation and/or replacement project, quotes will be obtained from both contractors and assignments made based on the criteria of lowest cost and immediate availability. Getting quotes for specific projects from both on-call repair shops will hone the pricing by introducing another level of competitiveness and therefore making the repairs even more cost effective.
4. These contracts are for one year with up to four annual renewals.
5. Pumps are located at the following facilities:

   North Oconee WRF, Middle Oconee WRF, Cedar Creek WRF, Weatherly Woods Sewage Pump Station, North Oconee Raw Water Intake, Middle Oconee Raw Water Intake, JG Beacham Water Treatment Plant (High Service Pump Station), Five Points Booster Pump Station, Northeast Booster Pump Station, Northwest Booster Pump Station and Bogart Pump Station.
6. Plant Maintenance has expended $1.7 M in pump maintenance over the last five years. These on-call pump maintenance contracts will reduce the cost of regular, predictive and preventive maintenance.
7. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:

   - Built and Natural Infrastructure Goal, Strategy C: *Provide adequate funding for maintenance of existing and newly constructed infrastructure*.

OPTIONS:

1. Mayor and Commission:
   a. Approve one-year unit-price contracts (with an option for up to four annual renewals) with Hydra Services East and GoForth Williamson for On-call pump maintenance; and
   b. Authorize the Mayor and appropriate staff to execute all contracts and related documentation.
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

Hollis Terry IV — July 22, 2024

Hollis Terry IV — Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a & b

8/14/2024

Niki Jones, Acting Manager — Date:

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Brooklyn Creek Interceptor Improvements Phase 1 - Change Order

DATE: July 22, 2024

EXECUTIVE SUMMARY:

The Public Utilities Department is requesting approval of a Change Order to the Brooklyn Creek Interceptor Improvements Project due to permitting delays, increased roadway restoration and the amount of rock encountered during construction.

BUDGET INFORMATION:

CAPITAL REVENUE:	$43,820,940	Evaluate & Rehabilitate Sewer Lines Capital Project Fund
CAPITAL EXPENSES:	$24,132,125	Eval. & Rehab. Sewer Line Designated Projects
	$17,863,814	Expenditures & Encumbrances
	$ 1,825,000	Available for Brooklyn Creek Interceptor Improvements Phase 1 Change Order

FUNDING SOURCE: Water & Sewer Enterprise Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request Mayor & Commission:

a. Authorize an appropriation of $1,825,000 for the Brooklyn Creek Phase 1 Improvements Project; and

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

HISTORY:

1. On November 3, 2015, the Mayor & Commission (M&C) approved the Infrastructure and Capital Improvements Element of the 2015 Service Delivery Plan (SDP) Update.
2. On May 3, 2016, the M&C accepted the Financial Element of the 2015 SDP Update. The Financial Element sets future water and sewer rates based, in substantial part, on the cost of asset ownership, capital reinvestment and environmental infrastructure.
3. On June 6, 2017, the M&C approved the selection of three on-call engineering firms with the scope of work that included design and construction management to Rehabilitate and Replace critical infrastructure.

4. On October 18, 2018, the Public Utilities Department (PUD) held a community meeting with property owners that would be affected by the project.
5. On December 4, 2018, the M&C approved Brooklyn Creek Interceptor Improvements – Phase 1 Preliminary Construction Plans.
6. On July 2, 2019, the M&C approved Brooklyn Creek Interceptor Improvements – Phase 2 Preliminary Construction Plans.
7. On February 6, 2020, a day of extreme rainfall, flash flooding and tornado warnings, the Brooklyn Creek Interceptor surcharged and 111,000 gallons of sewage overflowed into the Brooklyn Creek sewer shed in the area of The Plaza.
8. On August 4, 2020, the M&C approved the Infrastructure and the Capital Improvements Element of the 2020 SDP Update.
9. On April 22, 2021, a bid was received for the entire Brooklyn Creek Interceptor project in the amount $32,446,919. The engineer's original cost estimate in 2020 was $11 million.
10. On April 23, 2021, PUD requested Hazen and Sawyer provide reasons for the higher bid and evaluate breaking the Brooklyn Creek Project into two phases. This would allow PUD to accomplish some sewer improvements immediately.
11. On June 7, 2022, the M&C:
    a. Authorized an appropriation in the amount of $24,932,675 for the Brooklyn Creek Phase 1 Improvements project;
    b. Awarded a unit price construction contract to the apparent low bidder, Garney Construction, Inc.;
    c. Awarded a project management/resident inspection task order in the amount of $1,190,600 to the Public Utilities Department's on-call consultant, Hazen and Sawyer, for the provision of professional services during construction; and
    d. Authorized staff to approve project change orders that do not collectively exceed the overall appropriation of $24,932,675.

FACTS & ISSUES:

1. This sanitary sewer project replaces the existing undersized and poor-condition clay pipe along Brooklyn Creek between Baxter St, and the Middle Oconee River with larger diameter ductile iron pipe. This will improve capacity of the Brooklyn Creek Interceptor, curtailing sewer overflows into Brooklyn Creek, and reducing inflow and infiltration (I/I) going to the Middle Oconee Water Reclamation Facility. Additionally, the project lowers the depth of the pipes to eliminate numerous aerial crossings, providing better protection for both the sewer lines and the flow characteristics of Brooklyn Creek. The project is approximately 75% complete.
2. The amount of rock encountered during construction has exceeded the total quantity that was originally estimated. Additionally, the project budget planned for a mix of both blasting

and hammering for rock removal. Blasting is a more efficient method; hammering is costlier but less disruptive. However, during the course of the project, it was determined that blasting would not be appropriate given the project location, and that hammering would be used for the entire project. As a result, the estimated budget for rock removal has been exceeded.

3. The degree of roadway restoration that had been required by the Department of Transportation and Public Works (TPW) has exceeded what was originally designed and permitted. This has increased both the quantity and the cost of roadway restoration above what was originally estimated. As a result, the budget for roadway restoration has been exceeded.
4. Additionally, errors in bid form quantities were introduced to key line items of the Phase 1 bid form when the project was split into two phases. The quantities from the second phase were removed from the bid. As a result, the quantities that were estimated for a number of items were insufficient.
5. To offset a portion of these overages, PUD has pursued a number of cost-saving opportunities. While most of these changes were relatively small in scale, there were two cost-saving items which were significant. The first was the construction of a soil nail wall in the Brooklyn Creek stream bank along Fortson Drive. This reduced the costs of constructing in the streambed by stabilizing the slope and allowing the sewer line to be constructed in even terrain without expensive sewer pipe casing. The result is a more stable streambank. The second significant cost savings measure was to eliminate a number of aerial sewer laterals from the project by reusing existing aerial sewer laterals which were determined to be in good condition and not in need of replacing.
6. With these cost saving measures included, the current estimated overage for the project is $1,100,000. This overage is expected to increase due to the continued encountering of greater-than-expected rock, hammering, and roadway restoration, as well as potential other unknowns.
7. For construction projects, PUD ordinarily requests a contingency of approximately 10%. However, for this project a contingency of only 2% was requested, totaling $500,000. Had PUD requested the standard 10% during the original appropriation, then the contingency funds available would have been $2,325,000. This amounts to a difference of $1,825,000 in contingency funds from what was actually appropriated.
8. Due to the current $1,100,000 overage and the anticipation that this overage may continue to grow, PUD is requesting a total appropriation of $1,825,000. This is equal to the standard 10% contingency PUD ordinarily requests on construction projects, less the $500,000 contingency already appropriated.
9. Additionally, permitting delays have resulted in an interruption to the anticipated end of the project. The project was awarded to Garney with a Notice to Proceed date of January 12, 2023. However, the local issuing authority required the construction plans to be re-reviewed and the land disturbance permit (LDP) re-issued. The LDP was approved and re-

issued on February 17, 2023. The difference of 36 days between these dates caused an extension of 36 days to the contract time.

10. The change order summary is:

Item	Original Amount	Revised Amount	Net Change
Construction Contract	$ 23,242,075	$ 23,242,075	$ -
Construction Management & Project Inspection Contract	$ 1,190,600	$ 1,190,600	$ -
Contingency	$ 500,000	$ 2,325,000	$ 1,825,000
Total Amount	**$ 24,932,675**	**$ 26,757,675**	**$ 1,825,000**
Final Completion Date	**7/4/2024**	**8/10/2024**	**36 days**

11. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:

    - Built and Natural Infrastructure Goal, Strategy C: *Provide adequate funding for maintenance of existing and newly constructed infrastructure.*

OPTIONS:

1. Mayor & Commission:
    a. Authorize an appropriation of $1,825,000 for the Brooklyn Creek Phase 1 Improvements Project; and
    b. Authorize the Mayor and appropriate staff to execute all related contract 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

Hollis Terry III **July 22, 2024**

Hollis Terry IV Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a & b

8/14/2024

Niki Jones, Acting Manager Date:

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Memorandums of Understanding – Future Reuse Water System

DATE: July 22, 2024

EXECUTIVE SUMMARY:

The Public Utilities Department (PUD) is requesting Mayor and Commission approval of two Memorandums of Understanding (MOUs) regarding the utilization of the Unified Government of Athens-Clarke County's (ACCGov) future reuse water system. One MOU is with Meissner Corporation; the second is with the Southern Company Services, Inc. These are the first two users of the purple pipe.

BUDGET INFORMATION: N/A

REVENUES:

EXPENSES:
ANNUAL:
CAPITAL:
OTHER:

FUNDING SOURCE: N/A

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request Mayor & Commission:

a. Authorize a Memorandum of Understanding between ACCGov and Meissner Corporation concerning PUD's intent to provide reuse water at a future date once infrastructure is complete **(Attachment #1)**;

b. Authorize a Memorandum of Understanding between ACCGov and Southern Company Services, Inc. concerning PUD's intent to provide reuse water at a future date once infrastructure is complete **(Attachment #2)**; and

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

HISTORY:

1. On September 20, 2016, the Mayor and Commission (M&C) approved the Infrastructure Element and Capital Improvements Element of the 2015 Update to the Public Utilities Department Service Delivery Plan (SDP). The 2015 SDP included programs to initiate a non-potable reuse system.

2. On January 10, 2017, the Public Utilities Department (PUD) presented a Risk-Based Assessment to the M&C that evaluated factors beyond projected future water demand in the 2015 Service Delivery Plan.
3. On February 7, 2017, the M&C approved the recommendation of the PUD's Risk-Based Water Supply Assessment to initiate a Water Reuse Program (aka Purple Pipe Program).
4. On July 5, 2017, the M&C:
    - Authorized a capital program to Improve Water Supply Reliability;
    - Approved the Potable and Non-potable Water Line Program Resolution; and
    - Authorized staff to proceed with design and construction of the program as authorized.
5. In May 2018 CH2M, PUD's Master Planning Engineer, completed the ACCGov Reuse System Master Plan.
6. On March 5, 2019, M&C approved the reuse water distribution pipeline as part of the (SPLOST) Firefly Trail Project Sub-Project #2.
7. On November 5, 2019, M&C approved the Preliminary Construction Plans for the Reuse Water Pump Station at the North Oconee Water Reclamation Facility (NOWRF).
8. On August 4, 2020, M&C approved the Updated 2020 SDP Infrastructure and Capital Improvements Element.
9. On November 2, 2021, M&C approved the North Oconee WRF and Middle Oconee WRF Improvements contract award which included the construction of the reuse pump station.
10. On May 3, 2022, M&C authorized the construction of approximately 350 linear feet of reuse water main near the intersection of Lexington Rd. and Winterville Rd. This is part of the GDOT SR10 Loop at US78 Improvements Project (PI#122600).
11. On December 6, 2022, M&C approved adoption of a new recycled water unit rate of $2.67 per 1,000 gallons and updated the Code of Ordinances to reflect the new fees.
12. On April 4, 2024, PUD issued a Notice to Proceed to begin survey work based on two potential customers interest in connecting to our recycle water system once the infrastructure is in place.

FACTS & ISSUES:

1. PUD's three Water Reclamation Facilities produced 11.4 mgd of minimum monthly discharge of highly treated effluent in 2018. The North Oconee Water Reclamation Facility produced a minimum monthly flow of 6.3 mgd of effluent in 2018. Reclaimed water from PUD's North Oconee WRF could provide millions of gallons of recycled water per day to non-residential customers, including Meissner, for beneficial use.
2. "Non-potable water reuse" is defined as the use of reclaimed water for a direct beneficial purpose. A non-potable reuse system pumps highly treated effluent from a water

reclamation facility to non-residential customers through a series of distribution pipes. This pipe system is separate from the drinking water and wastewater pipe systems. Many systems include storage facilities so the water can be stored for use when demands are high.

3. Reuse water for irrigation, cooling towers, industrial processes, and other purposes has been employed as a water conservation practice in Georgia, Florida, California, Texas, Arizona, and other states for many years. A non-potable Water Reuse System would reduce the amount of raw water needed for the Water Treatment Plant.
4. A Non-potable Water Reuse System:
    a. Makes ACC more drought resilient by reducing potable demands;
    b. Preserves water resources and protects ACCGov from economic impacts of water restrictions;
    c. Extends the effectiveness of the Bear Creek Reservoir;
    d. Allows for future economic growth through water reliability; and
    e. Mitigates peak demands from irrigation and cooling which are highest in hot months, just when our rivers are at their lowest.
5. The PUD Reuse System Master Plan consists of two non-potable reuse water transmission line routes and a reuse pump station at the NOWRF.
    a. One transmission line route extends from the NOWRF to the ACC's largest "Industrial Center." This Industrial Center includes the Athena Industrial Park and the Athens Technology Park; and
    b. The second route extends from the NOWRF to the University of Georgia.
6. Meissner plans to develop a new manufacturing facility in the industrial center and intends to use reuse water in its processes. In anticipation of reuse water availability, Meissner has proposed construction plans featuring a new section of reuse water main traversing through the development site, which would eventually be connected to the ACC reuse water system.
7. Both customers are investing in reuse infrastructure prior to its availability and are seeking guarantees that ACC's reuse infrastructure will be available in the future.
8. The installation of reuse infrastructure is costly and time consuming. PUD is seeking guarantees that when it extends its reuse infrastructure, it will have paying customers in Meissner and Southern Company.
9. The intent of the MOUs is to ensure both parties concerns will be guaranteed.
10. This recommendation supports the following ACCGov Strategic Plan Goals & Strategies:
    - Built and Natural Infrastructure Goal, Strategy A3: *Develop well-planned new infrastructure according to future land use values and framework. Work with industries and large organizations to adapt technologies that reduce and shift water demand.*

OPTIONS:

1. Mayor & Commission:
    a. Authorize a Memorandum of Understanding between ACCGov and Meissner Corporation concerning PUD's intent to provide reuse water at a future date once infrastructure is complete (**Attachment #1**);
    b. Authorize a Memorandum of Understanding between ACCGov and Southern Company Services, Inc., concerning PUD's intent to provide reuse water at a future date once infrastructure is complete (**Attachment #2**); and
    c. Authorize Mayor and appropriate staff to execute all contracts and related documents.
2. Mayor & Commission deny the request.
3. Mayor & Commission defined option.

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

DEPARTMENT: Public Utilities

Prepared by: Hollis Terry IV

Hollis Terry IV — July 22, 2024

Hollis Terry IV — Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a, b, and c

8/14/2024

Niki Jones, Acting Manager — Date:

ATTACHMENTS:

Attachment #1: Memorandum of Understanding with Meissner Corporation
Attachment #2: Memorandum of Understanding with Southern Company Services, Inc.

Agreement Regarding Public Utilities Traversing Private Property Between The Unified Government of Athens-Clarke County and Meissner Corporation

This Agreement Regarding Public Utilities Traversing Private Property (this "Agreement") is entered into this 21st day of May, 2024 (the "**Effective Date**") by and between Meissner Corporation, a Nevada corporation ("**Customer**"), and the Unified Government of Athens-Clarke County, Georgia, a body politic and corporate and a political subdivision of the State of Georgia ("**ACCGov**") (each individually referred to as a "Party" and collectively as the "Parties"), for the purposes of utilizing recycled water for industrial purposes.

RECITALS

WHEREAS, the Parties intend to make ACCGov more drought resilient by reducing potable demands;

WHEREAS, the Parties intend to preserve valuable water resources and protect ACCGov from economic impacts of water restrictions;

WHEREAS, the Parties intend to extend the effectiveness of the Bear Creek Reservoir;

WHEREAS, the purpose of this Agreement is to allow for future economic growth through water reliability; and

WHEREAS, another purpose of this Agreement is to mitigate peak demands from irrigation and cooling which are the highest during the hottest months of the year, which correspond with the time period during which the rivers flowing through ACCGov are at their lowest;

NOW, THEREFORE, the Parties, intending to be mutually bound by the terms and conditions of this Agreement, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby agree to the following terms:

1. Term

The term of this Agreement shall be one (1) year ("Initial Term") and shall commence upon the Effective Date defined herein. At the expiration of the Initial Term, this Agreement shall be renewed automatically, without execution of any further contract, for nine (9) successive terms of one (1) year each, unless earlier terminated in accordance with the terms herein.

2. Understanding of Responsibility for Work

A. Regardless of easements of record, all domestic and recycled water mains are to be maintained by **ACCGov** to the water meter. All water services and back flow preventers beyond the meter are to be maintained by **Customer**. Fire lines shall be maintained by the Athens-Clarke County Public Utilities Department ("**PUD**") up to and including any isolation valves that precede the back flow preventer.

B. Regardless of easements of record, public sanitary sewer mains that serve a broader sewershed than those contained solely within **Customer's** property shall be maintained by **ACCGov**. Any **Customer**-owned private sewer mains, sewer services, and/or grease traps shall be maintained by the **Customer**. The **Customer** shall assist in identifying public sewer lines on **Customer's** property and provide all easement documentation for same to **PUD**.

C. **PUD** shall notify **Customer** at the earliest possible point of the need for repairs or upgrades to mains on **Customer's** property. For large capital projects, **Customer** may request notification at least six (6) months in advance of scheduled work. **Customer** shall notify **PUD** at the earliest possible point when need for maintenance, repairs, or upgrades to other utilities conflict with **PUD** water mains, sanitary sewer, or recycled water lines. **Customer** shall give **PUD** the opportunity to review plans for all utility projects prior to construction commencement that may have an impact on **PUD** water mains, sanitary sewer, or recycled water lines.

D. **PUD** and **Customer** shall coordinate efforts to repair or upgrade domestic and recycled water mains on **Customer's** property in order to minimize project disturbance and expedite timely execution of work. This coordination shall include communications between **PUD** and any managers, supervisors, officers, engineers, personnel, or agents designated by **Customer** during a regularly occurring project coordination meeting, if needed and as necessary.

E. For planned upgrades or improvements of water mains, sanitary sewer, or recycled water lines on **Customer's** property, **PUD** shall provide construction and encroachment plans for **Customer's** review and approval. To accommodate repair and upgrade activities executed by **PUD** and/or its contractors, **Customer** shall provide reasonable and timely right-of-entry. **Customer** should anticipate no less than a 14-day review period for non-emergency utility upgrade or improvement projects. Emergency repairs and routine maintenance are exempt from this provision.

3. Understanding for Execution of Work

A. No utility work shall be performed by **PUD**, **Customer**, or contractors without an advance Utility Locate. All utility locates should be called in to GA 811.

B. Whenever possible, **PUD** and/or its contractors shall approach the location of a worksite in a manner to minimize disturbance of lawn or landscaping.

C. Every effort shall be made to minimize disturbance to above and below-grade improvements, including hardscape, landscape, and utilities co-located within water mains, sanitary sewer, or recycled water lines corridors.

D. Due diligence to anticipate and minimize potential impacts to archeological resources is required for land disturbing activities on **Customer** property. **Customer** shall coordinate due diligence investigation based on scope of disturbance provided by **PUD**. Emergency repairs to water mains, sanitary sewer, or recycled water lines are exempt from this provision.

E. For any **Customer**- or **PUD**-planned system upgrades, an existing conditions survey with photos and video shall document existing conditions prior to disturbance. To the greatest extent possible, both parties shall document conditions of emergency utility work with photography and/or video.

F. For all work on **Customer** property, **PUD** and/or its contractors shall return all disturbed areas to pre-existing conditions unless otherwise approved by project-based agreement. Removal of plantings within **PUD** easements is exempt from this provision.

G. All water mains, sanitary sewer, or recycled water lines shall be installed according to **PUD** water, recycled water, and sewer specifications and details.

H. Where water main, sanitary sewer, or recycled water lines repairs and upgrades impact the natural or riparian corridors, **PUD** and **Customer** shall coordinate on an appropriate landscape re-establishment plan for the utility corridor to include native plants and shrubs that minimize potential future utility main disturbance while re-establishing natural conditions and character. All plantings on **PUD** easement are subject to removal without re-establishment.

I. Upon completion of work on **Customer's** property that impacts **PUD** water, recycled water, and sewer lines, **Customer** shall provide as-built data of Athens-Clarke County Public Utility infrastructure to **PUD** in order to update GIS. GIS contact information is as follows:

Devon Elcik: 762-400-6754, devon.elcik@accgov.com,

Physical Address:
301 College Avenue
City Hall, Suite 301B
Athens, GA 30601

Mailing Address:
P.O. Box 1868
Athens, GA 30603

4. Design and Construction of Recycled Water System

A. **ACCGov** shall provide recycled water to **Customer** from the North Oconee Water Reclamation Facility ("NOWRF") along a route specified in Exhibit #1, attached hereto and incorporated herein by reference.

i. **PUD** shall be responsible for design and construction of the recycled line from the NOWRF to where the proposed line intersects with **Customer's** property.

ii. From where **PUD** terminates the recycled line on **Customer's** property, per design, **Customer** shall be responsible for design and construction of recycled water service lines that extend beyond that point. This includes **Customer's** design and construction of all valves, meters, and services lines beyond the meter. These mains shall be subject to stipulations listed in Sections 1 and 2 above. **PUD** shall own and operate, after acceptance, the recycle water main up to the meter. The **Customer** shall own and operate all service lines past the meter.

iii. All meters shall be purchased by **Customer** from **PUD** to ensure that automated meter infrastructure (AMI) compliant meters are used. **Customer** shall be provided access to the customer portal upon request.

5. Rates

A. The recycle water rate shall be $2.67 per 1,000 gallons.

B. Connection Fees shall be determined and charged on basis of demand and discharge into the **ACCGov** Sanitary Sewer Collection System. **Customer** shall provide projected recycle water flows used at the facility. **PUD** will run a water and sewer evaluation to determine the connection fee.

6. Timelines

A. Fall 2024 expected dates of NOWRF Recycled Water Pump Station (RWPS) construction completion.

B. Fall 2026 expected dates of **ACCGov** recycle water infrastructure construction completion.

C. (TBD) expected dates of **Customer** construction completion.

7. Requirements

A. Recycle water shall meet quality thresholds per the Guidelines for Water Reclamation and Urban Water Reuse, as established by the Environmental Protection Division, Department of Natural Resources, State of Georgia.

B. **PUD** and **ACCGov** require a commitment of **10 years** from **Customer** to use recycled water prior to construction and permitting of the recycled water distribution system to **Customer**.

8. Termination.

A. Either Party may terminate this Agreement for cause upon ten (10) days' official written notice to the other Party. It shall be the sole discretion of **ACCGov** as to whether any default may be cured by **Customer**. Either Party may also terminate this Agreement without cause upon thirty (30) days' official written notice to the other Party. In the event of termination, the parties shall abide by the terms and conditions of this Agreement during the notice period, and **Customer's** obligations to pay any outstanding amounts due and owing to **ACCGov**, including any outstanding bills for the outstanding per-gallon recycle water rate, shall survive the termination of this Agreement.

9. Miscellaneous Provisions

A. This Agreement shall be governed by the laws of the State of Georgia. The proper venue for any disputes arising from this Agreement shall be the Superior Court of Athens-Clarke County, Georgia, or if federal jurisdiction is applicable, the United States District Court for the Middle District of Georgia, Athens Division.

B. **Customer** 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 Agreement also agree to abide by and be bound by Chapter 6-21 of the Code of Athens-Clarke County, Georgia.

C. Neither Party shall assign or transfer any interest in this Agreement without the prior written consent of the other Party.

D. Nothing in this Agreement will be deemed or construed to create a joint venture, agency, or partnership between the Parties for any purpose or between the partners, owners, officers, members, or employees of the Parties by virtue of either this Agreement or actions taken pursuant to this Agreement. **Customer's** personnel will remain **Customer's** employees for all purposes, including, but not limited to, determining responsibility for all payroll-related obligations.

E. The Parties agree that all official written notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery. Any such notice delivered or sent as aforesaid shall be effective on the date of delivery. All such notices under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent official written notice.

If to **ACCGov**: Unified Government of Athens-Clarke County
Attention: Hollis Terry IV, Director
Public Utilities Department
124 E. Hancock Ave
Athens, GA 30601

If to **Customer**: Meissner Corporation
Attention: General Counsel
1001 Flynn Rd
Camarillo, CA 93012
legal@meissner.com

With a copy to: project.trinity@meissner.com

F. If any provision of this Agreement is held by a final decision of a court or tribunal of competent jurisdiction to be invalid, unenforceable, or illegal, the remainder of the Agreement shall be enforceable without such provision.

G. **Customer** agrees to indemnify **ACCGov**, its elected officials, appointed officers, supervisors, agents, and employees, and to hold each of them harmless against any and all claims, damages, losses, expenses, and liabilities resulting from, or

relating to, any of **Customer's** negligent or wrongful acts or omissions arising from **Customer's** performance of this Agreement.

H. **Customer**, by signing, certifies that it is in compliance with all local rules, procedures, and ordinances. **Customer** further certifies that the person signing for **Customer** on the following page has the requisite authority to bind **Customer** to this Agreement.

CONFIDENTIAL

[Signatures on following page]

In witness whereof, the Parties, having all required authority, have caused this Agreement to be executed on the date and year first written above.

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

By: _____
Kelly Girtz, Mayor

Attest: _____
Gloria J. Spratlin, Clerk of Commission

Date of Execution: _____

(SEAL)

MEISSNER CORPORATION,
a Nevada corporation

By: _____
Christopher Meissner, President

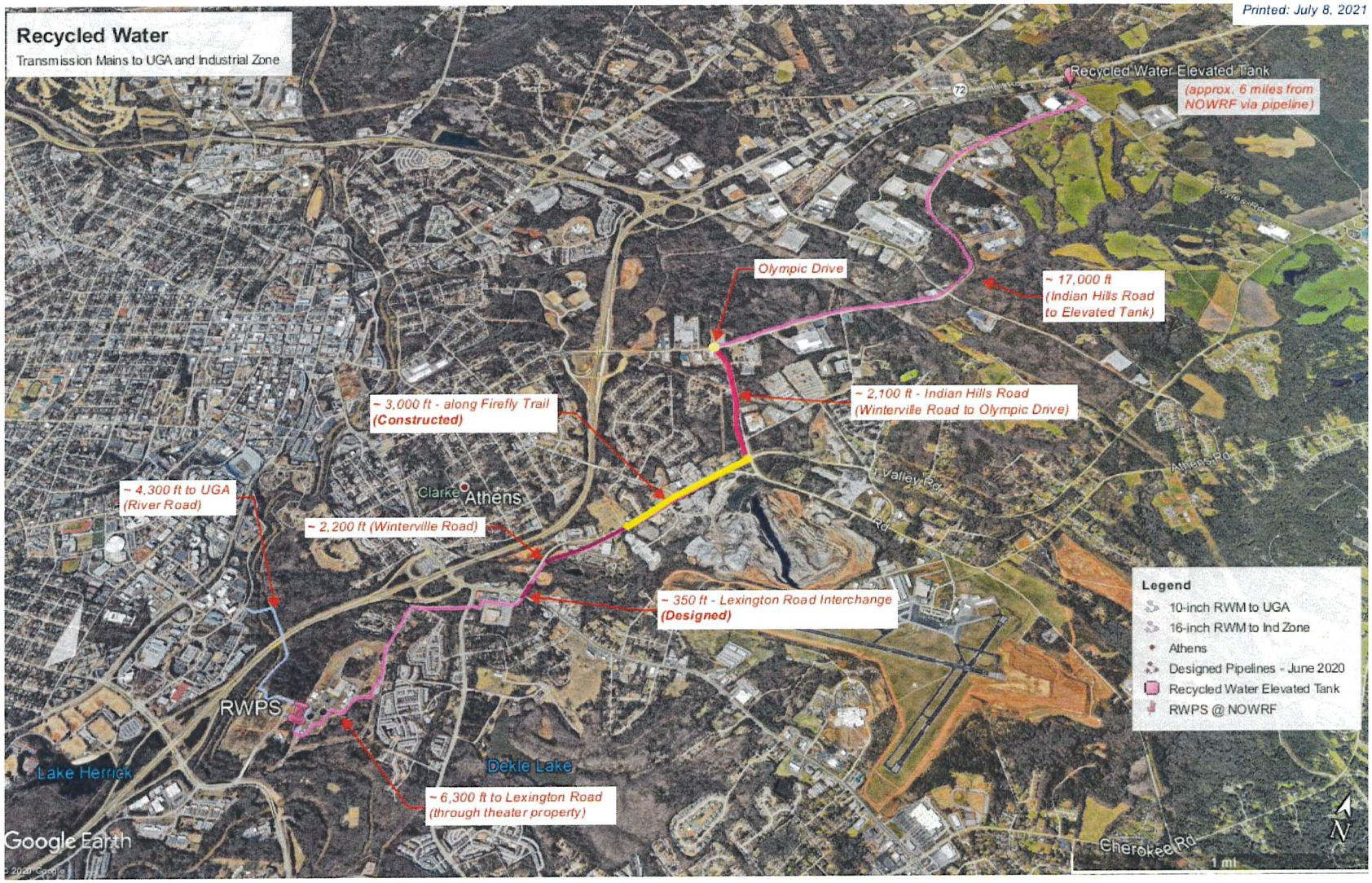
Attest: _____
Laura Meissner, Corporate Secretary

Date of Execution: 21 MAY 2024

(SEAL)

SEAL

Exhibit #1



168440156

ATTACHMENT

Agreement Regarding Public Utilities Traversing Private Property
Between
the Unified Government of Athens-Clarke County and
Southern Company Services, Inc.

This Agreement (this "**Agreement**") Regarding Public Utilities Traversing Private Property between the Unified Government of Athens-Clarke County, Georgia, a body politic and corporate and a political subdivision of the State of Georgia ("**ACCGov**") and Southern Company Services, Inc., an Alabama corporation ("**Southern Company Services**"), on behalf of and as an agent of its affiliates, Georgia Power Company ("**GPC**"), AGL Services Company, a Georgia corporation ("**AGL**"), Alabama Power Company, an Alabama corporation ("**APC**"), Mississippi Power Company, a Mississippi corporation ("**MPC**"), Southern Communications Services, Inc., a Delaware corporation ("**Southern Communications**"), and Southern Power Company, a Delaware corporation ("**Southern Power**," and together with Southern Company Services, AGL, APC, MPC, Southern Communications, and Southern Power, "**SCS**") is entered into this _____ day of _____, 2024 (the "**Effective Date**") (each of ACCGov and SCS are sometimes individually referred to as a "**Party**" and collectively as the "**Parties**") for the purposes of utilizing recycled water for industrial purposes.

RECITALS

WHEREAS, the Parties desire to become more drought resilient by reducing potable water demands;

WHEREAS, the Parties desire to preserve valuable water resources;

WHEREAS, the Parties desire to extend the effectiveness of the Bear Creek Reservoir;

WHEREAS, this Agreement is intended to stimulate future economic growth through water reliability and to mitigate peak demands from irrigation and cooling;

NOW, THEREFORE, the Parties, for and in consideration of the mutual promises and agreements set forth herein and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties, do hereby agree as follows:

1. Term; Termination; Amendments

A. The term of this Agreement shall be one (1) year and shall commence upon the Effective Date. At the expiration of the original term specified above, this Agreement shall be renewed automatically, without execution of any further contract, for nine (9) successive terms of one (1) year each, unless earlier terminated in accordance with the terms of this Section 1. Either Party requesting an amendment to this Agreement shall, no later than sixty (60) days prior to each then applicable annual renewal, provide written notice to the other Party that includes a detailed list of requested modifications to this Agreement. Upon written request from Either Party, the Parties shall confer to discuss the proposed modifications hereto.

B. In addition to any other termination rights expressly set forth in this Agreement, ACCGov or SCS, as applicable, may terminate this Agreement for cause upon any of the following events of default (each an "**Event of Default**"): (i) a Party fails to make when due any payment required under this Agreement, and such failure is not cured within ten (10) business days following notice from the other Party; (ii) ACCGov fails to perform or observe any covenant, term, or condition under this Agreement and such failure is not cured within ten (10) days after written notice thereof by SCS; (iii) SCS materially breaches an Agreement obligation and such failure is not cured within ten (10) days after written notice thereof by ACCGov; or (iv) ACCGov sells, transfers, or otherwise disposes of (or otherwise loses rights of access to) the water main, sewer, recycled water lines, or other facilities necessary for the Parties to perform under this Agreement; any representation or warranty made by a Party to the other Party in connection with this Agreement proves at any time to have been untrue or misleading in any material respect. Notwithstanding the foregoing, if any Event of

Default cannot be cured within the applicable period above, the cure period will be extended so long as the defaulting Party has commenced reasonable efforts to cure such Event of Default within the applicable period and thereafter diligently prosecutes such cure to completion. If a defaulting Party determines that a default cannot be cured within any applicable period above, it will promptly give written notice to the non-defaulting Party describing in detail the actions remaining to be taken and any extenuating circumstances affecting the defaulting Party's ability to timely cure such Event of Default.

C. Either Party may elect to terminate this Agreement for its convenience without cause upon 30 days' written notice to the other Party.

D. Upon any termination of this Agreement, SCS will pay any undisputed outstanding amounts due and owing to ACCGov to the extent that such amounts accrued prior to such termination, including any bills for the outstanding per-gallon recycle water rate. SCS's obligations under this Section 2.D. shall survive the termination or expiration of this Agreement.

E. This Agreement may be amended or modified any time prior to expiration of the original contract period by mutual written consent of the Parties hereto. Any such modification shall be signed by duly designated representatives of both Parties with the same level of formality as this Agreement.

2. Understanding of Responsibility for Work

A. All domestic and recycled water mains are to be maintained by ACCGov to the water meter. All water services and back flow preventers beyond the meter are to be maintained by SCS. ACCGov shall cause the fire lines to be maintained by the Athens-Clarke County Public Utilities Department ("**PUD**") up to and including any isolation valves that precede the back flow preventer.

B. Public sanitary sewer mains that serve a broader sewershed than those contained solely within GPC's property shall be maintained by ACCGov. Any GPC-owned private sewer mains, sewer services, and/or grease traps shall be maintained by SCS. SCS shall assist in identifying public sewer lines on GPC's property and provide all easement documentation for same to PUD.

C. ACCGov shall notify SCS, or cause PUD to notify SCS, at the earliest possible point, of the need for repairs or upgrades to mains on GPC's property. SCS shall notify PUD at the earliest possible point when need for maintenance, repairs, or upgrades to other utilities conflict with PUD water mains, sanitary sewer, or recycled water lines. SCS shall give PUD the opportunity to review plans for all utility projects prior to construction commencement that may have an impact on PUD water mains, sanitary sewer, or recycled water lines.

D. PUD and SCS shall coordinate efforts to repair or upgrade domestic and recycled water mains on GPC's property in order to minimize project disturbance and expedite timely execution of work. This coordination shall include communications between PUD and any managers, supervisors, officers, engineers, personnel, or agents designated by SCS during regularly occurring project coordination meetings, and more frequently if needed and as necessary.

E. For planned upgrades or improvements of water mains, or recycled water lines on GPC's property, PUD shall provide construction and encroachment plans for SCS's review and approval. To accommodate repair and upgrade activities executed by PUD and/or its contractors, SCS shall cause GPC to provide reasonable and timely right-of-entry. SCS should anticipate no less than a 14-day review period for non-emergency utility upgrade or improvement projects.

3. Understanding for Execution of Work

A. No utility work under this Agreement may be performed by, or on behalf of, ACCGov, PUD, or SCS without an advance utility locate. All utility locates must be called in to GA 811.

B. ACCGov shall ensure that PUD and/or its contractors conduct each of their respective activities in a safe and workmanlike manner so as to minimize disturbance to GPC, GPC's property (including, without limitation, any lawn or landscaping), or any of GPC's lawful activities being conducted on GPC's property.

C. In performing under this Agreement, ACCGov and PUD must make every effort to minimize disturbance to above- and below- grade improvements, including hardscape, landscape, and utilities co-located within water mains or recycled water line corridors.

D. Due diligence to anticipate and minimize potential impacts to archeological resources is required for land disturbing activities on GPC property. SCS shall coordinate due diligence investigation based on scope of disturbance provided by PUD.

E. For any GPC- or PUD-planned system upgrades, an existing conditions survey with photos and video shall document existing conditions prior to disturbance.

F. For all work on GPC property, PUD and/or its contractors shall return all disturbed areas to pre-existing conditions, unless otherwise approved by SCS in writing. Reasonable disturbances caused by the removal of plantings within PUD easements will be exempt from this provision, except to the extent that any such removal unreasonably disturbs the existing conditions of GPC property or impacts any GPC property outside of a PUD easement.

G. All water mains, sanitary sewer, or recycled water lines shall be installed according to PUD water, recycled water, and specifications and details.

H. Where water main, sanitary sewer, or recycled water lines repairs and upgrades impact the natural or riparian corridors, PUD and SCS shall coordinate on an appropriate landscape re-establishment plan for the utility corridor to include native plants and shrubs that minimize potential future utility main disturbance while re-establishing natural conditions and character. All plantings on PUD easement are subject to removal without re-establishment.

I. Promptly following completion of work on GPC's property that impacts PUD water, recycled water, or sewer lines, SCS shall provide as-built data of Athens-Clarke County Public Utility infrastructure to PUD in order to update GIS. GIS contact information is as follows:

Devon Elcik: (762) 400-6754, devon.elcik@accgov.com,

Physical Address:
301 College Avenue
City Hall, Suite 301B
Athens, GA 30601

Mailing Address:
P.O. Box 1868
Athens, GA 30603

4. Design and Construction of Recycled Water System

A. ACCGov shall provide recycled water to GPC from the North Oconee Water Reclamation Facility ("**NOWRF**") along a route specified in Exhibit #1, attached hereto and incorporated herein by reference.

i. PUD shall be responsible for design and construction of the recycled line from the NOWRF to the location where the proposed line intersects with GPC's property.

ii. From where PUD terminates the recycled line at the border of GPC's property, per design, SCS shall be responsible for design and construction of recycled water service lines that extend beyond that point. This includes SCS's design and construction of all valves, meters, and services lines beyond the meter. These mains shall be subject to stipulations listed in Sections 1 and 2 above. PUD shall own and operate, after acceptance, the recycle water main up to the meter. GPC shall own and operate all service lines past the meter. If PUD requires access to any GPC property, following notice from PUD, SCS will provide PUD with an easement in a form acceptable to SCS.

iii. All meters shall be purchased by SCS from PUD to ensure that automated meter infrastructure (AMI) compliant meters are used. GPC shall be provided access to the customer portal upon request.

5. Rates

A. The recycle water rate shall be $2.67 per 1,000 gallons.

B. Connection Fees shall be assessed consistent with ACCGov's then-current published rates for potable water and shall be charged on basis of demand and discharge into the ACCGov Sanitary Sewer Collection System. SCS shall provide projected recycle water flows used at the facility.

6. Timelines

A. The Parties will mutually develop a schedule for the performance completion of the transactions contemplated herein. The Parties agree that the schedule will be based on the following:

- The construction of the NOWRF Recycled Water Pump Station will be completed in Fall 2024;
- The completion of construction for all ACCGov recycle water infrastructure will be achieved no later than Fall 2026; and
- SCS will complete construction no later than a date that is mutually agreed upon by the Parties.

7. Requirements

A. Recycle water shall meet the quality thresholds per the Guidelines for Water Reclamation and Urban Water Reuse, as established by the Environmental Protection Division, Department of Natural Resources, State of Georgia.

B. Reserved.

8. Reserved.

9. Miscellaneous Provisions

A. This Agreement shall be governed by the laws of the State of Georgia. The proper venue for any disputes arising from this Agreement shall be the Superior Court of Athens-Clarke County, Georgia, or if federal jurisdiction is applicable, the United States District Court for the Middle District of Georgia, Athens Division.

B. SCS agrees to abide by and be bound by any applicable provisions of 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 Agreement also agree to abide by and be bound by any applicable provisions of Chapter 6-21 of the Code of Athens-Clarke County, Georgia.

C. Neither Party shall assign or transfer any interest in this Agreement or any document entered into in connection with this Agreement without the prior written consent of the other Party.

D. Nothing in this Agreement will be deemed or construed to create a joint venture, agency, or partnership between the Parties for any purpose or between the partners, owners, officers, members, or employees of the Parties by virtue of either this MOU or actions taken pursuant to this Agreement. Each Party's employees will remain such Party's employees for all purposes, including, but not limited to, determining responsibility for all payroll-related obligations.

E. The Parties agree that all notices required by this Agreement shall be in writing and delivered via mail (postage-prepaid), commercial courier, or personal delivery. Any such notice delivered in accordance with this Section 9.E shall be effective on the date of delivery. All such notices under

this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice delivered in accordance with this section.

If to ACCGov: Unified Government of Athens-Clarke County
Attention: Hollis Terry IV, Director
Public Utilities Department
124 E. Hancock Ave
Athens, GA 30601

If to SCS:
Southern Company Services, Inc.
Attention: Randy Sipsy
BIN 10028
241 Ralph McGill Blvd NE
Atlanta, GA 30308

F. If any provision of this Agreement is held by a final decision of a court or tribunal of competent jurisdiction to be invalid, unenforceable, or illegal, the remainder of the Agreement shall be enforceable without such provision.

G. Each Party certifies that the person signing on its behalf on the following page has the requisite authority to bind such Party to this Agreement.

[*Signature Page Follows*]

IN WITNESS WHEREOF, the Parties, having all required authority, have caused this Agreement to be executed on, and effective as of, the Effective Date.

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

By: _____
Kelly Girtz, Mayor

Attest: _____
Gloria J. Spratlin, Clerk of Commission

Date of Execution:_____

(SEAL)

SOUTHERN COMPANY SERVICES, INC.

By: _____
Martin Davis, SVP Southern Company Services Technology Organization,

Attest: _____
Corporate Secretary

Date of Execution: _____

(SEAL)

EXHIBIT #1

Route

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: TSPLOST 2023 Project 01, Winterville Storm Drainage Improvements Preliminary Design Plan Approval

DATE: August 07, 2024

EXECUTIVE SUMMARY:

The primary function of the project is to complete downstream conveyance and address flooding in the low points in the roadway. It also prioritizes the downstream network as the first components to create a proper storm drainage network. This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) approve of the Proposed Preliminary Design for the Winterville Storm Drainage Improvements Project (TSPLOST 2023 Project 01); 2) authorize staff to acquire necessary right-of-way and easements; 3) authorize staff to advance the project to the Bid & Award Phase. In keeping with the ordinances, the agenda also request M&C approve the designation of the project as not appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	2,712,000	TSPLOST 2023, Project 01 – All Tiers

EXPENSES:

CAPITAL:

$	372,949	Expensed and Encumbered
$	50,000	Land/Easement Acquisition
$	142,437	Designated Misc./PM Fees/ Testing Permitting
$	196,614	Designated Design & Construction Contingency
$	1,950,000	Available for Construction

FUNDING SOURCE: TSPLOST 2023 Program Revenues

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the Preliminary Design Plans for the Winterville Storm Drainage Improvements Project (TSPLOST 2023 Project 01), as generally shown in **Attachment #1** (a printed copy of **Attachment #1** will be available in the Clerk of Commissions Office for review);

b. Authorize staff to acquire the necessary right-of-way and easements and subsequently enter into the bid & award phase for this project;

c. Approve the Athens Cultural Affairs Commission's (ACAC) recommendation that the Winterville Storm Drainage Improvements Project (TSPLOST 2023 Project 01) is not appropriate for Public Art; and,

d. Authorize the Mayor and appropriate staff to execute any necessary utility relocation agreements and any other project related documents.

HISTORY:

1. On May 24, 2022, the voters approved the TSPLOST 2023 Program Referendum, which included Project 01, Winterville Storm Drainage Project.

2. On February 27, 2023, a Notice of Proposed Administration Action (NOPAA) completed the current Tier Funding Schedule. The tiering schedule included funding for the Winterville Storm Drainage Improvements (TSPLOST 2023 Project 01) during Tiers 1-3 (FY23 – FY25).

3. On May 26, 2023, a project kick-off meeting was held with the User Group. ACCGov Manager Williams introduced the project and gave an overview of the User Group responsibilities. The User Group reviewed and agreed to the conceptual scope of the project and next steps, including selecting an on-call engineering firm to perform the design of the project.

4. On September 14, 2023, the User Group selected Prime Engineering, one of ACCGov's on-call Design Professionals, as the Project designer, after reviewing qualifications and proposals from three on-call consultants.

5. On December 14, 2023, the User Group recommended the Proposed Project Concept for Mayor and Commission (M&C) consideration.

6. On January 2, 2024, the Proposed Project Concept was presented at the Winterville City Council meeting for informational purposes.

7. On January 9, 2024, the Proposed Project Concept was presented at the M&C Work Session.

8. On January 22, 2024, the TSPLOST Oversight Committee (TSOC) confirmed that the Proposed Project Concept is consistent with the Initial Project Statement of TSPLOST 2023, Project #01.

9. On January 24, 2024, M&C approved the Project Concept for the Winterville Storm Drain Improvements project.

10. On February 13, 2024, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for TSPLOST 2023 Project 01, Winterville Storm Drainage Improvement Project **(Attachment**

#2). Based on the nature of the project scope, the ACAC recommended that TSPLOST 2023 Project 01 was not appropriate for Public Art.

11. Between February and August 2024, the design professional worked to advance the design of all project elements including storm drainage systems, project phasing, and cost estimates.

12. On July 30, 2024, TSPLOST staff met with potentially affected property owners along the project to discuss potential impacts to their property.

FACTS & ISSUES:

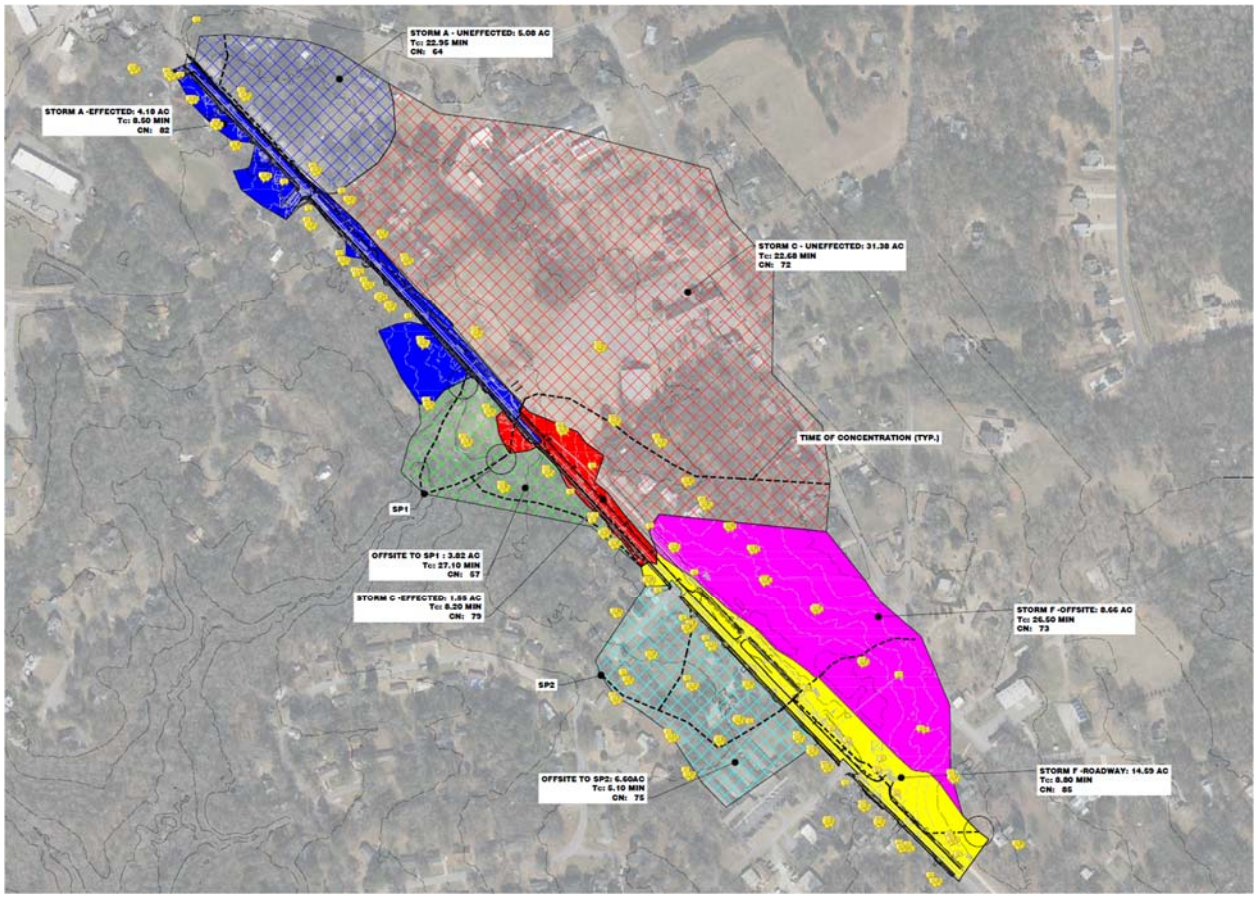
1. The Initial Project Statement for TSPLOST 2023 Project 01, Winterville Storm Drainage Improvement Project reads as follows:

   Project 01, Winterville Storm Drainage Improvement Project, *will provide for capital improvements for the repair, upgrade, and/or replacement of failed or failing stormwater pipes within the transportation related stormwater systems on or in the vicinity of Main Street in Winterville. Depending upon actual costs and funding availability, the improvements may include, but are not limited to, stormwater improvements such as: addition of inlets, repair or replacement of curb and gutter, additional piping, and/or any necessary repair and repaving associated with the improvements. 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.*

2. The general project area is Main Street just south of Athens Road to the intersection of Robert Hardeman Road/Dozier Street for an approximate roadway length of 0.85 miles.

3. During rain events there is localized flooding along this corridor as well as several adjacent properties that also leave standing water after the rain event. This is caused by an inadequate drainage collection systems and outfalls. Other known issues include minimal curb reveal where repaving has overlaid the curb & gutter eliminating proper drainage characteristics. Note having proper curb & gutter sections allows storm runoff to leave the right-of-way (ROW) in certain areas.

4. The existing drainage basin in the Project Area generally consist of 9 sub-basins that discharge at 2 separate study points on the Southside of Mains Street. Discharge point 1 overall drainage basin is approximately 46 acres and Discharge Drainage Basin 2 is approximately 19 acres. Color coding and shading note the separate sub-basins and outfalls in the following image:



5. Peak flow characteristics of the Discharge Points are:
   Discharge Point 1: 165 Cubic Ft per Sec (CFS)
   Discharge Point 2: 113 Cubic Ft per Sec (CFS)

6. The Preliminary Design Plans, as shown in **Attachment #1,** includes, but is not limited to, the following elements:
   - 40 additional curb inlets/catch basins/junction boxes
   - 3775 liner feet of new storm drain piping
   - 7810 of new curb & gutter
   - 17,000 sf of new concrete sidewalk and driveway aprons

7. The Preliminary Design Plans address' localized flooding issues by improving roadway drainage where inadequate curb and gutter and limited storm drain inlets exist. Replacement of failing or undersized storm drain piping will eliminate emergency road closures due possible pipe collapsing.

8. The majority of the proposed work identified on the Preliminary Design Plans, as shown in **Attachment #1,** will be contained to the existing ROW except for small strip along the ROW to install silt fence and rebuild driveway aprons. In most cases only temporary construction easements will be needed but in six locations permanent easements will also be needed

Properties where the existing outfalls are located will be impacted the most due to required work to replace failed/undersized piping, install new piping, installation of velocity control measures (e.g. rip rap), and channel debris/vegetation removal. The following table includes Parcel Number and the square footages of both types of easements need for each parcel:

Parcel #	Temp. Const. Easement area (ft2)	Perm. Easement area (ft2)
283A4 F010A	450	
283A4 F010	2250	
283A4 F009	1425	
283A4 F008	1575	
283A4 F006	2805	
283A4 C002	7350	
283A4 C003	1905	
283A4 C003A	2475	
283A4 C003B	2295	
283A4 C003F	2430	
283A4 D004	1905	
283A4 D003	2430	
283A4 D002	2475	
283A4 D001	465	
283B3 B001B	6975	
283B3 A003	7000	7000
283B3 B014	7650	
283B3 A002	4770	
283B3 A001A	315	
283B3 A001	7500	
283C2 C021	1980	
283C2 A001	2025	
283D1 K004	5565	6000
283D1 K003	2655	
283D1 K006	1950	
283D1 K002	1230	
283D1 K001	915	
283D1 F005	5295	
283D1 J001	1170	
283D1 G005	1230	
283D1 G004	2430	
283D J003	2055	
283 007	5625	1200
283B3 A003	1000	1000
283C2 A003	1360	1360
283C A003	795	1400

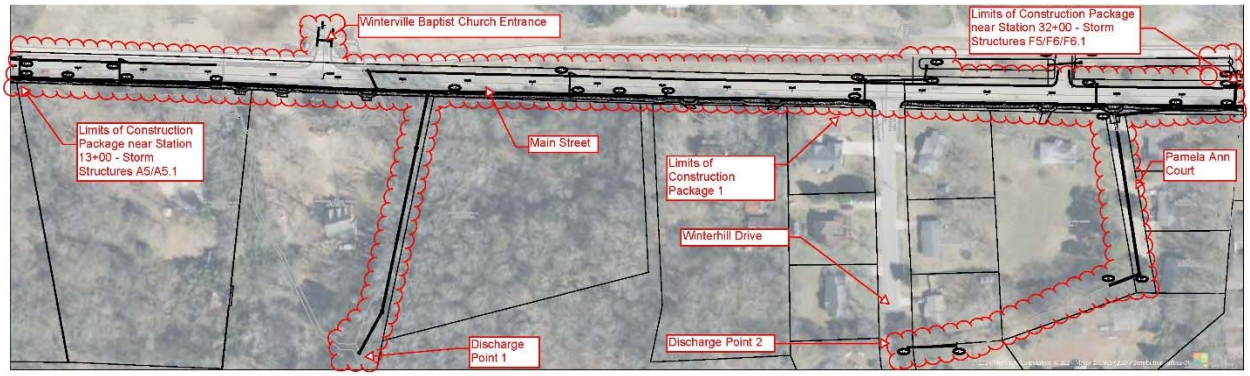
9. The Project Designer's (Prime Engineering) current estimated construction cost of the entire Proposed Preliminary Design, as shown in **Attachment #1,** is $3,031,000, not including contingency. Prime Engineering recommends that the project should carry approximately 30% Contingency at this phase of the design, due to potential unforeseen conditions and the current state of construction market pricing. The estimate construction of cost of $3,031,000 exceeds the current available for construction budget by $1,081,000. Additionally, Prime Engineering recommends that an additional $712,000 be added to the project for additional contingency.

10. Staff recommends approval of the Proposed Preliminary Design and that final design be completed for the entirety of the Proposed Preliminary Design Plans, as shown in **Attachment #1,** while developing a land acquisition and bidding package for construction to include effort to match the construction budget. As construction plans are matured, staff will continue to review cost saving measures to help reduce the estimated cost to help better align with the available budget. However, in anticipation of in adequate funding staff will advance the bidding of the project to allow the work to be implemented in phases, as described below, as additional funding may come available.

11. Staff proposes that the primary function of the project is to complete downstream conveyance and address flooding in the low points in the roadway and as such would recommend prioritizing the downstream network components as the first components to develop a proper storm drainage network. Expansion of the storm drain network could be completed separately in additional phases as funds become available. It is necessary to start at the two discharge points (low points of the system) and build up to ensure the storm drain system capacity can safely pass the storm water that is captured.

12. Discharge point 1 is in the rear of parcels 283 007 & 283B3 A003 across Main Street from the Winterville First Baptist Church driveway. Discharge Point 2 is located near the end of Pamela Ann Court. Beginning with Discharge Point 1 and 2, Prime Engineering estimates that with the currently available construction budget available, storm drainage improvements along Main Street will include approximately 2,500 LF of storm drain and approximately 5,000 LF of curb and gutter.

13. The anticipated limits of construction for the current budget are shown in the following image:



14. Proposed timeline for the remaining elements:

Preliminary Design Approval for M&C Consideration	September 2024
Land Acquisition	October/November 2024
Bidding and Construction Services Award	Summer 2025
Start Construction Phase	Fall 2025
Project Completion	Summer 2026

15. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Built and Natural Infrastructure Goal, Strategy A: *Develop well-planned new infrastructure according to future land use values and framework.*

OPTIONS:

1. Mayor and Commission:
   a. Approve the Preliminary Design Plans for the Winterville Storm Drainage Improvements Project (TSPLOST 2023 Project 01), as generally shown in **Attachment #1** (a printed copy of **Attachment #1** will be available in the Clerk of Commissions Office for review);

   b. Authorize staff to acquire the necessary right-of-way and easements and subsequently enter into the bid & award phase for this project;

   c. Approve the Athens Cultural Affairs Commission's (ACAC) recommendation that the Winterville Storm Drainage Improvements Project (TSPLOST 2023 Project 01) is not appropriate for Public Art; and,

   d. Authorize the Mayor and appropriate staff to execute any necessary utility relocation agreements and any other project related documents.

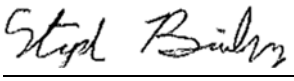
2. Mayor and Commission deny the recommendation of the Winterville Storm Drainage Improvements Preliminary Design and related subsequent actions.

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Project Department
Prepared by: Mike Kajder for,

Josh Hawkins, Capital Projects Director — Date: 7/30/2024



Stephen Bailey, Transportation & Public Works Director — Date: 8/8/2024

ADMINISTRATIVE COMMENTS:

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

Niki Jones, Acting Manager — Date: 8/14/2024

Attachment #1 – Preliminary Design
Attachment #2 – ACAC's Recommendation regarding not appropriate for Public Art

CITY OF WINTERVILLE
DRAINAGE IMPROVEMENTS

MAIN STREET
WINTERVILLE, GA 30683

CLARKE COUNTY COUNTY,
LAND LOT 220, GMD DISTRICT
TAX PARCEL ID: 283 007, 283A4 C002, 283A4 C003, 283A4 C003A, 283A4 C003B, 283A4 C003F, 283A4 D001, 283A4 D002, 283A4 D003, 283A4 D004, 283A4 F006, 283A4 F008, 283A4 F009, 283A4 F010, 283A4 F010A, 283B3 A001, 283B3 A002, 283B3 A003, 283B3 B001B, 283B3 B014, 283B3 B015, 283C2 A001, 283C2 C021, 283D1 F005, 283D1 G005, 283D1 J001, 283D1 J003, 283D1 K001, 283D1 K002, 283D1 K003, 283D1 K004, 283D1 K006

PRELIMINARY PLANS
07/26/2024

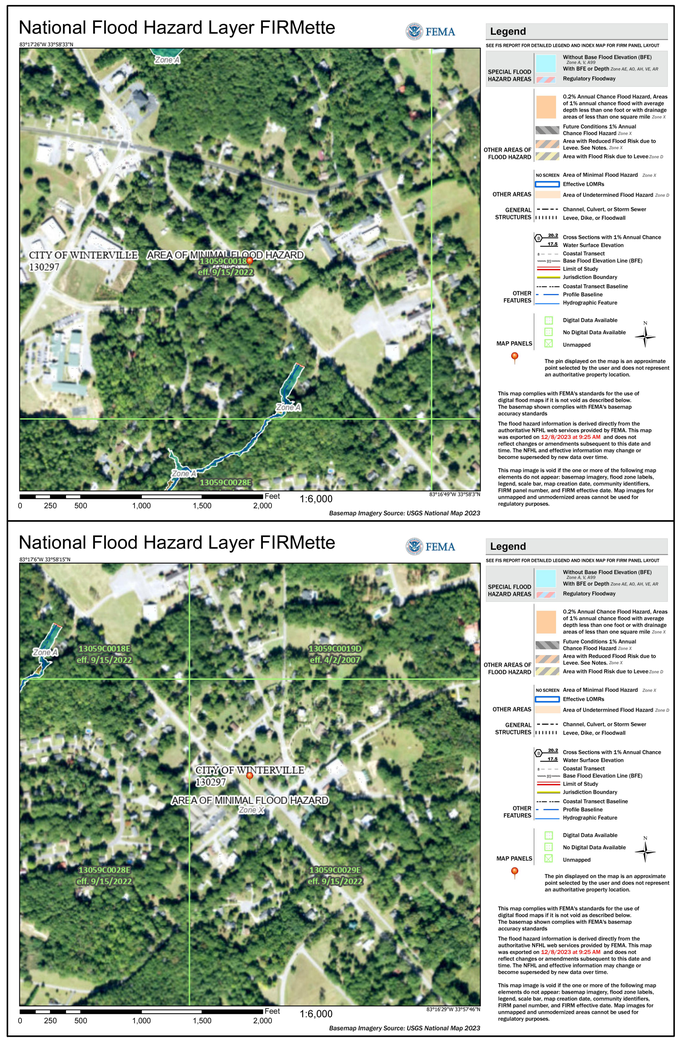
PROJECT LDP #: _____

PROJECT DESCRIPTION:

THE PROPOSED CONSTRUCTION CONSISTS OF DRAINAGE IMPROVEMENTS ALONG MAIN STREET IN THE CITY OF WINTERVILLE

PROJECT TO BE FUNDED BY ATHENS CLARKE COUNTY

GENERAL CONTRACTOR:



FIRM PANEL

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

VICINITY MAP
SCALE: 1"=1 MILE

NOTE:

OWNER / DEVELOPER:
ACCG
CONTACT:
DEREK DOSTER
301 COLLEGE AVE
CITY HALL SUITE 101
ATHENS, GA 30601
706-613-3025

ENGINEER:
PRIME ENGINEERING, INC.
3715 NORTHSIDE PARKWAY
BUILDING 300, SUITE 200
ATLANTA, GA 30327
PHONE: 404-425-7100
24 HR EMERGENCY CONTACT
CDI NYAKWELA, P.E.

NOTE:
EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLANS DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.

THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES.

ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.

ALL EROSION AND SEDIMENT CONTROLS, AND TREE PROTECTION MEASURES SHALL BE INSTALLED PRIOR TO GRADING.

WATERS OF THE STATE EXIST WITHIN 200 FEET OF THE LIMITS OF DISTURBANCE.
WETLANDS DO NOT EXIST WITHIN 200' OF THE LIMITS OF DISTURBANCE

NPDES FEES
TOTAL TRACT: 3.08 ACRES
DISTURBED AREA: 3.08 ACRES
GA EPD = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20
CLARKE COUNTY = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20

ACCGOV COMMISSIONERS

DISTRICT	NAME
District 1	Patrick Davenport
District 2	Melissa Link
District 3	Tiffany Taylor
District 4	Allison Wright
District 5	Dexter Fisher
District 6	Jesse Houle
District 7	John Culpepper
District 8	Carol Myers
District 9	Ovita Thornton
District 10	Mike Hamby

WINTERVILLE

DISTRICT	NAME
Mayor	Dodd Ferrelle
Councilperson	Bruce Johnson
Councilperson	Melissa Metzger
Councilperson	Tina Miller
Councilperson	Jonathan Mosley

ATHENS-CLARKE COUNTY GEORGIA

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PROJECT NUMBER: 2023-0435

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54-009	BMP LOCATION DETAILS - INTERMEDIATE PHASE
54-010	BMP LOCATION DETAILS - INTERMEDIATE PHASE
54-011	BMP LOCATION DETAILS - INTERMEDIATE PHASE
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0 | 07/12/2024

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE: 07/26/2024

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DRAWING TITLE

DRAWING INDEX

DRAWING DATE 07/26/2024	DRAWN BY NDW	DESIGNED BY CN	CHECKED BY RRM
DRAWING SCALE N/A	PROJECT NUMBER 2023-0435	DRAWING NUMBER 02-001	ISSUED FOR CONSTRUCTION

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GENERAL NOTES

1. PROJECT: CITY OF WINTERVILLE
STREET DRAINAGE IMPROVEMENTS
LAND LOT 220, GMD DISTRICT
WINTERVILLE, GA 30683

2. OWNER: ATHENS–CLARKE COUNTY UNIFIED GOVERNMENT
CONTACT: DEREK DOSTER
301 COLLEGE AVE, RM 101
ATHENS, GA 30601
PHONE: (706) 613–3025

3. CIVIL ENGINEER: PRIME ENGINEERING, INCORPORATED
CONTACT: ROB MACPHERSON, PE
3715 NORTHSIDE PKWY, NW, BUILDING 300 SUITE 200
ATLANTA, GA 30327
PHONE: 404–425–7100

4. SURVEY: SURVEY PERFORMED BY PRIME ENGINEERING, INCORPORATED.

5. PROJECT IS LOCATED IN LAND LOT 220, AND PARCEL ID'S 283 007, 283A4 C002, 283A4 C003, 283A4 C003A, 283A4 C003B, 283A4 C003F, 283A4 D001, 283A4 D002, 283A4 D003, 283A4 D004, 283A4 F006, 283A4 F008, 283A4 F009, 283A4 F010, 283A4 F010A, 283B3 A001, 283B3 A002, 283B3 A003, 283B3 B001B, 283B3 B014, 283B3 B015, 283C2 A001, 283C2 C021, 283D1 F005, 283D1 G005, 283D1 J001, 283D1 J003, 283D1 K001, 283D1 K002, 283D1 K003, 283D1 K004, 283D1 K006 OF THE GMD DISTRICT, CLARKE COUNTY, GA
6. TOTAL ACREAGE OF THE SITE IS 3.08 ACRES. DISTURBED AREA ASSOCIATED WITH CONSTRUCTION IS 3.08 ACRES.
7. ALL CONSTRUCTION MUST CONFORM TO ANY FEDERAL, STATE, OR LOCAL CODES.
8. ALL MATERIALS AND CONSTRUCTION METHODS TO BE IN ACCORDANCE WITH CITY AND COUNTY STANDARDS, AS APPLICABLE.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS AND LICENSES AND SHALL BE RESPONSIBLE FOR ALL FEES INVOLVED WITH OBTAINING PERMITS.
10. DIMENSIONS AND ELEVATIONS SHOULD BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
11. SILT BARRIERS SHALL BE PLACED PRIOR TO GRADING. ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED BY THE CONTRACTOR. ADDITIONAL EROSION CONTROL MEASURES SHALL BE INSTALLED IF DEEMED NECESSARY BY ON–SITE INSPECTION.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING A MARKED–UP SET OF DESIGN DRAWINGS SHOWING ALL "AS–BUILT" CONDITIONS. THESE "RECORD DRAWINGS" SHALL BE MADE AVAILABLE TO THE OWNER AND/OR THE COUNTY INSPECTOR UPON REQUEST. THE MARKUPS SHALL BE AT THE SITE AT ALL TIMES AND SHALL BE UTILIZED BY THE CONTRACTOR TO DEVELOP FINAL RECORD DRAWINGS.
13. CONTRACTOR IS RESPONSIBLE FOR PROVIDING RECORD DRAWINGS AND AS–BUILT CERTIFICATIONS TO THE ENGINEER FOR PROCESSING WHEN THE PROJECT IS COMPLETED.
14. THIS SITE CAN BE USED SAFELY AND FOR BUILDING PURPOSES WITHOUT UNDUE DANGER FROM FLOOD OR ADVERSE SOIL OR FOUNDATION CONDITIONS.
15. NO IMPACTS ON FLOOD PLAINS OR RIVERINE AREAS ARE ANTICIPATED.
16. NO IMPACTS TO GROUNDWATER AND SURFACE WATER ARE ANTICIPATED.
17. CONTRACTOR WILL FILE A NOTICE OF INTENT AT LEAST 14 DAYS PRIOR TO THE START OF CONSTRUCTION.
18. THE CONTRACTOR SHALL TELEPHONE TOLL FREE 1–800–282–7411 A MINIMUM OF 48 HOURS PRIOR TO THE START OF ANY EXCAVATION AS SHOWN AND NOTED ON THE PLANS FOR A UTILITY LOCATION SERVICE.
19. THE OWNER SHALL ENTER ALL NECESSARY CONTRACTS WITH THE DEPARTMENT OF PUBLIC UTILITIES FOR CONNECTIONS TO PUBLIC WATER AND SEWER.
20. THE DIRECTOR OF THE DEPARTMENT OF PUBLIC UTILITIES SHALL APPROVE THE PLAN OF DEVELOPMENT FOR CONSTRUCTION OF PUBLIC WATER AND SEWER, PRIOR TO BEGINNING ANY CONSTRUCTION OF THESE UTILITIES.
21. THE DEPARTMENT OF PUBLIC UTILITIES SHALL BE NOTIFIED AT LEAST 24 HOURS PRIOR TO ANY COUNTY WATER AND SEWER CONSTRUCTION. A SET OF PLANS SHALL BE AVAILABLE FOR PUBLIC WORKS, PUBLIC UTILITIES AND SECRETARY OF THE PLANNING COMMISSION AT ALL TIMES WHEN WORK IS BEING PERFORMED. A DESIGNATED RESPONSIBLE EMPLOYEE SHALL BE AVAILABLE FOR CONTACT BY COUNTY INSPECTORS.
22. STUMPS AND CONSTRUCTION DEBRIS SHALL BE DEPOSITED IN A PROPERLY PERMITTED LANDFILL LOCATED OFF–SITE. NO BURY PITS ARE ALLOWED ON THIS SITE.
23. NO ASBESTOS, HAZARDOUS WASTE OR OTHER HAZARDOUS MATERIALS ARE KNOWN TO EXIST ON THIS SITE. SHOULD ASBESTOS, HAZARDOUS WASTE OR OTHER HAZARDOUS MATERIAL BE ENCOUNTERED DURING THE COURSE OF THIS WORK, IMMEDIATELY NOTIFY THE OWNER WHERE APPROPRIATE ACTIONS AND SAFEGUARDS MAY BE IMPLEMENTED.

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3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE

GENERAL NOTES

DRAWING DATE	07/26/2024
DRAWING SCALE	N/A
PROJECT NUMBER	2023-0435
DRAWING NUMBER	04-001
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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LEGEND (A-M)

	EXISTING	PROPOSED
ADDRESS NUMBER	1234	1234
ASPHALT		
BENCHMARK	BM	N/A
BOLLARD	BO	
BUILDING		
CABLE TV PEDESTAL	CA	CA
CATCH BASIN (DOUBLE WING)		
CATCH BASIN (SINGLE WING)		
CENTERLINE		
COLUMN IDENTIFICATION	A	A
CONCRETE		
CONCRETE MONUMENT		N/A
CONTOURS (MAJOR)	1000	1000
CONTOURS (MINOR)	1002	1002
CONTROL POINT	1	N/A
CURB INLET		
DEMOLITION (AREA)	N/A	
DEMOLITION (LINEAR)	N/A	
DROP INLET		
EARTH		
ELECTRIC BOX	EB	N/A
FENCE	X	X
FIBER OPTIC LINE	FO	FO
FIRE DEPARTMENT CONNECTION		
FIRE HYDRANT		
FIRE LINE	F	F
FLARED END SECTION		
FORCE MAIN	FM	FM
FUEL LINE	FL	FL
GAS LINE	G	G
GAS METER	GM	GM
GRAVEL		
GUARDRAIL		
GUY WIRE		
HANDICAP SYMBOL		
HEADWALL		
HOSE BIBB	HB	HB
IRON PIN FOUND		N/A
IRRIGATION WATER LINE	IW	IW
JUNCTION BOX / MANHOLE		
LAND LOT NUMBER	L.L. XXX	N/A
LIGHT POLE		

LEGEND (O-W)

	EXISTING	PROPOSED
LIMITS OF DISTURBANCE	N/A	LOD LOD
LOT NUMBER	1	N/A
MAILBOX	MB	N/A
MONITORING WELL		
OVERHEAD CABLE TV	C	C
OUTLET CONTROL STRUCTURE		
OVERHEAD ELECTRIC	OE	OE
OVERHEAD TELEPHONE	T	T
PAVEMENT ARROW (STRAIGHT)		
PAVEMENT ARROW (LEFT TURN ONLY)		
PAVEMENT ARROW (RIGHT TURN ONLY)		
PAVEMENT ARROW (LEFT TURN/STRAIGHT)		
PAVEMENT ARROW (RIGHT TURN/STRAIGHT)		
PAVEMENT ARROW (CENTER TURN LANE)		
PEDESTAL DROP INLET		
PLUGGED (OR CAPPED) LINE		
PROPERTY LINE		
RAIL SPUR		
REDUCER		
RETAINING WALL		
SANITARY SEWER	S	S
SANITARY SEWER MANHOLE	S	S
SEWER CLEAN OUT	CO	CO
SIGN (ONE POST)		
SIGN (TWO POST)		
SILT FENCE	N/A	
SLOPE ARROW		
SOIL BORING	1	N/A
SPOT ELEVATION	1000.0 BM	1000.0 BM
STAIRS & LANDING		
STORM SEWER		
THRUST BLOCK		
TRANSFORMER	T	T
TRAVERSE POINT		N/A
TREE	PINE HARDWOOD	N/A
TREE LINE		
TREE PROTECTION FENCE	N/A	
UNDERGROUND CABLE TV	UC	UC
UNDERGROUND ELECTRIC	UE	UE
UNDERGROUND TELEPHONE	UT	UT
UTILITY POLE		
WATER LINE	W	W
WATER LINE (NON POTABLE)	NPW	NPW

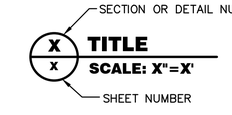
LEGEND (W-Z)

WATER LINE (RAW WATER)	RW	RW
WATER METER	WM	WM
WITNESS POST		N/A
VALVE (GENERAL)		
VALVE (POST INDICATOR)	PIV	PIV
WHEEL STOP		

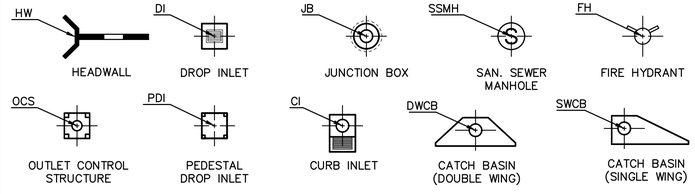
ABBREVIATIONS

AC	ACRES
AGGR	AGGREGATE
ASPH	ASPHALT
AVE	AVERAGE
CB	CATCH BASIN
℄	CENTERLINE
CO	CLEAN OUT
CONC	CONCRETE
CMP	CORRUGATED METAL PIPE
CF	CUBIC FEET
CNG	CURB AND GUTTER
DBH	DIAMETER AT BREAST HEIGHT
DIA	DIAMETER
DI	DROP INLET
DIP	DUCTILE IRON PIPE
DWCB	DOUBLE WING CATCH BASIN
D/W	DRIVEWAY
E	ELECTRICAL
EMER	EMERGENCY
EOP	EDGE OF PAVEMENT
ELEV	ELEVATION
EQUIP	EQUIPMENT
EXIST	EXISTING
FFE	FINISH FLOOR
FIN	FINISHED
FH	FIRE HYDRANT
FT	FEET
FW	FIRE WATER
G	NATURAL GAS
GI	GRATE INLET
GV	GATE VALVE
GM	GAS METER
HW	HEADWALL
ID	INSIDE DIAMETER
IE	INVERT ELEVATION
IN	INCHES
IPF	IRON PIN FOUND
IPS	IRON PIN SET
IRRIG	IRRIGATION
JB	JUNCTION BOX
LF	LINEAR FEET
LP	LIGHT POLE
MIN	MINIMUM
MH	MANHOLE
N/A	NOT APPLICABLE
N/F	NOW OR FORMERLY
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
OC	ON CENTER
O.D.	OUTSIDE DIAMETER
O.F.	OVER FLOW
OHP	OVERHEAD POWER
PIV	POST INDICATOR VALVE
PVC	POLY VINYL CHLORIDE
P/L	PROPERTY LINE
PP	POWER POLE
R	RADIUS
RCP	REINFORCED CONCRETE PIPE
R/W	RIGHT OF WAY
REQ'D	REQUIRED
SS	SANITARY SEWER
SSE	SANITARY SEWER EASEMENT
SSMH	SANITARY SEWER MANHOLE
STA	STATION
S/W	SIDEWALK
SWCB	SINGLE WING CATCH BASIN
T	TELEPHONE
TE	TOP ELEVATION
TW	TOP OF WALL ELEVATION
TYP	TYPICAL
UND	UNDER DRAIN
UNO	UNLESS NOTED OTHERWISE
W	DOMESTIC WATER
W/	WITH
WV	WATER VALVE

DETAIL IDENTIFICATION



STRUCTURAL LAYOUT POINTS



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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE: LEGEND AND ABBREVIATIONS

DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	DRAWING SCALE: N/A	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 04-002

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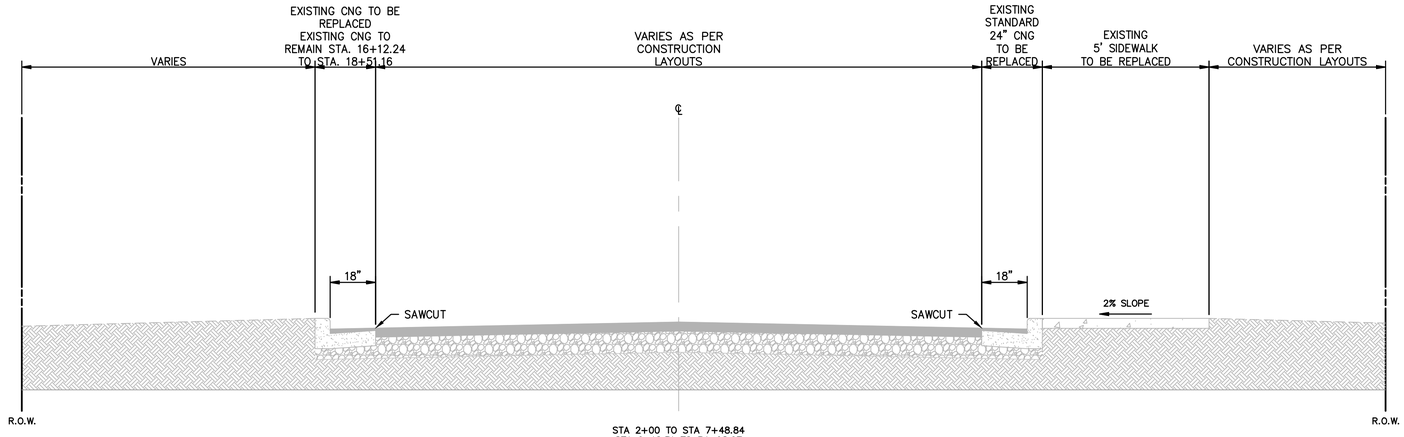
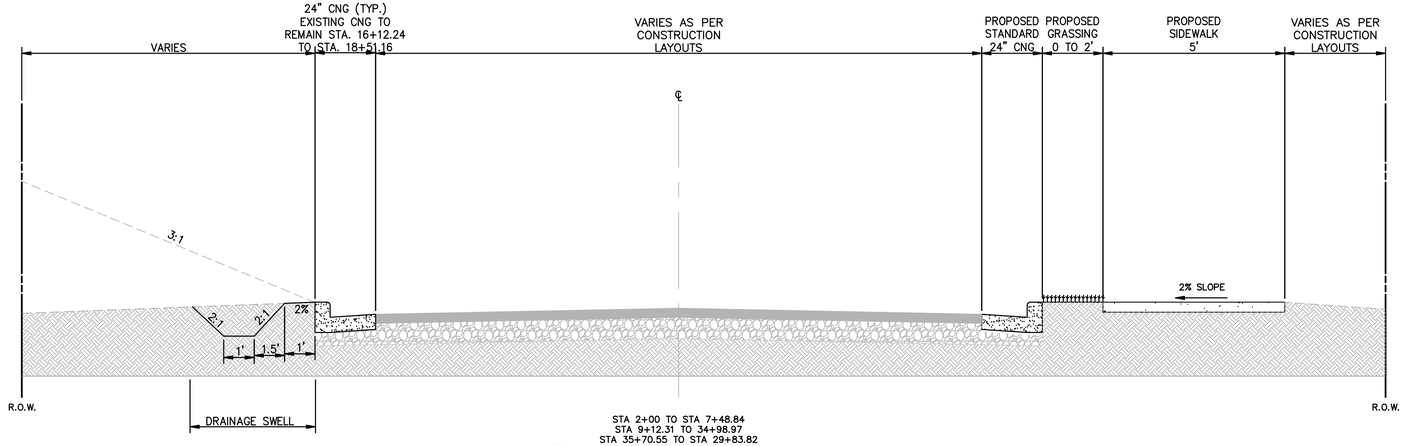


STA 2+00 TO STA 7+48.84
STA 9+12.31 TO 34+98.97
STA 35+70.55 TO STA 29+83.82

1 / 05-001 EXISTING SECTION
SCALE: NTS



STA 2+00 TO STA 7+48.84
STA 9+12.31 TO 34+98.97
STA 35+70.55 TO STA 29+83.82

1 / 05-001 PROPOSED SECTION
SCALE: NTS

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

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PRIME ENGINEERING INCORPORATED®
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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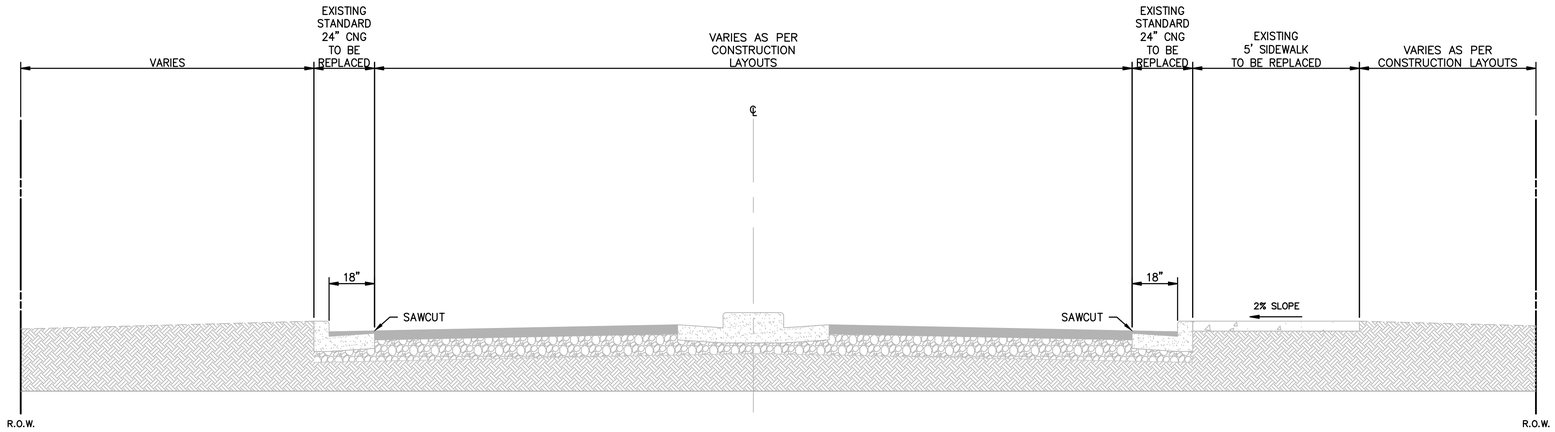
DRAWING TITLE

TYPICAL SECTIONS

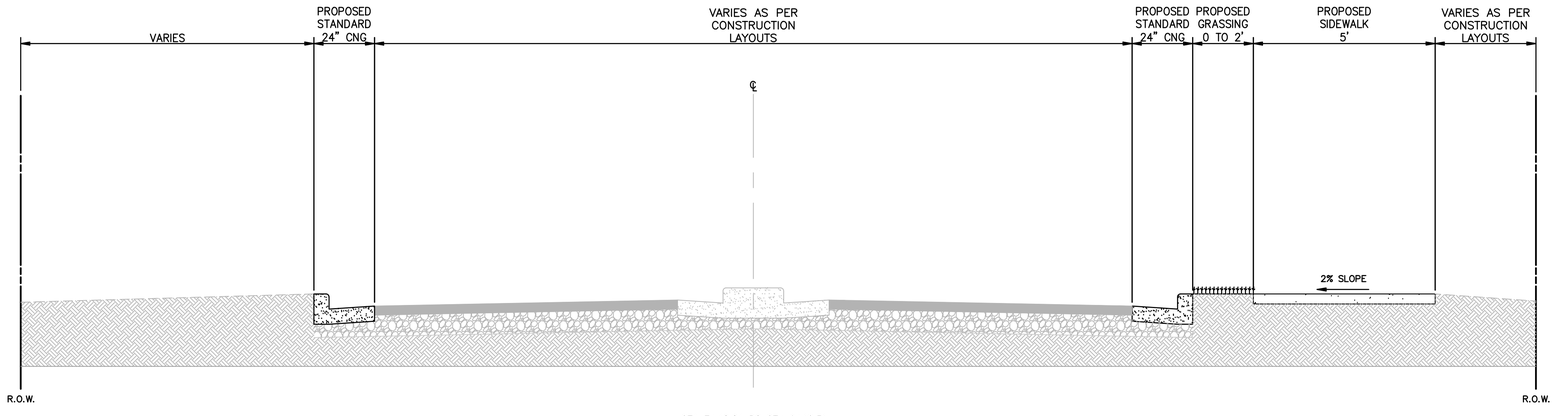
DRAWING DATE 07/26/2024	DRAWN BY TAL		
DRAWING SCALE NTS	DESIGNED BY CKN		
PROJECT NUMBER 2023-0435	CHECKED BY RRM		
DRAWING NUMBER 05-001			

NOT ISSUED FOR CONSTRUCTION



STA 7+48.84 RO STA 9+12.31
34+98.97 TO STA 35+70.55

1 / 05-002 EXISTING SECTION
SCALE: NTS



STA 7+48.84 RO STA 9+12.31
34+98.97 TO STA 35+70.55

1 / 05-002 PROPOSED SECTION
SCALE: NTS

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GEORGIA811 www.Georgia811.com Know what's below. Call before you dig.

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3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DATE:

DRAWING TITLE: TYPICAL SECTIONS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER
1" = 20'	2023-0435

DRAWING NUMBER: 05-002

NOT ISSUED FOR CONSTRUCTION

SUMMARY OF QUANTITIES

Description	Unit	Area 1	Area 2	Area 3
Erosion and Sedimentation Controls				
Sd1-NS	LF	1,675	600	500
SdD2	EA	21	5	6
Rip-Rap	LS	1	1	1
Temporary Seeding	SF	3,000	1,100	500
Sod	SF	16,750	6,000	4,750
Site Demolition and Relocation				
Remove Asphalt Pavement, Including Base	SY	125	125	560
Water Meter Relocation	EA	4	6	0
Sign Relocation	EA	4	1	5
Mailbox Relocation	EA	5	0	0
Fire Hydrant Relocation	EA	1	0	0
Utility Relocation	LS	1	1	1
Demo Existing Curb	LF	4,400	2,500	950
Remove Concrete Pavement	SF	16,700	4,600	3,900
Grading				
Misc Site Grading	LS	1	1	1
Storm Drainage Structures				
18" RCP	LF	1,128	259	462
24" RCP	LF	661	458	49
30" RCP	LF	0	75	0
36" RCP	LF	221	0	0
SWCB	EA	9	2	3
DWCB	EA	2	0	0
Hooded Curb Inlet	EA	6	3	3
Drop Inlet	EA	4	0	0
Junction Box	EA	2	5	0
FES	EA	2	3	1
Headwall	EA	0	1	0
Concrete Flatwork				
Curb and Gutter	LF	4,400	2,500	950
Concrete Driveway	SF	6,650	890	2,170
Concrete Sidewalk	SF	10,050	3,675	1,720
ADA Ramp	EA	2	3	1
Paving				
Full Depth Recycled Asph Conc 9.5 MM Superpave, Type I, GP 1 or Blend 1, INCL BITM MATL & H LIME	TN	36	36	162
Concrete Cap	CY	23	7	15
General Conditions				
Mobilization / Demobilization	LS	1	1	1
Traffic Control	LS	1	1	1
Site Restoration and Cleanup	LS	1	1	1

1 06-001 **SUMMARY OF QUANTITIES**
SCALE: N/A

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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

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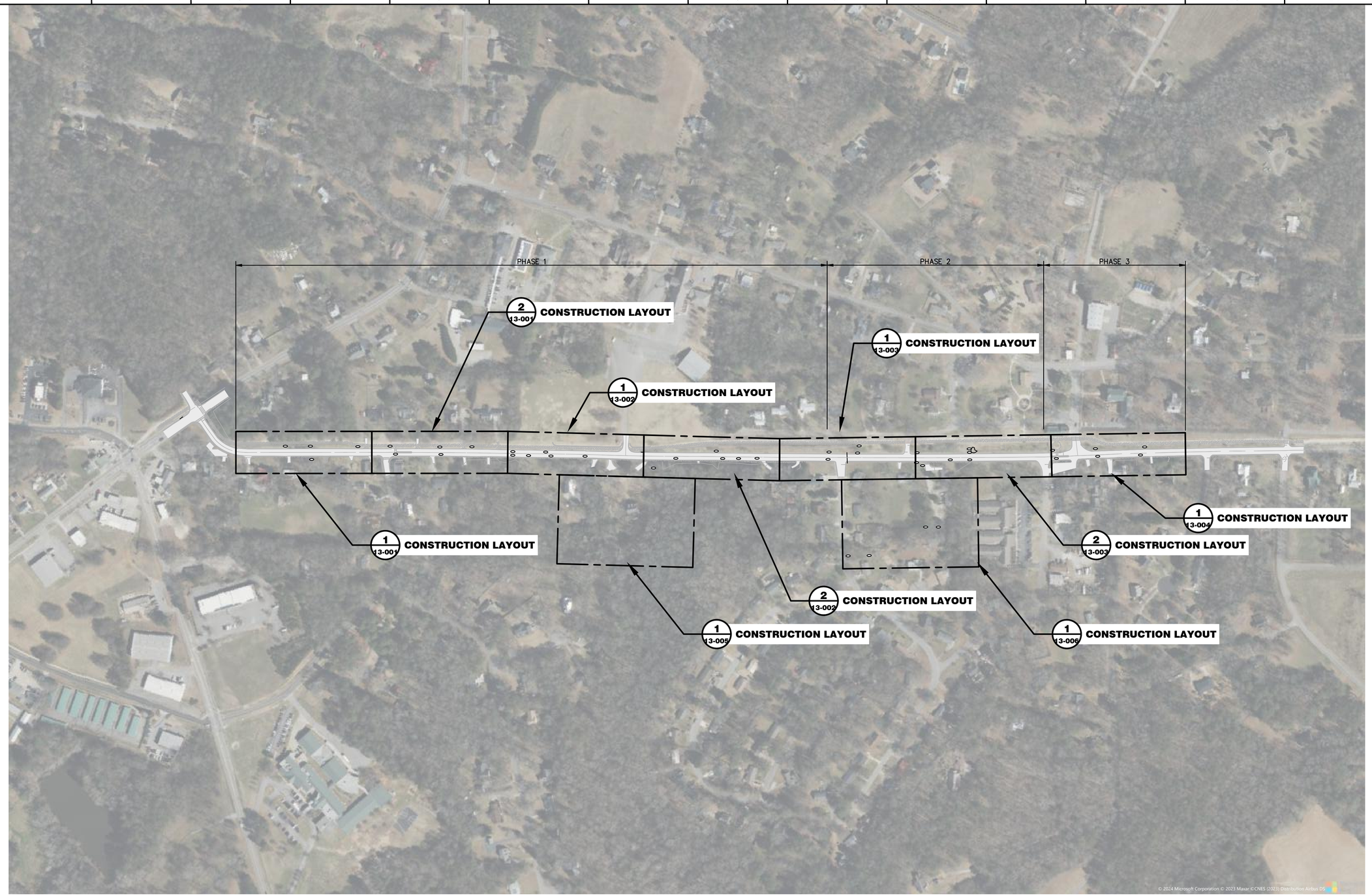
DRAWING TITLE: SUMMARY OF QUANTITIES

DRAWN BY: TAL	
DESIGNED BY: CKN	
CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	
DRAWING SCALE: N/A	
PROJECT NUMBER: 2023-0435	
DRAWING NUMBER: 06-001	

NOT ISSUED FOR CONSTRUCTION



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 11-001 **CONSTRUCTION LAYOUT**
SCALE: 1"=200'

GRAPHIC SCALE
200 0 100 200
(IN FEET)
1 inch = 200 ft.

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PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

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DRAWING TITLE
CONSTRUCTION LAYOUT

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=200'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	11-001
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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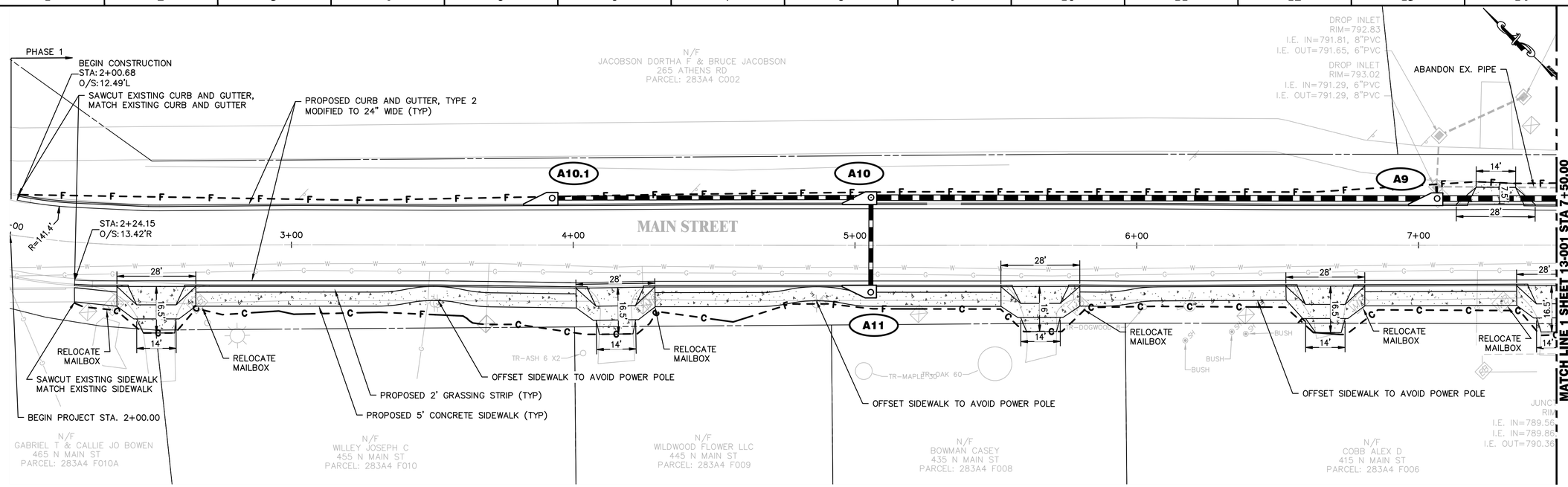
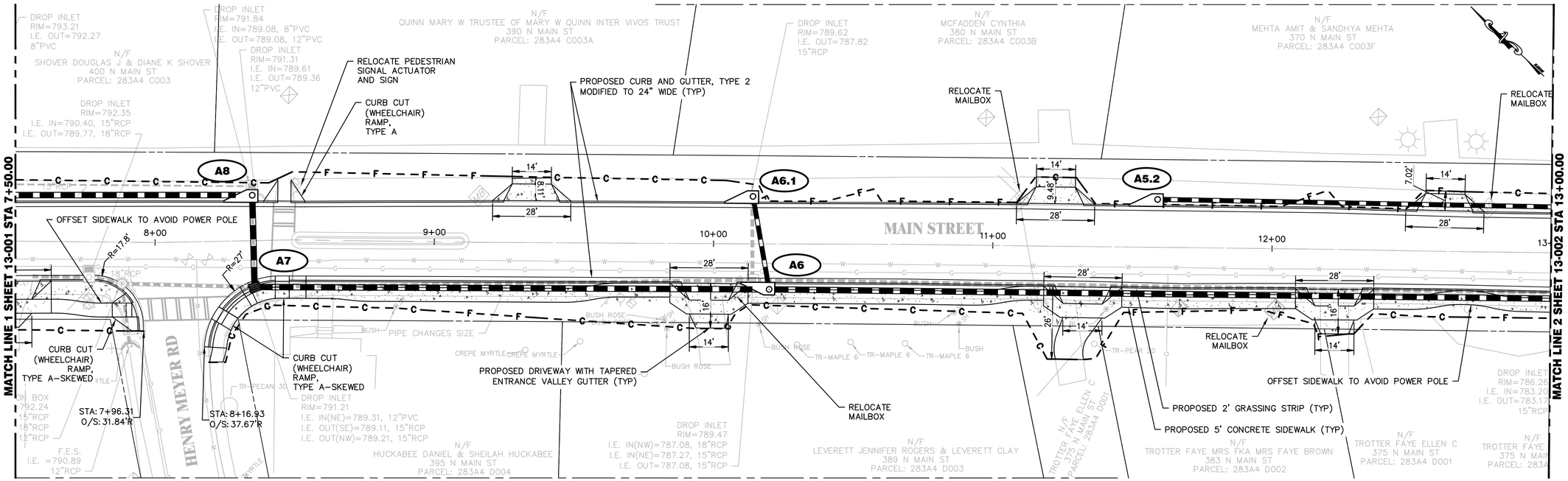


1 (13-001) MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 (13-001) MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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DRAWING TITLE: MAINLINE CONSTRUCTION PLANS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	
1"=20'	2023-0435	13-001	

NOT ISSUED FOR CONSTRUCTION

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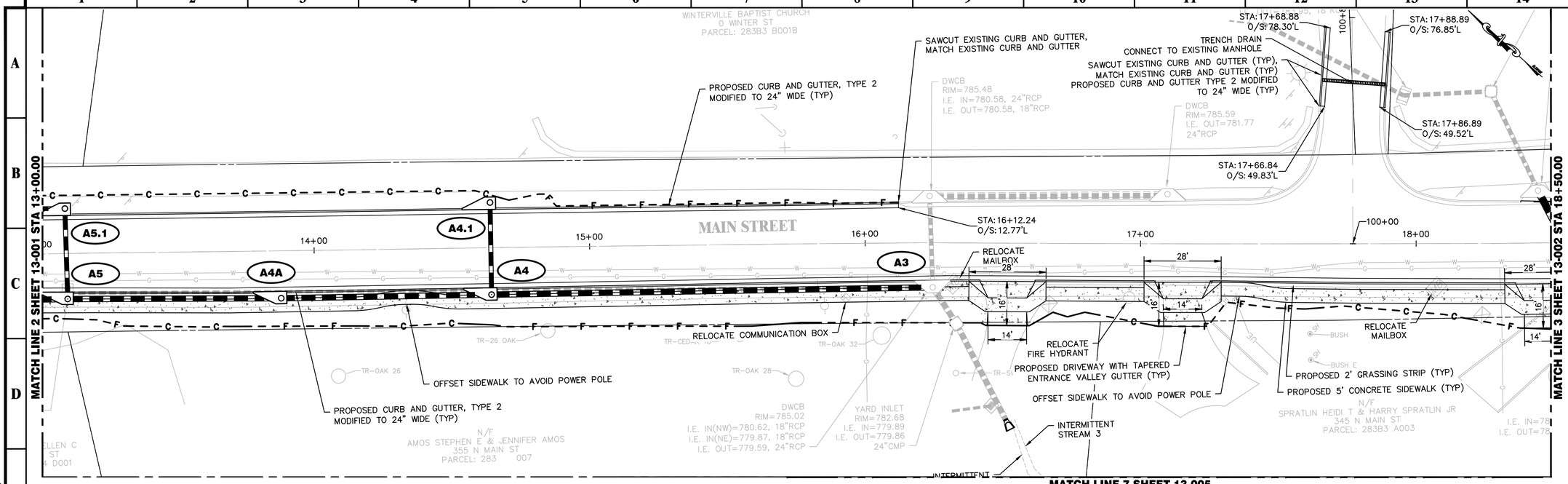
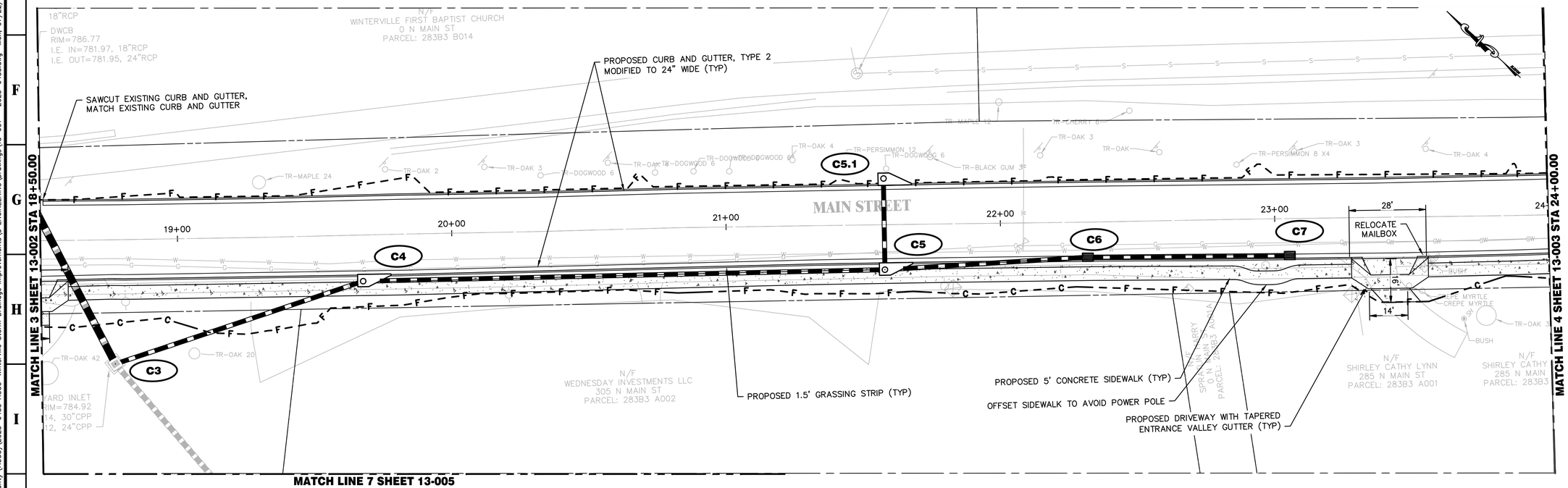


1 13-002 MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'



2 13-002 MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'

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GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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4 0 4 . 4 2 5 . 7 1 0 0

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DATE:

DRAWING TITLE
MAINLINE CONSTRUCTION PLANS

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	13-002

NOT ISSUED FOR CONSTRUCTION

PARCEL: 283B3 B015

DETENTION POND OUTLET DETAIL 2 / 38-003

1 / 22-001 **PROPOSED DITCH PROFILE #2**

STA: 29+25.13
O/S: 38.49'L

STA: 29+10.02
O/S: 38.46'L

TAPER–OFF CURB HEIGHT

PHASE 1 PHASE 2

PROPOSED CURB AND GUTTER, TYPE 2 MODIFIED TO 24" WIDE (TYP)

D1 D2 D3 D4

OFFSET SIDEWALK TO AVOID POWER POLE

MAIN STREET

RELOCATE MAILBOX

PROPOSED DRIVEWAY WITH TAPERED ENTRANCE VALLEY GUTTER (TYP)

CURB CUT (WHEELCHAIR) RAMP, TYPE A–SKEWED

STA: 26+29.19
O/S: 27.08'R

WINTER HILL DR

PROPOSED 2' GRASSING STRIP (TYP)

PROPOSED 5' CONCRETE SIDEWALK (TYP)

RELOCATE SIGN

STA: 26+66.84
O/S: 23.38'R

N/F
BARNETT GWENEDYTH
100 WINTER HILL DR
PARCEL: 283C2 C021

N/F
KIMBRO GWENDOLYN R
101 WINTER HILL DR
PARCEL: 283C2 A001

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

MATCH LINE 4 SHEET 13-002 STA 24+00.00

MATCH LINE 5 SHEET 13-003 STA 29+50.00

MATCH LINE 8 SHEET 13-006

1 / 13-003 MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'

2 / 22-001 **PROPOSED DITCH PROFILE #1**

PROPOSED CURB AND GUTTER, TYPE 2 MODIFIED TO 24" WIDE (TYP)

F3.2 F6.1 F6 F4 F5 F3.1 F3

RELOCATE MAILBOX

OFFSET SIDEWALK TO AVOID POWER POLE

REPLACE PIPE

4 / 22-002 **EXISTING DITCH PROFILE #1**

3 / 17-001 **DRIVEWAY PROFILE #2**

REMOVE

EPHMERAL CHANNEL 1

PROPOSED DRIVEWAY WITH TAPERED ENTRANCE VALLEY GUTTER (TYP)

OFFSET SIDEWALK TO AVOID POWER POLE

CURB CUT (WHEELCHAIR) RAMP, TYPE A–SKEWED

PROPOSED 2' GRASSING STRIP (TYP)

PROPOSED 5' CONCRETE SIDEWALK (TYP)

STA: 34+52.63
O/S: 26.75'R

STA: 34+85.60
O/S: 32.20'R

N/F
BUGG PERRY
101 PAMELA ANN CT
PARCEL: 283D1 K003

N/F
WINTERVILLE SH PROPERTY LLC
165 N MAIN ST
PARCEL: 283D1 K006

N/F
WINTERVILLE SH PROPERTY LLC
155 N MAIN ST
PARCEL: 283D1 K002

N/F
WINTERVILLE SH PROPERTY LLC
135 N MAIN ST
PARCEL: 283D1 K001

AVERY ST

MATCH LINE 5 SHEET 13-003 STA 29+50.00

MATCH LINE 6 SHEET 13-004 STA 35+00.00

MATCH LINE 8 SHEET 13-006

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 / 13-003 MAINLINE CONSTRUCTION PLANS
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE: MAINLINE CONSTRUCTION PLANS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER
1"=20'	2023-0435

DRAWING NUMBER: 13-003

NOT ISSUED FOR CONSTRUCTION

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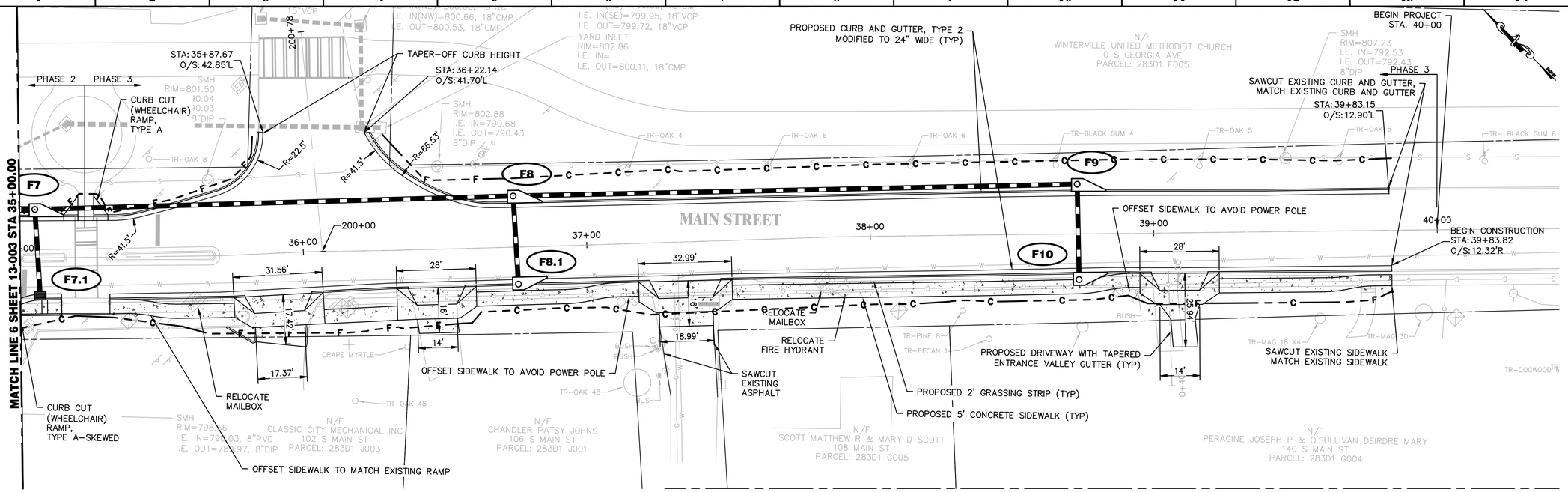

1 MAINLINE CONSTRUCTION PLANS
13-005 **SCALE: 1"=20'**

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GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

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DRAWING TITLE

MAINLINE CONSTRUCTION PLANS

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	13-004
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 7 SHEET 13-002

STREAM 3

CLEAN EXISTING STREAM

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

EPHMERAL CHANNEL 2

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

CLEAN EXISTING STREAM

INTERMITTENT
STREAM 3

PERENNIAL
STREAM 4

EPHMERAL CHANNEL 2

PERENNIAL
STREAM 4

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 13-005 **MAINLINE CONSTRUCTION PLANS**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
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DRAWING TITLE
MAINLINE CONSTRUCTION PLANS

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	13-005
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DATE:	

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 8 SHEET 13-003

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

SMH
RIM=792.69
I.E. IN(NE)=784.61
I.E. IN(SE)=783.95
I.E. OUT=783.84
8"TRUSS

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

F1

F2

CLEAN
CHANNEL

EPHMERAL
CHANNEL 1

EPHMERAL
CHANNEL 1

EPHMERAL
CHANNEL 1

N/F
REGISTER RUTH E & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

J2

J1

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 13-006 **MAINLINE CONSTRUCTION PLANS**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 - 4 2 5 - 7 1 0 0

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
MAINLINE CONSTRUCTION PLANS

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	CHECKED BY RRM
DRAWING SCALE 1"=20'	PROJECT NUMBER 2023-0435	DRAWING NUMBER 13-006	

NOT ISSUED FOR CONSTRUCTION

3 (13-003) **DRIVEWAY PROFILE #1**
SCALE: 1"=20' HORZ.
1"=5' VERT.

5 (13-005) **DRIVEWAY PROFILE #2**
SCALE: 1"=20' HORZ.
1"=5' VERT.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DRAWING TITLE

DRIVEWAY PROFILE

DRAWING DATE	07/26/2024
DRAWING SCALE	1"= 20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	17-001
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DATE:	

NOT ISSUED FOR CONSTRUCTION

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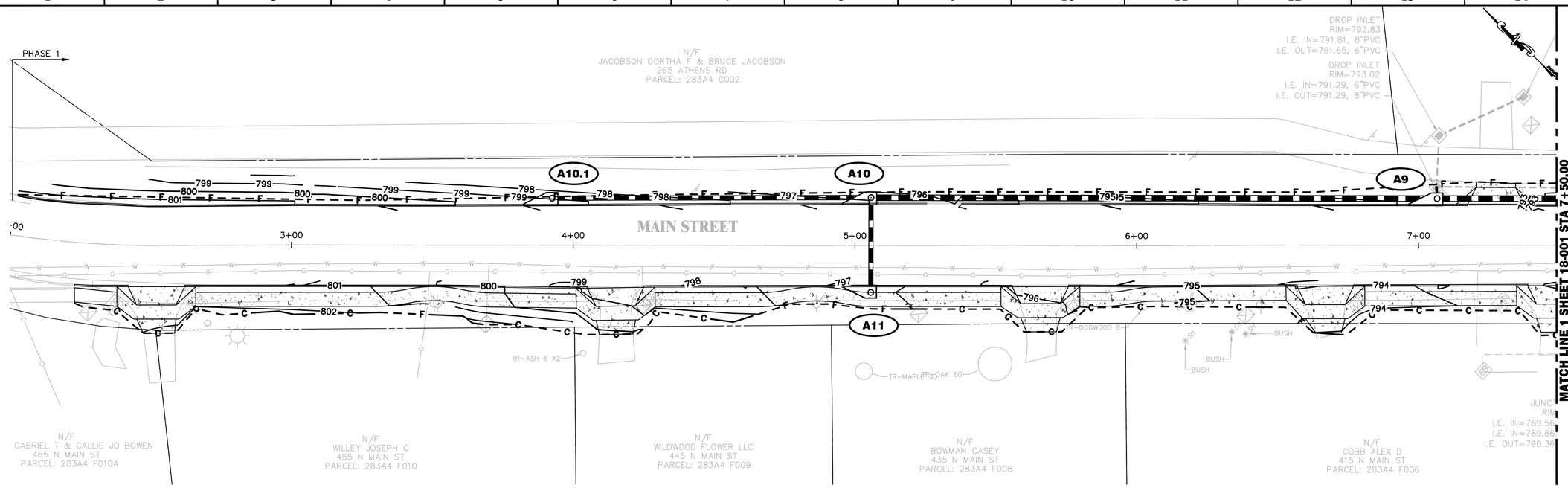
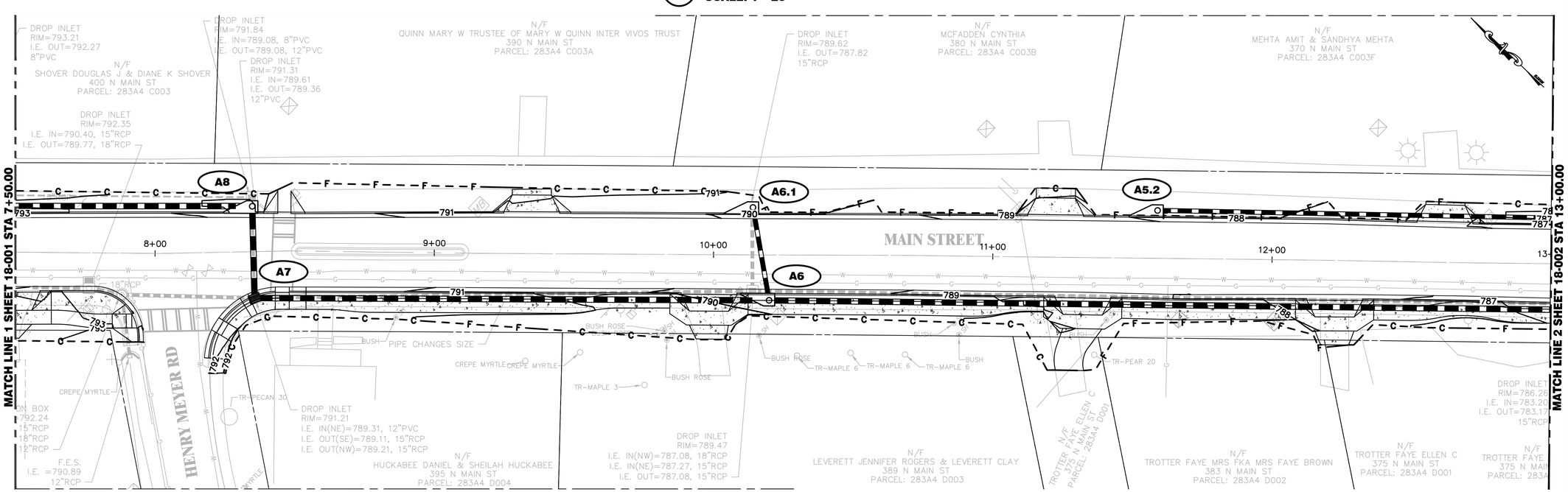


1 / 18-001 GRADING PLAN
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 / 18-001 GRADING PLAN
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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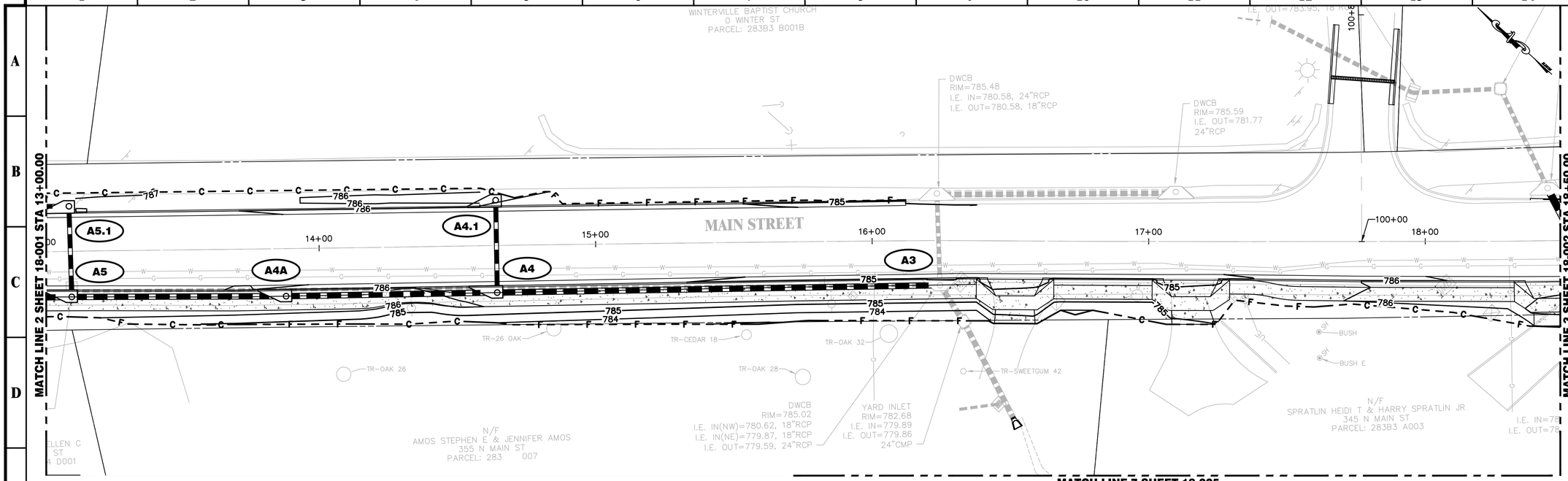
DRAWING TITLE: GRADING PLAN

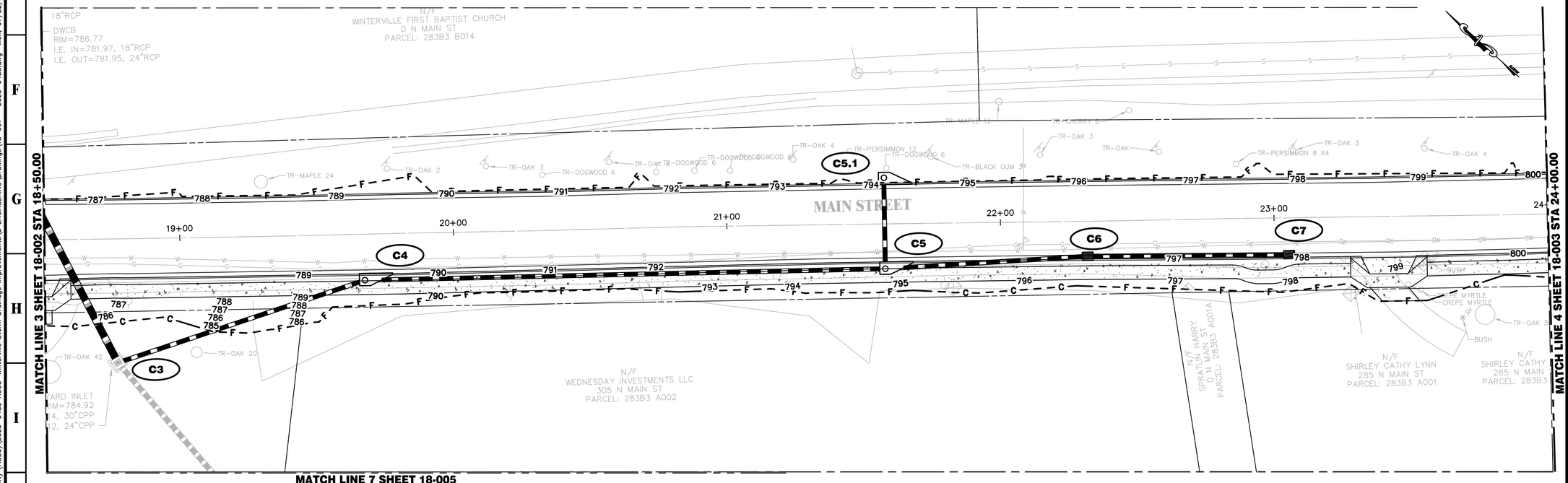
DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE: 07/26/2024
DRAWING SCALE: 1"=20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 18-001

NOT ISSUED FOR CONSTRUCTION



1 GRADING PLAN
18-002 SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 GRADING PLAN
18-002 SCALE: 1"=20'

GRAPHIC SCALE
20 10 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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DRAWING TITLE
GRADING PLAN

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	18-002

NOT ISSUED FOR CONSTRUCTION

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PARCEL: 283B3 B015

D1–FES
STA: 27+06.61
INV IN: 797.08 18" RCP

D1

D2–JB
STA: 27+03.78
RIM: 801.74
INV IN: 797.20 18" RCP
INV OUT: 797.20 18" RCP

D2

PHASE 1 PHASE 2

D3–SWCB
STA: 26+11.94
RIM: 800.75
INV IN: 797.66 18" RCP
INV OUT: 797.66 18" RCP

D3

D4

D4–SWCB
STA: 26+11.61
RIM: 800.68
INV OUT: 797.82 18" RCP

MAIN STREET

WINTER HILL DR

MATCH LINE 4 SHEET 18-002 STA 24+00.00

MATCH LINE 5 SHEET 18-003 STA 29+50.00

N/F
BARNETT GWENEDYTH
100 WINTER HILL DR
PARCEL: 283C2 C021

N/F
KIMBRO GWENDOLYN R
101 WINTER HILL DR
PARCEL: 283C2 A001

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

MATCH LINE 8 SHEET 18-006

1 18-003 **GRADING PLAN**
SCALE: 1"=20'

I.E. OUT=793.95, 3'x2' BOX CULVERT

I.E. IN=795.26, 24"VCP
I.E. OUT=795.26, 3'X2' BOX CULVERT

HEADWALL
I.E.=794.07
3'X2' BOX CULVERT

PIPE OUTLET
I.E.=797.64
10"VCP

F6.1

F6

HEADWALL
I.E.=793.35
15"RCP

F3.2

F3.2–SWCB
STA: 0+64.77
RIM: 797.02
INV OUT: 792.75 18" RCP

F4

F5

F3.1

F3.1–SWCB
STA: 0+31.85
RIM: 796.54
INV IN: 792.26 18" RCP
INV OUT: 792.06 18" RCP

F3

F3–JB
STA: 29+97.25
RIM: 796.12
INV IN: 791.58 18" RCP
INV IN: 788.75 36" RCP
INV OUT: 786.95 36" RCP

MAIN STREET

AVERY ST

MATCH LINE 5 SHEET 18-003 STA 29+50.00

MATCH LINE 6 SHEET 18-004 STA 35+00.00

JUNCTION BOX
RIM=795.33
I.E. IN=793.72
I.E. OUT=793.66
15"RCP

DROP INLET
RIM=794.93
I.E. OUT=793.70
15"RCP

F.E.S.
I.E.=791.98
24"RCP

JUNCTION BOX
RIM=795.44
I.E. IN(NW)=792.59, 15"RCP
I.E. IN(NE)=792.59, 2' BOX CULVERT
I.E. OUT=792.59, 24"RCP

DROP INLET
RIM=795.01
I.E. IN=792.54, 15"RCP
I.E. OUT=792.54, 2' BOX CULVERT

N/F
WINTERVILLE SH PROPERTY LLC
165 N MAIN ST
PARCEL: 283D1 K006

N/F
WINTERVILLE SH PROPERTY LLC
155 N MAIN ST
PARCEL: 283D1 K002

N/F
WINTERVILLE SH PROPERTY LLC
135 N MAIN ST
PARCEL: 283D1 K001

N/F
PARCEL: 283D1 K003

MATCH LINE 8 SHEET 18-006

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 18-003 **GRADING PLAN**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PRIME ENGINEERING INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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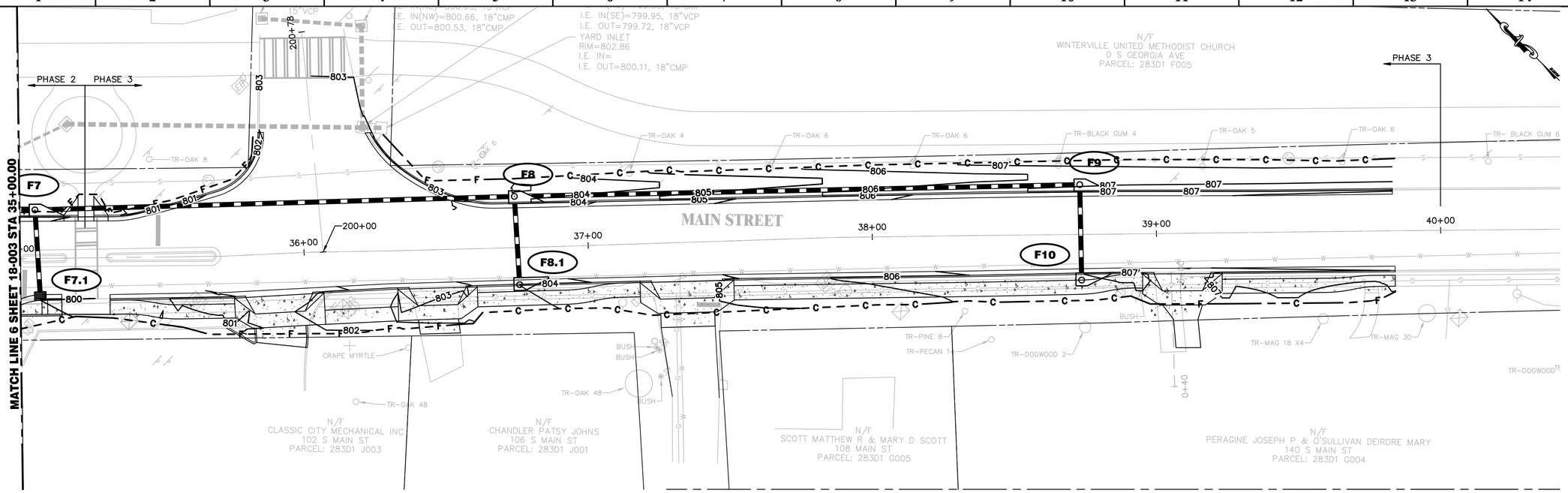
DRAWING TITLE
GRADING PLAN

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER
1"=20'	2023-0435

DRAWING NUMBER
18-003

NOT ISSUED FOR CONSTRUCTION



1 **GRADING PLAN**
18-005 **SCALE: 1"=20'**

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\18-001 - 2023-0435.dwg Mon, 07/22/24 8:58 AM

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4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

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DRAWING TITLE

GRADING PLAN

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	18-004

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 7 SHEET 18-002

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 18-005 GRADING PLAN
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\18-001 - 2023-0435.dwg Mon, 07/22/24 8:58 AM

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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
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DRAWING TITLE
GRADING PLAN

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	18-005
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DATE:	

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 8 SHEET 18-003

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

N/F
REGISTER RUTH E & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

F1
F2
J2
J1

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 18-006 **GRADING PLAN**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\J-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\18-001 - 2023-0435.dwg Mon, 07/22/24 8:58 AM

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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

NO.	DATE	DESCRIPTION

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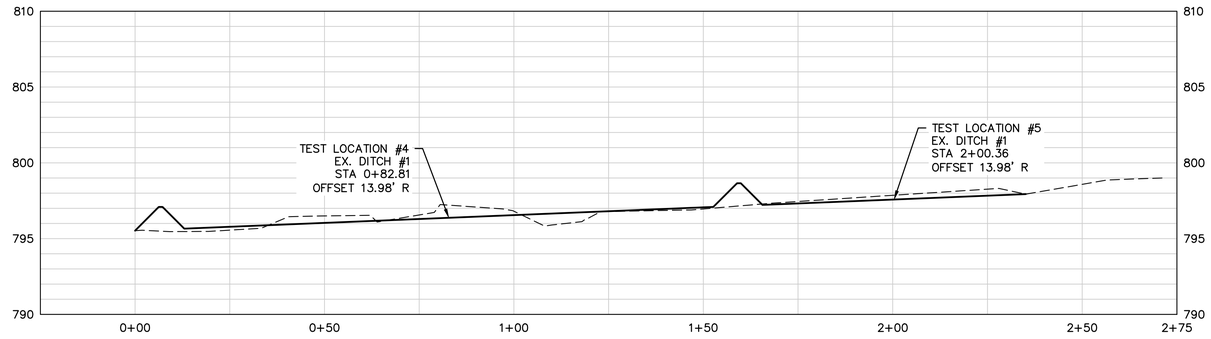
DRAWING TITLE

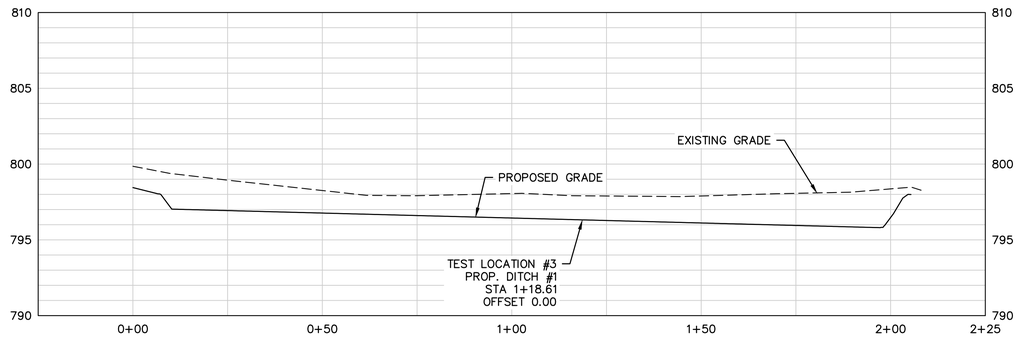
GRADING PLAN

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	18-006

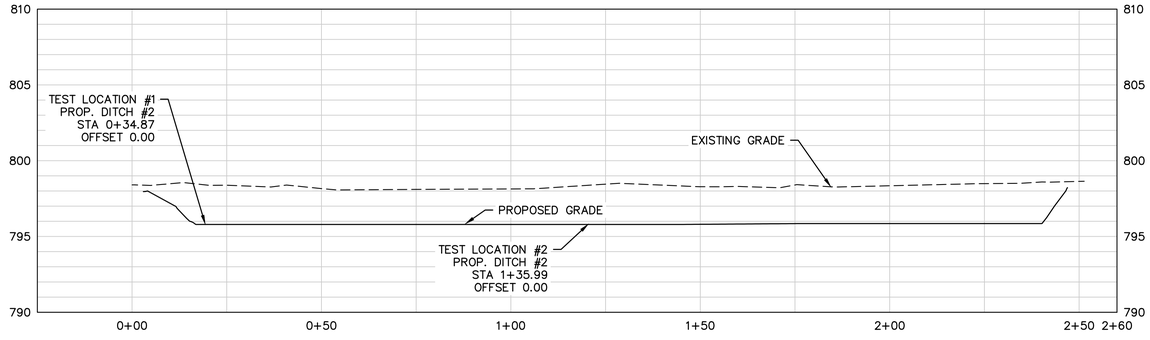
NOT ISSUED FOR CONSTRUCTION



4 EXISTING DITCH PROFILE #1
13-003 SCALE: 1"=20'
1"=5'



2 PROPOSED DITCH PROFILE #1
13-003 SCALE: 1"=20'
1"=5'



1 PROPOSED DITCH PROFILE #2
13-003 SCALE: 1"=20'
1"=5'

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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
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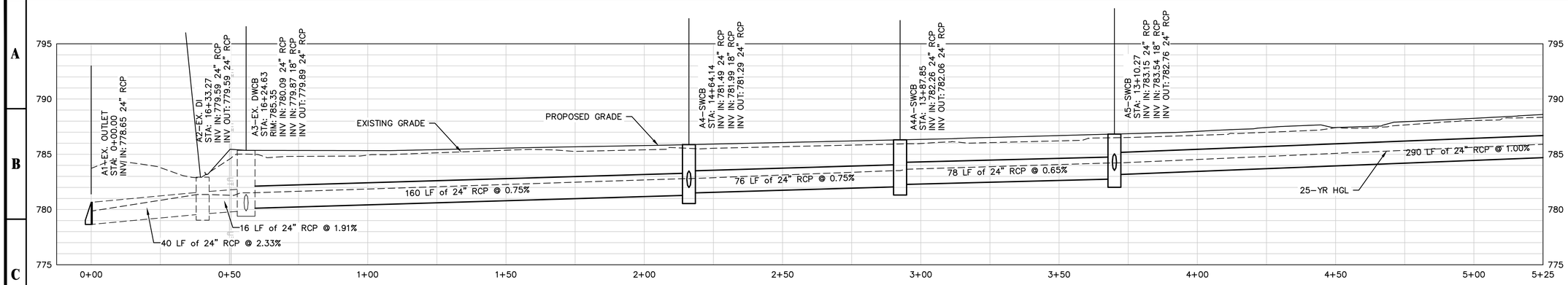
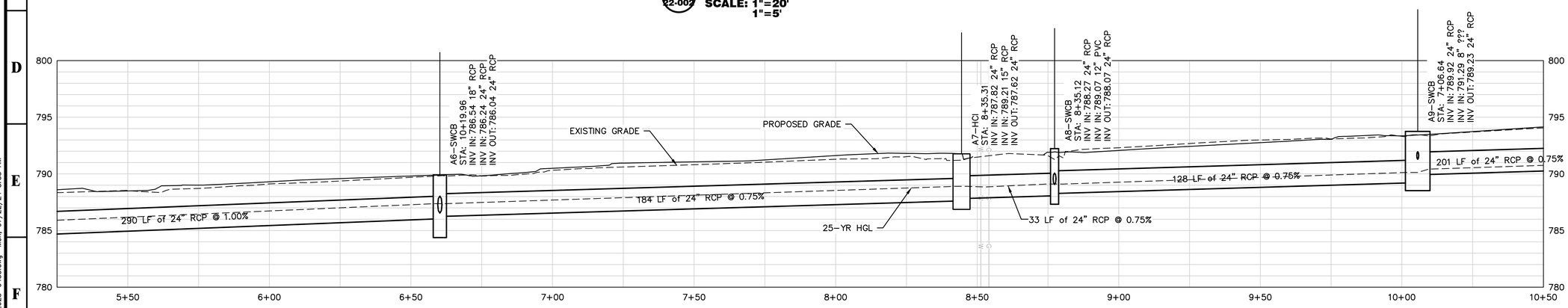
DRAWING TITLE
DRAINAGE PROFILES

DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	DRAWING SCALE: 1"=20'	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 22-001

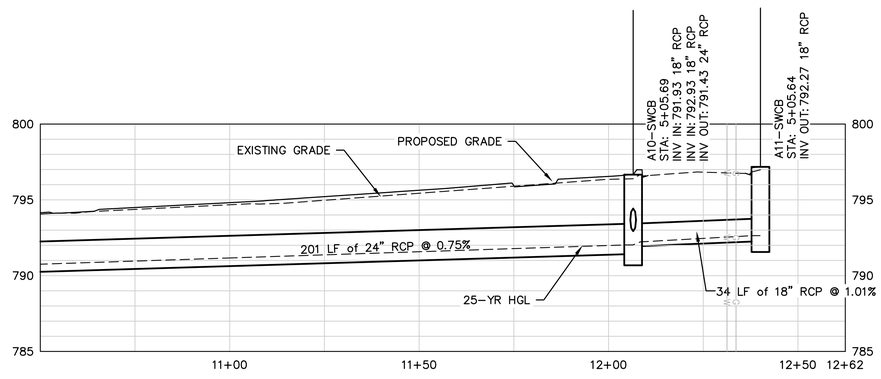
NOT ISSUED FOR CONSTRUCTION



1 STORM NETWORK A PROFILE
22-002 SCALE: 1"=20'
1"=5'



2 STORM NETWORK A PROFILE CONT.
22-002 SCALE: 1"=20'
1"=5'



3 STORM NETWORK A PROFILE CONT.
22-002 SCALE: 1"=20'
1"=5'

PRIME ENGINEERING INCORPORATED
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ATLANTA, GEORGIA 30327
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DRAWING TITLE
DRAINAGE PROFILES

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	
DRAWING SCALE 1"=20'		CHECKED BY RRM	
PROJECT NUMBER 2023-0435			
DRAWING NUMBER 22-002			DATE:

NOT ISSUED FOR CONSTRUCTION

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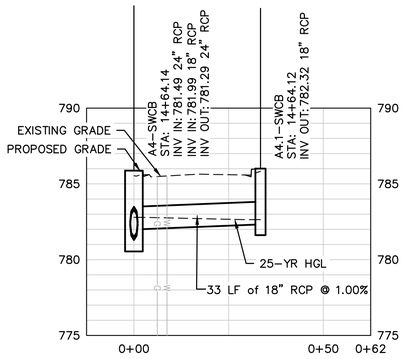
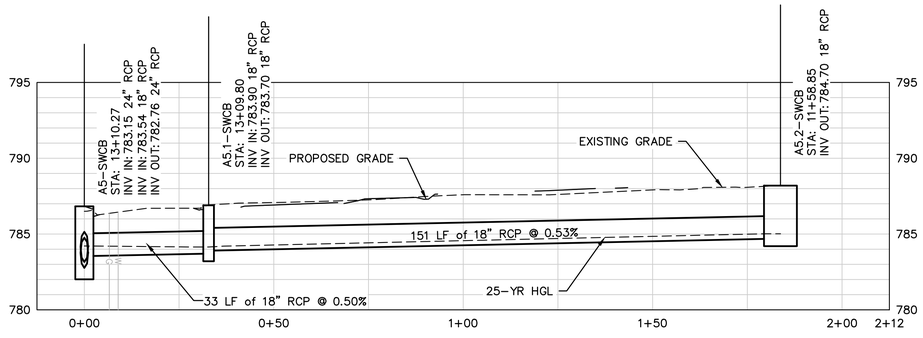
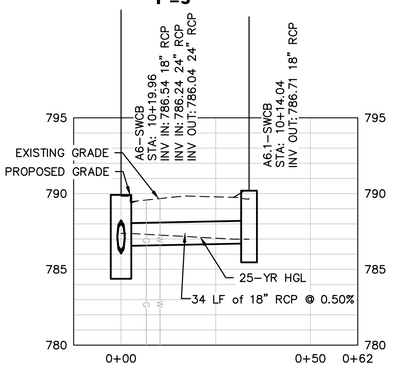


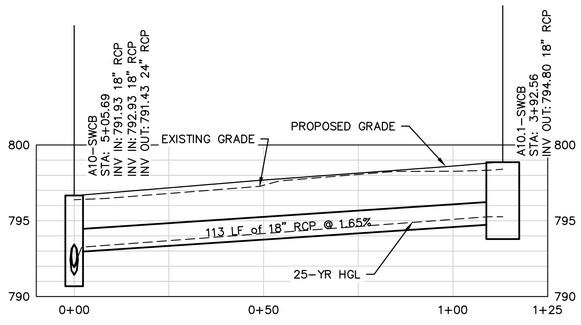
1 STORM NETWORK A4 PROFILE
22-003 SCALE: 1"=20'
1"=5'



2 STORM NETWORK A5 PROFILE
22-003 SCALE: 1"=20'
1"=5'



3 STORM NETWORK A6 PROFILE
22-003 SCALE: 1"=20'
1"=5'



4 STORM NETWORK A10 PROFILE
22-003 SCALE: 1"=20'
1"=5'

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404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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DATE:

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DRAWING TITLE

DRAINAGE PROFILES

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	22-003
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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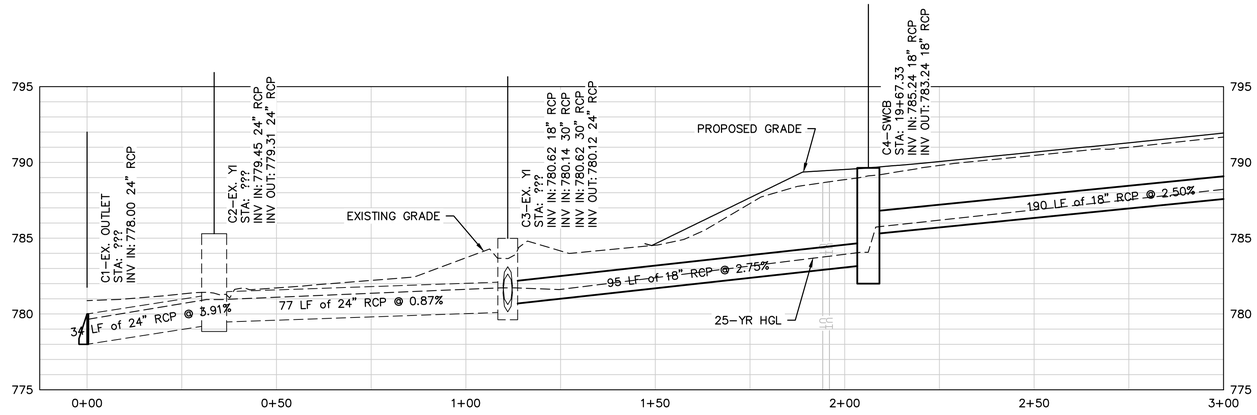
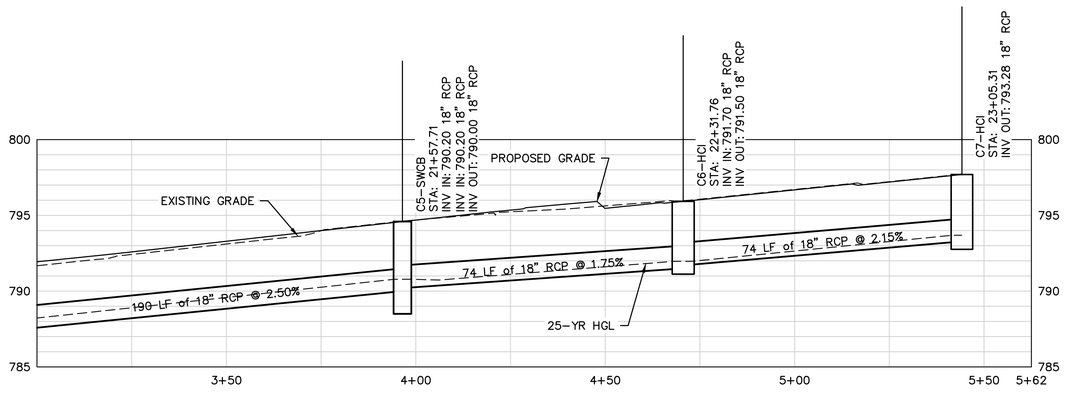
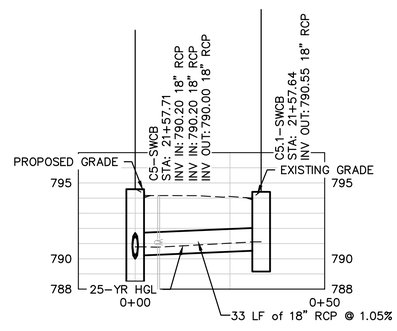


1 STORM NETWORK C PROFILE
22-004 SCALE: 1"=20'
1"=5'



2 STORM NETWORK C PROFILE CONT.
22-004 SCALE: 1"=20'
1"=5'



3 STORM NETWORK C5 PROFILE
22-004 SCALE: 1"=20'
1"=5'

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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS		
NO.	DATE	DESCRIPTION

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DRAWING TITLE

DRAINAGE PROFILES

DRAWN BY	TAL		
DESIGNED BY	CKN		
CHECKED BY	RRM		
DRAWING DATE	07/26/2024	DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435	DRAWING NUMBER	22-004

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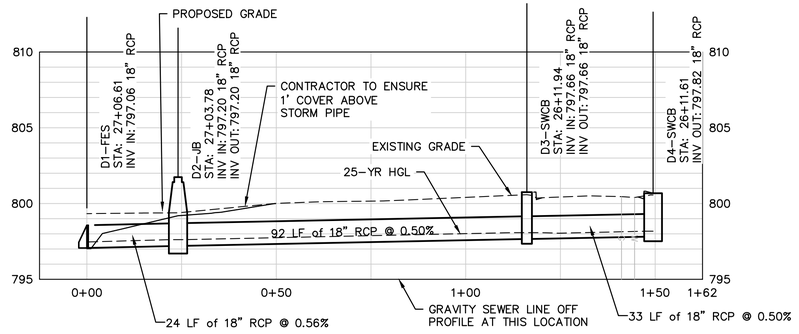
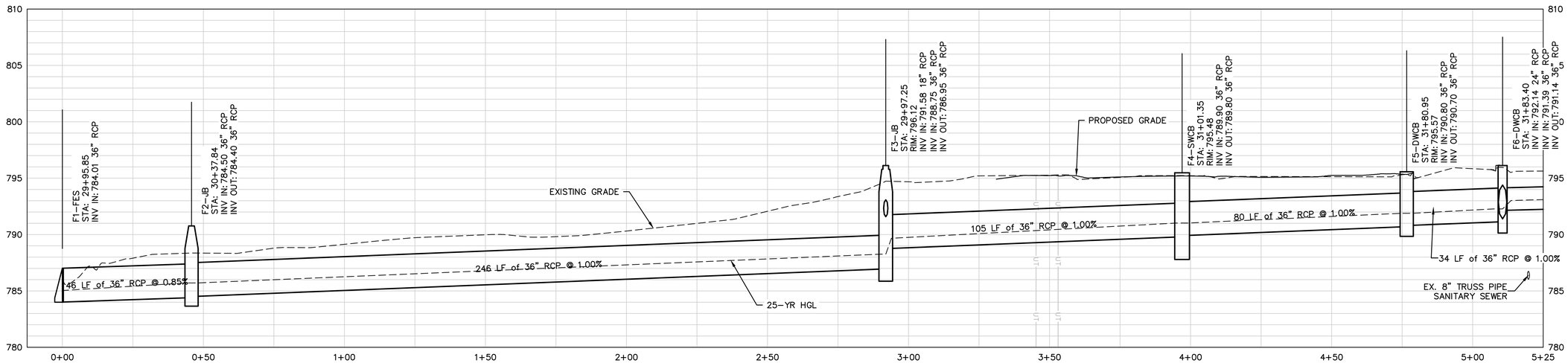
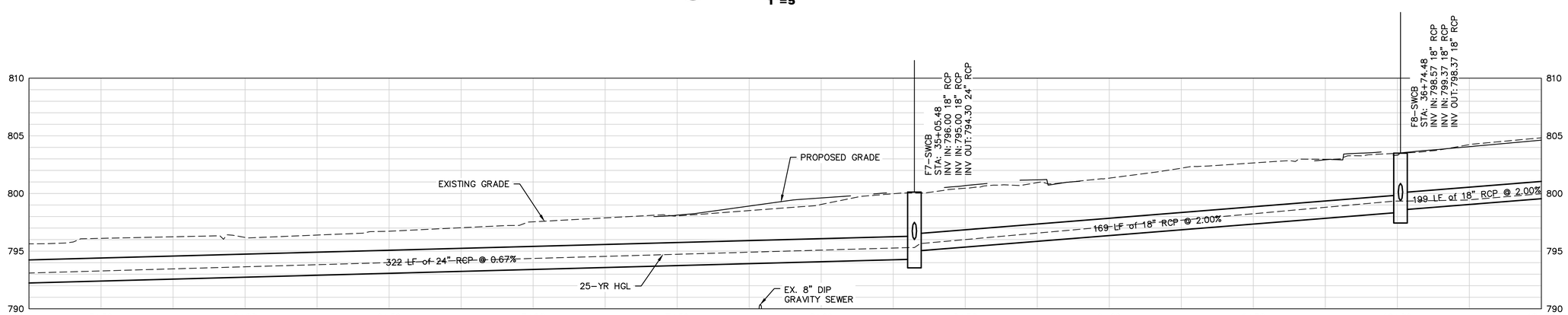


1 STORM NETWORK D PROFILE
22-005 **SCALE: 1"=20'**
1"=5'



1 STORM NETWORK F PROFILE
22-005 **SCALE: 1"=20'**
1"=5'



1 STORM NETWORK F PROFILE CONT.
22-005 **SCALE: 1"=20'**
1"=5'

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4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

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DRAWING TITLE

DRAINAGE PROFILES

DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	DRAWING SCALE: 1"= 20'	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 22-005

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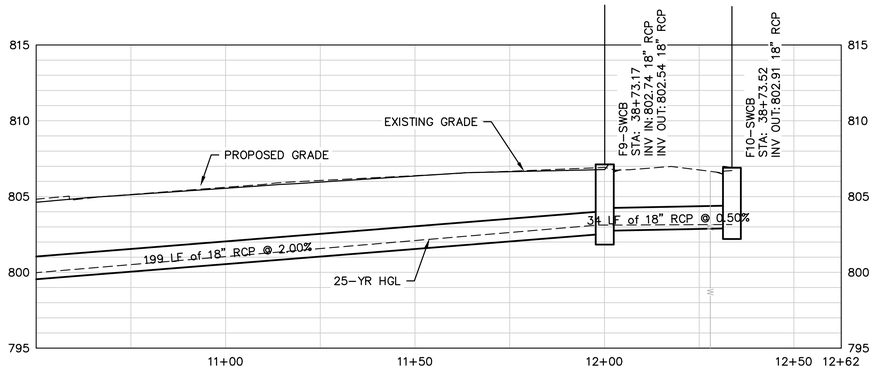
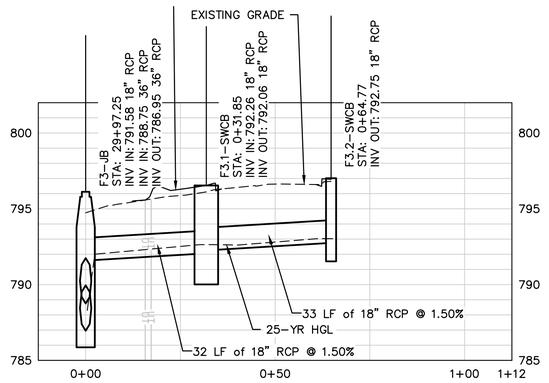
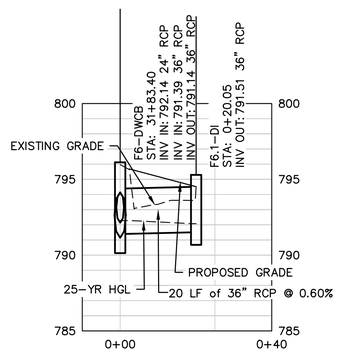


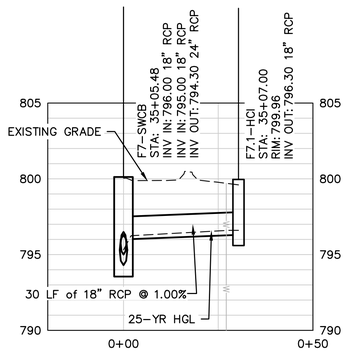
1 22-006 **STORM NETWORK F PROFILE CONT.**
SCALE: 1"=20'
1"=5'



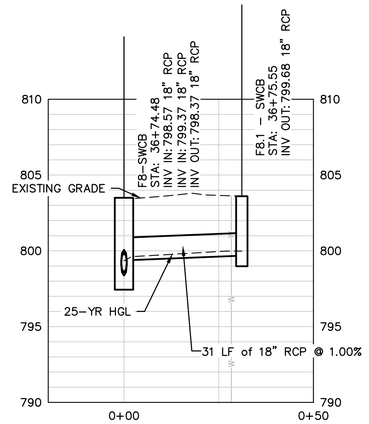
2 22-006 **STORM NETWORK F3 PROFILE**
SCALE: 1"=20'
1"=5'



3 22-006 **STORM NETWORK F6 PROFILE**
SCALE: 1"=20'
1"=5'



4 22-006 **STORM NETWORK F7 PROFILE**
SCALE: 1"=20'
1"=5'



5 22-006 **STORM NETWORK F8 PROFILE**
SCALE: 1"=20'
1"=5'

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PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
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REVISIONS

NO.	DATE	DESCRIPTION

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DRAWING TITLE
DRAINAGE PROFILES

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	22-006
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DATE:	

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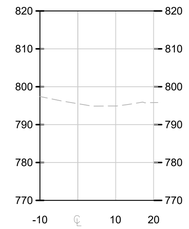
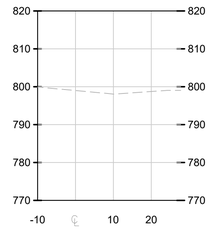
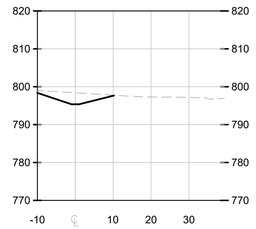
EXISTING DITCH PROFILE #1
0+00.00



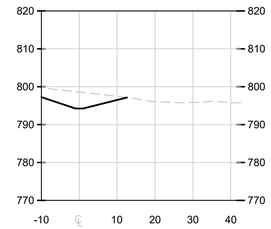
EXISTING DITCH PROFILE #1
2+71.07



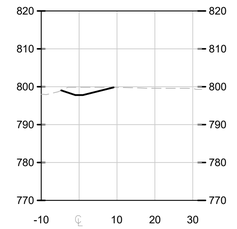
PROPOSED DITCH PROFILE #2
0+00.00



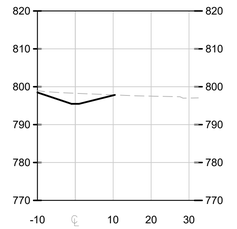
PROPOSED DITCH PROFILE #2
2+42.86



PROPOSED DITCH PROFILE #1
0+00.00



PROPOSED DITCH PROFILE #1
2+08.06



6
13-003
SECTION VIEWS
SCALE: 1"=20'
1"=5'

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404-425-7100

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

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SEAL

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DRAWING TITLE

CROSS SECTIONS

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	23-001
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

PHASE 1

N/F
JACOBSON DORTHA F & BRUCE JACOBSON
265 ATHENS RD
PARCEL: 283A4 C002

STA: 3+92.80
O/S: 16.94'L

STA: 5+05.73
O/S: 16.88'L

DROP INLET
RIM=792.83
I.E. IN=791.81, 8"PVC
I.E. OUT=791.65, 6"PVC

DROP INLET
RIM=793.02
I.E. IN=791.29, 6"PVC
I.E. OUT=791.29, 8"PVC

A10.1 A10 A9

18" RCP 24" RCP

MAIN STREET

3+00 4+00 5+00 6+00 7+00

18" RCP

STA: 5+05.67
O/S: 16.62'R

STA: 7+06.66
O/S: 16.46'L

A11

MATCH LINE 1 SHEET 24-001 STA 7+50.00

TR-ASH 6 X2

TR-MAPLE 30

TR-OAK 60

TR-DOGWOOD 8

BUSH

N/F
GABRIEL T & CALLIE JO BOWEN
465 N MAIN ST
PARCEL: 283A4 F010A

N/F
WILLEY JOSEPH C
455 N MAIN ST
PARCEL: 283A4 F010

N/F
WILDWOOD FLOWER LLC
445 N MAIN ST
PARCEL: 283A4 F009

N/F
BOWMAN CASEY
435 N MAIN ST
PARCEL: 283A4 F008

N/F
COBB ALEX D
415 N MAIN ST
PARCEL: 283A4 F006

JUNCT
RIM=
I.E. IN=789.56,
I.E. IN=789.86,
I.E. OUT=790.36,

1 UTILITY PLAN
24-001 **SCALE: 1"=20'**

DROP INLET
RIM=793.21
I.E. OUT=792.27
8"PVC

DROP INLET
RIM=791.84
I.E. IN=789.08, 8"PVC
I.E. OUT=789.08, 12"PVC

DROP INLET
RIM=791.31
I.E. IN=789.61
I.E. OUT=789.36
12"PVC

N/F
SHOVER DOUGLAS J & DIANE K SHOVER
400 N MAIN ST
PARCEL: 283A4 C003

N/F
QUINN MARY W TRUSTEE OF MARY W QUINN INTER VIVOS TRUST
390 N MAIN ST
PARCEL: 283A4 C003A

DROP INLET
RIM=789.62
I.E. OUT=787.82
15"RCP

N/F
MCFADDEN CYNTHIA
380 N MAIN ST
PARCEL: 283A4 C003B

N/F
MEHTA AMIT & SANDHYA MEHTA
370 N MAIN ST
PARCEL: 283A4 C003F

DROP INLET
RIM=792.35
I.E. IN=790.40, 15"RCP
I.E. OUT=789.77, 18"RCP

STA: 8+35.15
O/S: 16.22'L

STA: 10+14.10
O/S: 16.93'L

STA: 11+58.86
O/S: 17.14'L

A8 A6.1 A5.2

24" RCP 18" RCP

MAIN STREET

8+00 9+00 10+00 11+00 12+00

24" RCP 18" RCP

A7 A6

18" RCP 24" RCP

STA: 10+19.99
O/S: 16.12'R

MATCH LINE 2 SHEET 24-002 STA 13+00.00

STA: 8+35.23
O/S: 16.75'R

PIPE CHANGES SIZE

BUSH ROSE

CREPE MYRTLE

TR-MAPLE 3

TR-MAPLE 6

TR-PEAR 20

TR-PECAN 30

HENRY MEYER RD

DROP INLET
RIM=791.21
I.E. IN(NE)=789.31, 12"PVC
I.E. OUT(SE)=789.11, 15"RCP
I.E. OUT(NW)=789.21, 15"RCP

DROP INLET
RIM=789.47
I.E. IN(NW)=787.08, 18"RCP
I.E. IN(NE)=787.27, 15"RCP
I.E. OUT=787.08, 15"RCP

DROP INLET
RIM=786.26
I.E. IN=783.20
I.E. OUT=783.17
15"RCP

IN BOX
792.24
15"RCP
18"RCP
12"RCP

F.E.S.
I.E. =790.89
12"RCP

N/F
HUCKABEE DANIEL & SHEILAH HUCKABEE
395 N MAIN ST
PARCEL: 283A4 D004

N/F
LEVERETT JENNIFER ROGERS & LEVERETT CLAY
389 N MAIN ST
PARCEL: 283A4 D003

N/F
TROTTER FAYE ELLEN C
375 N MAIN ST
PARCEL: 283A4 D001

N/F
TROTTER FAYE MRS FKA MRS FAYE BROWN
383 N MAIN ST
PARCEL: 283A4 D002

N/F
TROTTER FAYE
375 N MAIN
PARCEL: 283A

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 UTILITY PLAN
24-001 **SCALE: 1"=20'**

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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DATE:

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DRAWING TITLE

UTILITY PLAN

DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	DRAWING SCALE: 1"=20'	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 24-001

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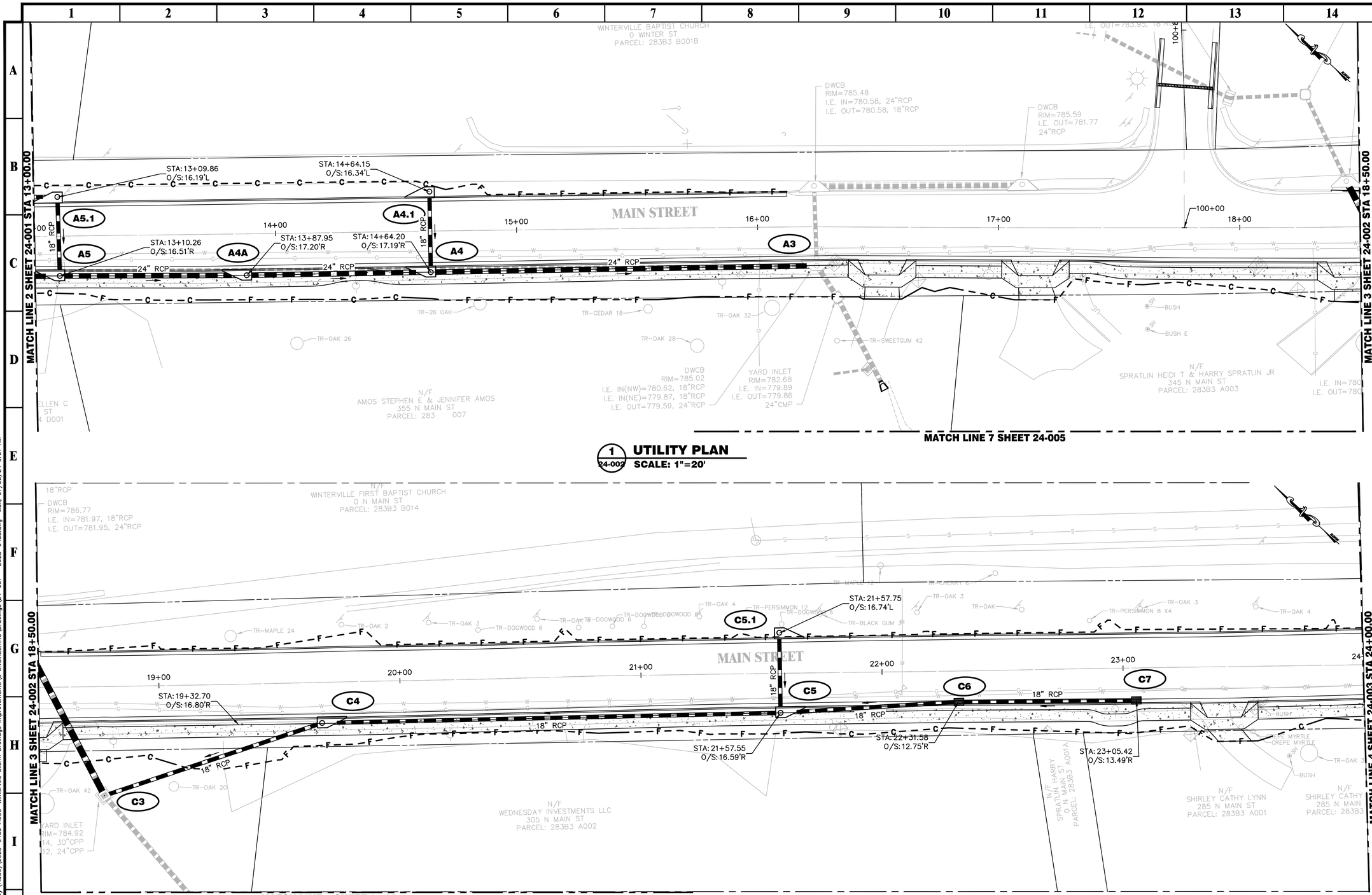

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

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DRAWING TITLE

UTILITY PLAN

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY	DRAWING NUMBER
07/26/2024	TAL	CKN	RRM	24-002

DRAWING SCALE	PROJECT NUMBER
1"=20'	2023-0435

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3_ENGINEERING\Drawings\24-001 - 2023-0435.dwg Mon, 07/22/24 9:01 AM

PARCEL: 283B3 B015

MATCH LINE 4 SHEET 24-002 STA 24+00.00

MATCH LINE 5 SHEET 24-003 STA 29+50.00

PHASE 1 PHASE 2

STA: 27+06.44
O/S: 42.69'L

STA: 26+11.97
O/S: 16.76'L

STA: 27+04.17
O/S: 20.54'L

STA: 26+11.45
O/S: 16.69'R

D1 D2 D3 D4

18" RCP

15" RCP

MAIN STREET

WINTER HILL DR

TR-BLACK GUM 3 TR-OAK 3 TR-OAK 2 TR-OAK 3 TR-BLACK GUM 3 TR-DOGWOOD 7 CREPE MYRTLE TR-OAK 4 TR-OAK 3 TR-OAK 12 TR-CEDAR 8 TR-OAK 4 TR-OAK 6 CREPE MYRTLE CREPE MYRTLE TR-CEDAR 12 BUSH

N/F
BARNETT GWENEDYTH
100 WINTER HILL DR
PARCEL: 283C2 C021

N/F
KIMBRO GWENDOLYN R
101 WINTER HILL DR
PARCEL: 283C2 A001

N/F
KIMBRO GWENDOLYN R
101 WINTER HILL DR
PARCEL: 283C2 A001

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

MATCH LINE 8 SHEET 24-006

1 24-003 **UTILITY PLAN**
SCALE: 1"=20'

I.E. OUT=793.95, 3'x2' BOX CULVERT

RIM=798.70
I.E. IN=795.26, 24"VCP
I.E. OUT=795.26, 3'X2' BOX CULVERT

HEADWALL
I.E.=793.70
3'X2' BOX CULVERT

HEADWALL
I.E.=794.07
3'X2' BOX CULVERT

PIPE OUTLET
I.E.=797.64
10"VCP

STA: 31+83.21
O/S: 37.49'L

STA: 31+83.35
O/S: 17.12'L

STA: 29+68.59
O/S: 16.89'L

F3.2 F6.1 F6

36" RCP

24" RCP

STA: 29+68.59
O/S: 16.70'R

STA: 29+97.18
O/S: 30.69'R

STA: 31+01.42
O/S: 17.37'R

STA: 31+81.25
O/S: 16.76'R

F3.1 F4 F5 F3

18" RCP

36" RCP

MAIN STREET

MATCH LINE 5 SHEET 24-003 STA 29+50.00

MATCH LINE 6 SHEET 24-004 STA 35+00.00

TR-CYPRESS 15 TR-CYPRESS BUSH TR-CHERRY 12 X4 TR-OAK TR-BLACK GUM 4 TR-OAK 6 SHRUB TR-MAPLE 30 TR-MAPLE 12 TR-PEAR 24 TR-PECAN 24 TR-PECAN 24 X2 BUSH

N/F
BUGG PERRY
101 PAMELA ANN CT
PARCEL: 283D1 K003

DROP INLET
RIM=794.93
I.E. OUT=793.70
15"RCP

JUNCTION BOX
RIM=795.33
I.E. IN=793.72
I.E. OUT=793.66
15"RCP

F.E.S.
I.E.=791.98
24"RCP

JUNCTION BOX
RIM=795.44
I.E. IN(NW)=792.59, 15"RCP
I.E. IN(NE)=792.59, 2' BOX CULVERT
I.E. OUT=792.59, 24"RCP

DROP INLET
RIM=795.01
I.E. IN=792.54, 15"RCP
I.E. OUT=792.54, 2' BOX CULVERT

N/F
WINTERVILLE SH PROPERTY LLC
165 N MAIN ST
PARCEL: 283D1 K006

N/F
WINTERVILLE SH PROPERTY LLC
155 N MAIN ST
PARCEL: 283D1 K002

N/F
WINTERVILLE SH PROPERTY LLC
135 N MAIN ST
PARCEL: 283D1 K001

AVERY ST

MATCH LINE 8 SHEET 24-006

2 24-003 **UTILITY PLAN**
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3_ENGINEERING\Drawings\24-001 - 2023-0435.dwg Mon, 07/22/24 9:01 AM

PRIME ENGINEERING INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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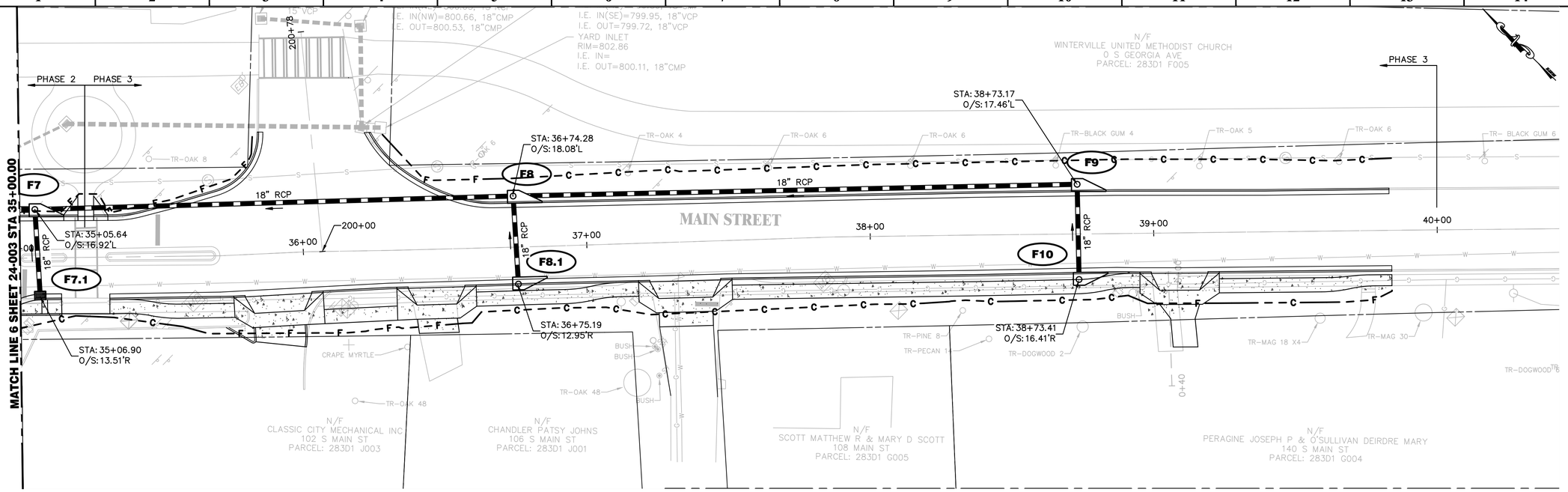
DRAWING TITLE: UTILITY PLAN

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	24-003

NOT ISSUED FOR CONSTRUCTION



1 **UTILITY PLAN**
24-005 **SCALE: 1"=20'**

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\24-001 - 2023-0435.dwg Mon, 07/22/24 9:01 AM

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE

UTILITY PLAN

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	24-004

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 7 SHEET 24-002

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 24-005 UTILITY PLAN
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\24-001 - 2023-0435.dwg Mon, 07/22/24 9:01 AM

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
UTILITY PLAN

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING NUMBER	24-005

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 8 SHEET 24-003

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

N/F
REGISTER RUTH E & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

36" RCP

STA: 30+37.88
O/S: 272.95'R

STA: 29+96.99
O/S: 289.13'R

F1

F2

36" RCP

STA: 27+58.58
O/S: 384.55'R

STA: 26+82.65
O/S: 391.77'R

24" RCP

J2

J1

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 24-006 **UTILITY PLAN**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\24-001 - 2023-0435.dwg Mon, 07/22/24 9:01 AM

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 - 4 2 5 - 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE

UTILITY PLAN

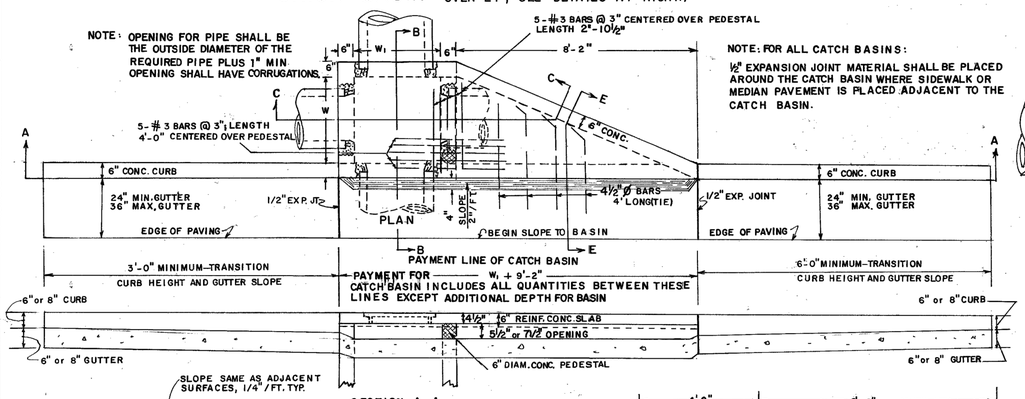
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	24-006

NOT ISSUED FOR CONSTRUCTION

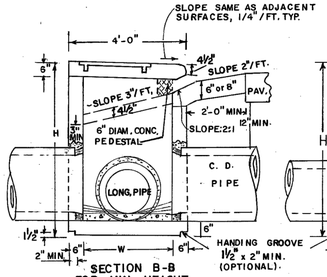
AP 21868

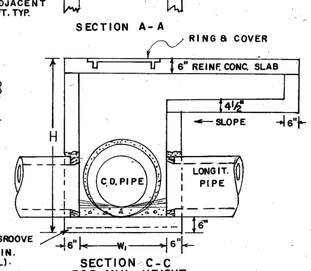
CATCH BASIN (IF CATCH BASIN HAS LONGITUDINAL PIPE OVER 24", SEE DETAILS AT RIGHT.)

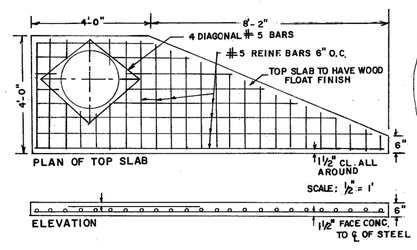
NOTE: OPENING FOR PIPE SHALL BE THE OUTSIDE DIAMETER OF THE REQUIRED PIPE PLUS 1" MIN. OPENING SHALL HAVE CORRUGATIONS.

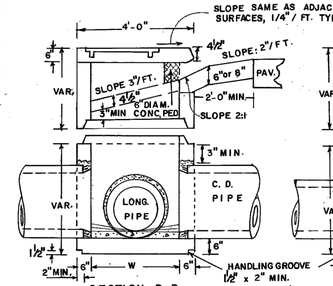


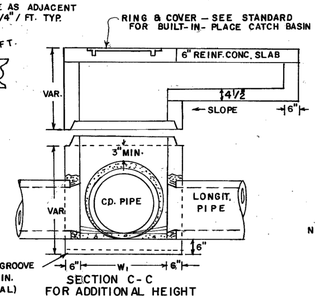
NOTE: FOR ALL CATCH BASINS:
½" EXPANSION JOINT MATERIAL SHALL BE PLACED AROUND THE CATCH BASIN WHERE SIDEWALK OR MEDIAN PAVEMENT IS PLACED ADJACENT TO THE CATCH BASIN.

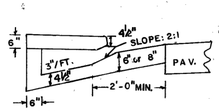


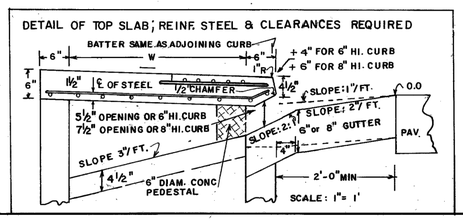




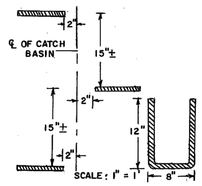






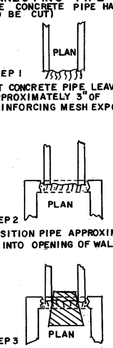


DETAIL AND ARRANGEMENT OF LADDER BARS

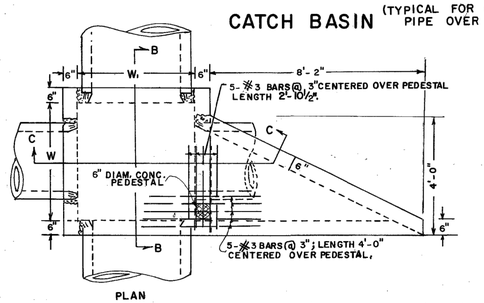


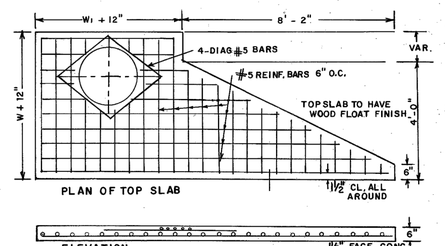
NOTE:
NUMBER AND LOCATION OF LADDER BARS IN CATCH BASIN TO BE AS DIRECTED BY THE ENGINEER.
M.H. STEPS LISTED IN GA. D.O.T. LABORATORY'S QUALIFIED PRODUCTS LIST MAY BE SUBSTITUTED.

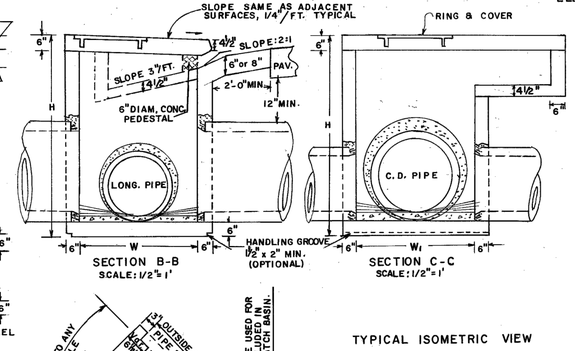
METHOD OF CONNECTING PIPE (WHERE CONCRETE PIPE HAS TO BE CUT)



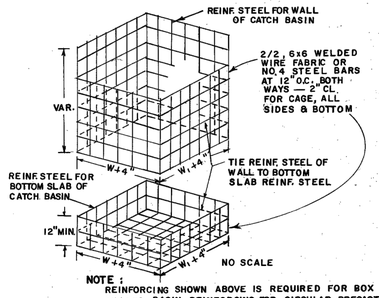
CATCH BASIN (TYPICAL FOR CATCH BASIN WITH LONGITUDINAL PIPE OVER 24")



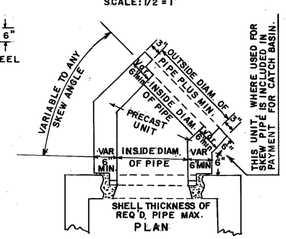




REINFORCING - ISOMETRIC VIEW



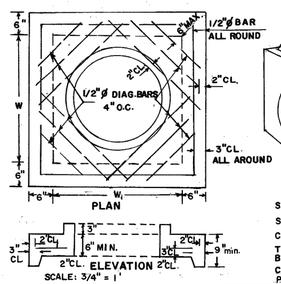
NOTE:
REINFORCING SHOWN ABOVE IS REQUIRED FOR BOX SHAPED BASIN. REINFORCING FOR CIRCULAR PRECAST ALTERNATE SHALL BE ACCORDING TO STD. 1040.



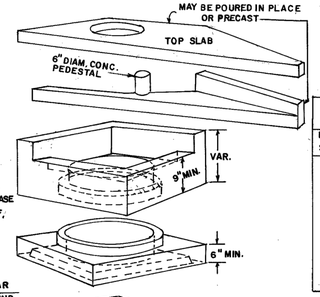
A METHOD OF CONNECTING SKEWED PIPE

IF THIS SWIVEL SECTION SLAB IS USED TO REDUCE THE W AND W_1 DIMENSIONS, INCREASE THE MIN. THICKNESS TO 9" AND USE REINF. STEEL. SEE DETAIL BELOW.

DETAIL FOR REINFORCED STEEL



TYPICAL ISOMETRIC VIEW



SWIVEL SECTION MAY BE USED WHERE SKEWED PIPE CONNECTS TO PRECAST CONCRETE BOX.
THE ABOVE VIEW DEPICTS PRECAST BOX. SEE SEPARATE STANDARDS FOR CIRCULAR ALTERNATE OR BUILT-IN-PLACE BOX.

ALL JOINTS BETWEEN PRECAST RISERS OR BETWEEN PRECAST BASE AND RISER WILL BE KEYED. KEYED JOINTS SHOWN ARE TYPICAL AND MAY BE VARIED.

NOTE:
DIMENSIONS FOR CATCH BASINS ARE BASED UPON TYPICAL OUTSIDE DIAMETERS OF CONCRETE PIPES AND MAY BE VARIED IF CONDITIONS PERMIT AND THE ENGINEER APPROVES. W & W_1 DIMENSIONS DO NOT HAVE TO BE EQUAL.

ALTERNATE:
BUILT-IN-PLACE, PRECAST BOX, AND/OR PRECAST CIRCULAR UNITS WITH THE REQUIRED ADAPTERS, REDUCERS, FITTINGS, CONNECTIONS, ETC. MAY BE USED IN COMBINATIONS.

NOTE:
FOR RING & COVER DETAILS AND OTHER DETAILS NOT SHOWN, SEE STANDARD 1033D FOR BUILT-IN-PLACE CATCH BASIN.

DIMENSIONS FOR CATCH BASINS

PIPE SIZE	NORMAL W OR W_1	MIN H
12"	3'-0"	4'-4"
15"	3'-0"	4'-7"
18"	3'-0"	4'-10"
24"	3'-0"	5'-6"
30"	3'-6"	6'-2"
36"	4'-0"	6'-10"
42"	5'-0"	7'-4"
48"	5'-0"	8'-0"
54"	6'-0"	8'-6"
60"	6'-0"	9'-2"

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

MODIFIED
PRECAST CATCH BASINS
FOR USE WITH CURB (6" OR 8" HT.) & GUTTER

SCALE AS SHOWN — REV. & REDR., SEPT., 1982

REV. & REDR. RMU — (SUBMITTED) Floyd E. Hardy
TRA GME
CHK RKC — (APPROVED) Thomas N. Threadcraft
STATE ROAD & AIRPORT DESIGN ENGR
STATE HIGHWAY ENGINEER

NUMBER 1033D-MODIFIED PRECAST

FORM EF3

1 SINGLE WING CATCH BASIN
38-001 SCALE: NTS

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS		
NO.	DATE	DESCRIPTION

SEAL

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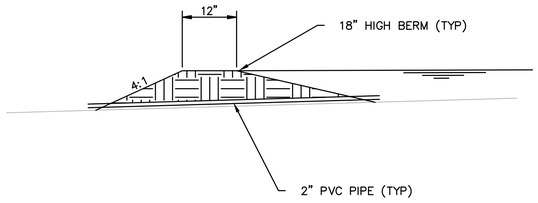
DRAWING TITLE
SPECIAL CONSTRUCTION DETAILS

DRAWN BY	DESIGNED BY	CHECKED BY	DATE:
TAL	CKN	RRM	

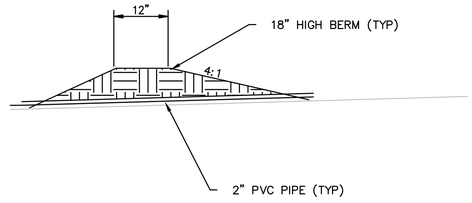
DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
7/19/2024	1"=20'	2023-0435	38-001

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3_ENGINEERING\Drawings\38-001 - 2023-0435.dwg Mon, 07/22/24 8:36 AM



1 DETENTION POND BERM DETAIL
38-003 **SCALE: NTS**



2 DETENTION POND OUTLET DETAIL
38-003 **SCALE: NTS**

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

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404-425-7100

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE

SPECIAL CONSTRUCTION DETAILS

DRAWING DATE	07/26/2024
DRAWING SCALE	1" = 20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	38-003
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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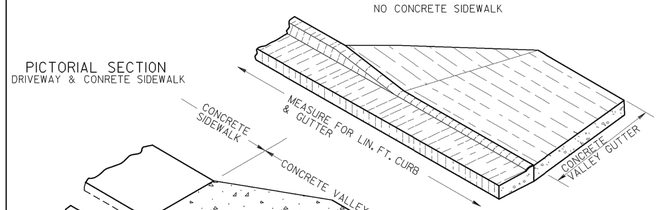
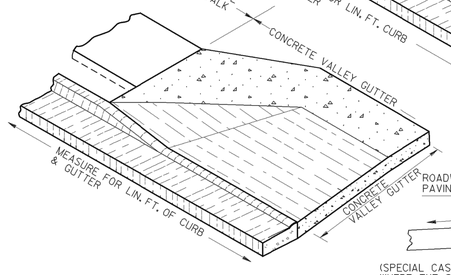
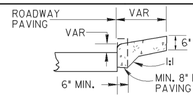
7/22/2011 2:16:33 PM \\GDOT-DSN\GOPLOT\QCF\GO_K1p8000.qcf gowens V:\GARY\revised A-1, A-2\A-1.prf GO-RDS

PICTORIAL SECTION
NO CONCRETE SIDEWALK

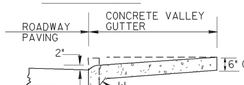


PICTORIAL SECTION
DRIVEWAY & CONRETE SIDEWALK



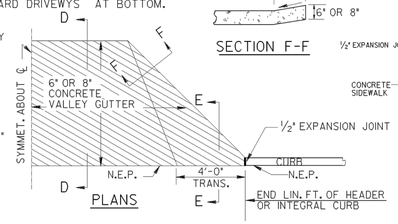


SECTION E-E

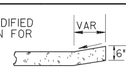


SECTION D-D

NOTE:
PLAN VIEW DETAILS NOT SHOWN FOR MODIFIED DRIVES WILL BE SIMILAR TO THAT SHOWN FOR STANDARD DRIVEWYS AT BOTTOM.

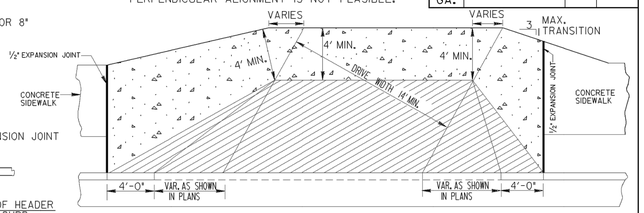


PLANS



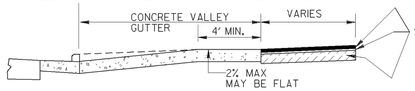
SECTION F-F

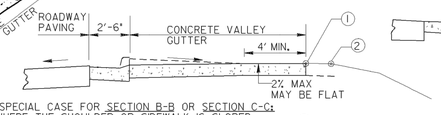
NOTE: DRIVEWAYS WILL NOT BE SKEWED EXCEPT WHERE PERPENDICULAR ALIGNMENT IS NOT FEASIBLE.



DRIVE ENTRANCE MODIFIED FOR SKEW

DRIVE MODIFIED FOR HEADER OR INTEGRAL CURB ALONG ROADWAY



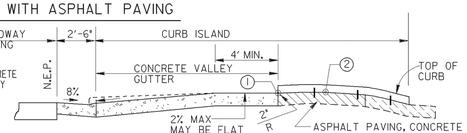


(SPECIAL CASE FOR SECTION B-B OR SECTION C-C; WHERE THE SHOULDER OR SIDEWALK IS SLOPED AWAY FROM THE ROAD)

① IS THE BACK OF SIDEWALK SURFACE GRADE OR THE SHOULDER SURFACE GRADE 10'-0" BACK OF THE CURB, SLOPE OF THE CONCRETE VALLEY GUTTER WILL BE SUCH THAT THE BACK OF THE DRIVEWAY TAPER WILL BE THE SAME ELEVATION.

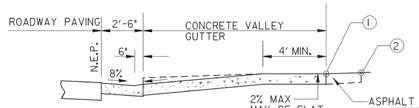
② IS BEGINNING OF DRIVEWAY TIE-IN.
NOTE: ① AND ② MAY COINCIDE

SECTION WITH ASPHALT PAVING

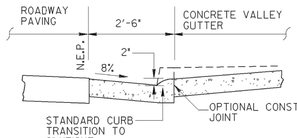


SECTION C-C

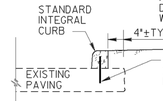
ASPHALT PAVING, CONCRETE VALLEY GUTTER, DRIVEWAY CONCRETE, OR EXISTING PAVEMENT, AS SPECIFIED IN THE PLANS. ALL DRIVEWAYS WITHIN THE RIGHT OF WAY SHALL BE PAVED.



SECTION B-B



NOTE:
ALTERNATES TO THE CURB ISLAND DESIGN SHOWN HERE MAY BE SPECIFIED IN THE PLANS.



DOWELED CURB DETAIL

GENERAL NOTES:

1. QUANTITIES SHALL BE MEASURED AS FOLLOWS:
   (A) CONCRETE CURB & GUTTER ALONG ROADWAY---
   LIN. FT. OF CURB & GUTTER SHALL BE MEASURED FOR PAYMENT CONTINUOUS THRU THE DRIVE ENTRANCES. PAYMENT FOR CURB & GUTTER SHALL INCLUDE DAPPING DOWN THE TOP PORTION OF THE CURB. SQ. YDS. OF CONCRETE VALLEY GUTTER SHALL BE MEASURED FOR PAYMENT TO THE BACK OF THE CURB LINE.
   (B) HEADER (OR INTEGRAL) CURB ALONG ROADWAY---
   LIN. FT. OF CURB SHALL BE MEASURED FOR PAYMENT TO THE BEGINNING OF DRIVE WAY. SQ. YDS. OF CONCRETE VALLEY GUTTER SHALL BE MEASURED FOR PAYMENT TO THE EDGE OF THE ROADWAY PAVING.
2. N.E.P. IS DEFINED AS THE POINT WHERE THE ROADWAY PAVING MEETS THE CURB & GUTTER, OR HEADER CURB, OR FACE OR THE INTEGRAL CURB.
3. DRIVES RECONSTRUCTED SHALL BE REPLACED IN KIND, I.E, ASPHALT FOR ASPHALT, CONCRETE FOR CONCRETE, AND PAVED TO THE RIGHT OF WAY LINE.
4. SEE STANDARD 9032-B FOR DETAILS OF CONCRETE CURB & GUTTER, HEADER CURBS AND DOWELED INTEGRAL CURBS.
5. WIDTHS OF COMMERCIAL DRIVEWAYS SHALL COMPLY WITH CURRENT "RULES AND REGULATIONS FOR DRIVEWAY AND ENCROACHMENT CONTROL". WIDTHS OF RESIDENTIAL NON-COMMERCIAL DRIVEWAYS SHALL BE AS SPECIFIED IN THE PLANS.
6. THE SLOPE OF THE "TRANSITION AREA" OF THE CONCRETE VALLEY GUTTER SHALL NOT BE STEEPER THAN 8% (12:1) WHERE SIDEWALKS ARE LOCATED.
7. MAXIMUM DRIVEWAY GRADES SHOWN BELOW ARE INTENDED FOR RESIDENTIAL DRIVEWAYS WHERE FLATTER GRADES ARE NOT FEASIBLE. GRADES FOR COMMERCIAL DRIVEWAYS OR FOR TRUCKS SHALL NOT BE GREATER THAN 11% UNLESS SPECIFIED OTHERWISE.

Guidelines For Usage On Metric Projects

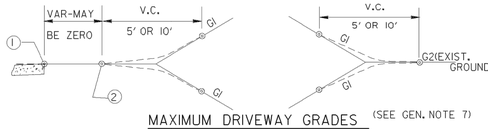
When these details are incorporated into plans and or projects that are being prepared or constructed in metric units, exact or precise conversion to metric units is not required. The dimensions shown that are in feet and inches may be converted to corresponding metric units using the following "Rounded-Off" conversion factors: 1"=25mm, 4'=100mm, and 12" or 1'=300mm. All measurement notes that refer to linear feet and square yards shall be interpreted to mean linear meters and square meters.

① IS THE BACK OF SIDEWALK SURFACE GRADE OR THE SHOULDER SURFACE GRADE 10'-0" BACK OF THE CURB, SLOPE OF THE CONCRETE VALLEY GUTTER WILL BE SUCH THAT THE BACK OF THE DRIVEWAY TAPER WILL BE THE SAME ELEVATION.

② IS BEGINNING OF DRIVEWAY TIE-IN.
NOTE: ① AND ② MAY COINCIDE

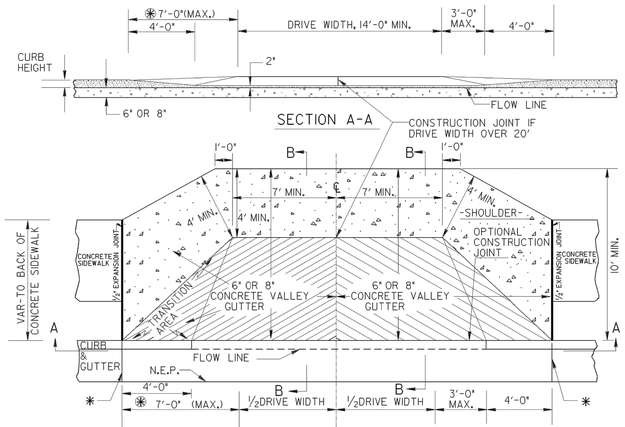
V.C.	MAXIMUM CUT	MAXIMUM FILL
5'	27%	16.67%
10'	28%	27%

V.C.	G1-G2 (MAX. ALGEBRAIC GRADE CHANGE) SAG	CREST
5'	21%	25%
10'	25%	36%



MAXIMUM DRIVEWAY GRADES (SEE GEN. NOTE 7)

This Detail Replaces Ga Standard 6050



* CONSTRUCTION JOINT NOT REQUIRED IF THE OPTIONAL CONSTRUCTION JOINT IS PROVIDED AT BACK OF THE CURB.

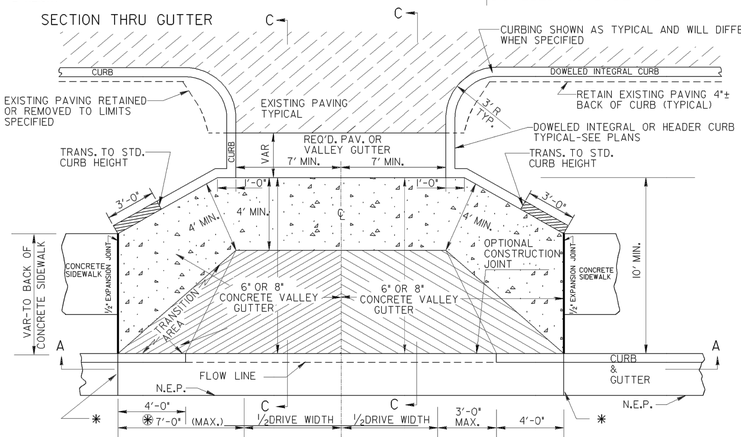
HALF SECTION
SYMMETRICAL ABOUT THIS SIDE OF CENTERLINE WHERE CONCRETE SIDEWALK OCCURS.
℄
HALF SECTION

PLAN

PLAN

RESIDENTIAL, COMMERCIAL OR NON-COMMERCIAL DRIVE

SECTION THRU GUTTER



HALF SECTION
SYMMETRICAL ABOUT THIS SIDE OF CENTERLINE WHERE CONCRETE SIDEWALK OCCURS.
℄
HALF SECTION

PLAN

PLAN

DRIVEWAY WITH CURB ISLAND

(SHOWN ADJACENT TO EXISTING PAVED PARKING AREA)

* CONSTRUCTION JOINT NOT REQUIRED IF THE OPTIONAL CONSTRUCTION JOINT IS PROVIDED BACK OF CURB.

* 7'-0" OR DISTANCE EQUAL TO THAT FROM BACK OF CURB TO BACK OF SIDEWALK, WHICHEVER IS LESSER

BY	DATE	REVISION
GLO	7-2411	REV. PAVEMENT NOTES, REV. 12' TO 14' MIN., REV. SWALK
	4-11-02	REVISED
	4-3-02	REVISED

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

CONSTRUCTION DETAIL
DRIVEWAYS WITH TAPERED ENTRANCES
CONCRETE VALLEY GUTTERS

NO SCALE — MARCH 12, 2002

NUMBER A1

(1) 40-001 **A1 DRIVEWAYS WITH TAPERED ENTRANCES CONCRETE VALLEY GUTTER**
SCALE: NTS

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PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

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DRAWING TITLE: CONSTRUCTION DETAILS

DATE:

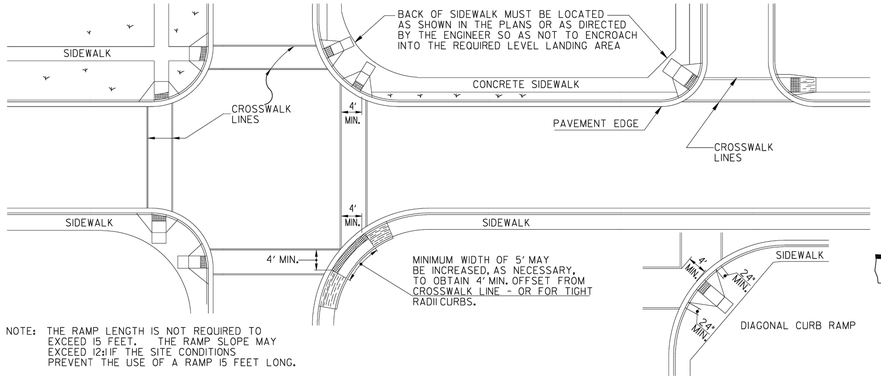
DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
1"=20'	2023-0435	40-001

NOT ISSUED FOR CONSTRUCTION

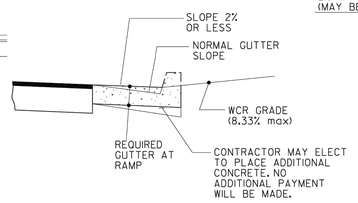
R:\J-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\40-001 - 2023-0435.dwg Mon, 07/22/24 8:36 AM

TYPICAL LOCATIONS FOR CURB CUT RAMPS - PLAN VIEW

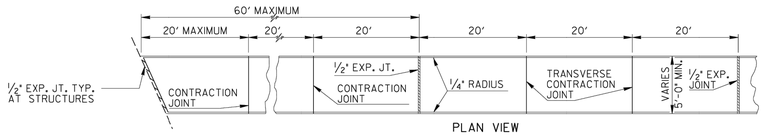


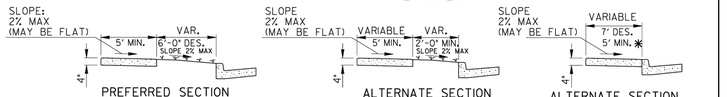
NOTE: THE RAMP LENGTH IS NOT REQUIRED TO EXCEED 15 FEET. THE RAMP SLOPE MAY EXCEED 12:1 IF THE SITE CONDITIONS PREVENT THE USE OF A RAMP 15 FEET LONG.

GUTTER TRANSITION DETAIL



CONCRETE SIDEWALK DETAILS





*16' SHOULDER RECOMMENDED WITH THIS INSTALLATION

*5' MIN WIDTH WITH NO OBSTRUCTIONS (MAILBOXS, SIGNS,ETC)

7' PREFERRED WIDTH WITH A 2' AREA OF CONTRASTING COLOR & TEXTURE ADJACENT TO THE CURB. (COST OF TEXTURE, COLORING & HOLES REQUIRED FOR MAILBOX AND SIGN POST SHALL BE INCLUDED IN THE PRICE BID FOR SIDEWALK)

NOTES FOR CONCRETE SIDEWALK:

A. CONCRETE TO BE PLACED 4" THICK AND FINISHED WITH TAMPS, WOOD FLOATS AND STIFF-BRISTLE BROOMS.
B. TRANSVERSE CONTRACTION JOINTS SHALL BE PLACED AT 20 FT. INTERVALS. ALL EDGES TO BE ROUNDED TO 1/4" RADIUS.
C. 1/2" EXPANSION JOINTS SHALL BE PLACED, WHERE SIDEWALK TIE INTO A STRUCTURE OR TERMINATE AT CURB, RAMPS OR DRIVEWAYS AND AT 60' INTERVALS.

NOTES FOR CURB CUT RAMPS:

1. CURB CUT RAMPS WILL BE LOCATED AS FOLLOWS UNLESS PLANS OR CONTRACT SPECIFY OTHERWISE.
   a) AT ALL PEDESTRIAN CROSSWALKS WHERE CURB IS CONSTRUCTED OR REPLACED.
   b) WHERE THE SIDEWALK, CONCRETE OR UNPAVED, IS INTERRUPTED BY THE CURB AT TURNOUTS OR AT INTERSECTIONS.
   c) AT OTHER LOCATIONS SUCH AS HOSPITALS, NURSING HOMES, REST AREAS, ETC.. WHERE THE CURB WOULD OTHERWISE BE AN OBSTRUCTION TO THE PHYSICALLY DISABLED.
2. RAMPS WILL BE CONSTRUCTED FROM CONCRETE. SPECIFICATIONS FOR RAMPS WILL BE THE SAME AS FOR CONCRETE SIDEWALK. RAMPS SHALL HAVE EITHER A ROUGH OR A TEXTURED FINISH.
3. DROP INLETS ARE NOT TO BE LOCATED DIRECTLY IN FRONT OF RAMPS. CATCH BASINS SHOULD BE LOCATED AT LEAST 10 FT. FROM RAMPS WHEN FEASIBLE.
4. WHERE RAMPS ARE LOCATED IN RADII, THE DIMENSIONS SHOWN FOR RAMP WIDTHS AND TAPERS ARE MEASURED PERPENDICULAR TO THE RAMP AND NOT ALONG THE CURVE.
5. WHERE UTILITY STRUCTURES CONFLICT, WHERE SIDEWALK GEOMETRY VARIES, AT SKEWED INTERSECTIONS, OR IN OTHER SPECIAL CASES, THE RAMP DESIGNS MAY BE MODIFIED BY THE DESIGNER OR ENGINEER, PROVIDED THAT THE WIDTH REMAINS A MINIMUM OF 48 INCHES, AND NO SLOPE ON THE ACCESSIBLE PART OF THE RAMP IS STEEPER THAN 12:1.
6. LIN. FT. OF CURB AND GUTTER WILL INCLUDE THE TRANSITIONED CURB IN FRONT OF RAMPS. SQ. YDS. OF CONCRETE SIDEWALK AND CONCRETE MEDIAN PAVING WILL INCLUDE RAMPS. NO ADDITIONAL PAYMENT WILL BE MADE FOR CURB RAMPS. NO ADDITIONAL PAYMENT WILL BE MADE FOR SAWING AND REMOVING EXISTING SIDEWALK OR CURB WHERE NECESSARY FOR RAMP CONSTRUCTION.
7. WHEN A CURB RAMP IS PLACED ON EXISTING PAVEMENT. THE PAVEMENT SHALL BE REMOVED TO PROVIDE A MINIMUM THICKNESS OF 3 INCHES OF CONCRETE AT ALL LOCATIONS. NO SEPARATE PAYMENT WILL BE MADE FOR REMOVAL OF THE PAVEMENT.
8. DETECTABLE WARNING SURFACES ARE REQUIRED ON ALL INTERSECTIONS WITH PUBLIC STREETS, SIGNALIZED COMMERCIAL DRIVEWAYS, AND COMMERCIAL DRIVEWAYS WITH AN AADT OF 25 VPD.

This Detail Replaces Ga Standard 9031W

Guidelines For Usage On Metric Projects

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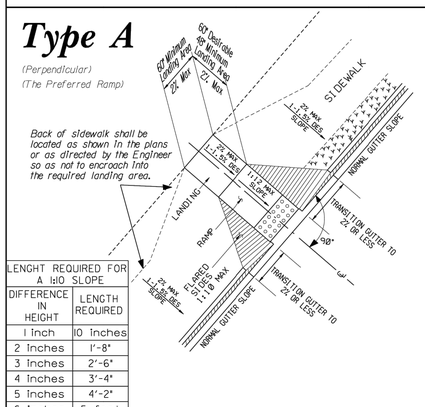
Type A

(Perpendicular)

(The Preferred Ramp)

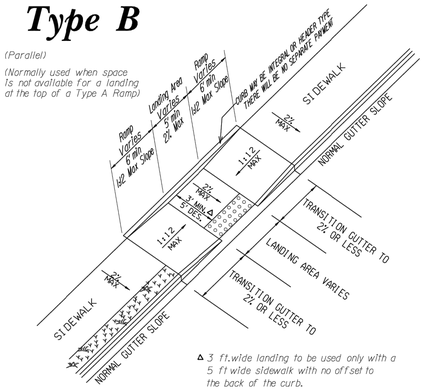


LENGHT REQUIRED FOR A 1:10 SLOPE	
DIFFERENCE IN HEIGHT	LENGTH REQUIRED
1 Inch	10 Inches
2 Inches	1'-8"
3 Inches	2'-6"
4 Inches	3'-4"
5 Inches	4'-2"
6 Inches	5 feet

Type B

(Parallel)

(Normally used when space is not available for a landing at the top of a Type A Ramp)



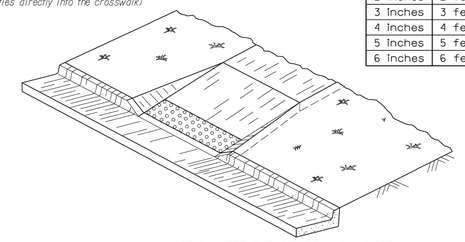
Δ 3 ft. wide landing to be used only with a 5 ft wide sidewalk with no offset to the back of the curb.

LENGHT REQUIRED FOR A 1:12 SLOPE	
DIFFERENCE IN HEIGHT	LENGTH REQUIRED
1 Inch	1 foot
2 Inches	2 feet
3 Inches	3 feet
4 Inches	4 feet
5 Inches	5 feet
6 Inches	6 feet

Type D

(Perpendicular)

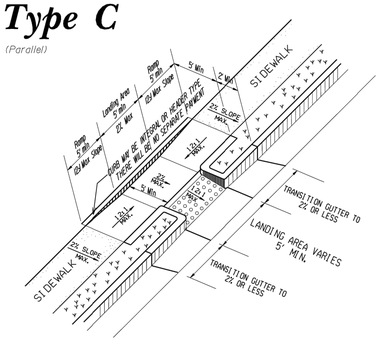
(Normally used when the sidewalk ties directly into the crosswalk)



IN AREAS WHERE THE GUTTER HAS A SLOPE IN EXCESS OF 1" IN 1' END NORMAL GUTTER SLOPE AT A DISTANCE OF 6 TO 10 FEET FROM THE RAMP AND BEGIN TRANSITION TO A FLAT GUTTER SLOPE. NORMAL GUTTER SLOPE SHALL BE RESUMED AT A SIMILAR DISTANCE BEYOND THE RAMP.

Type C

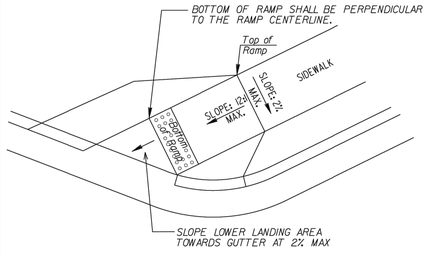
(Parallel)

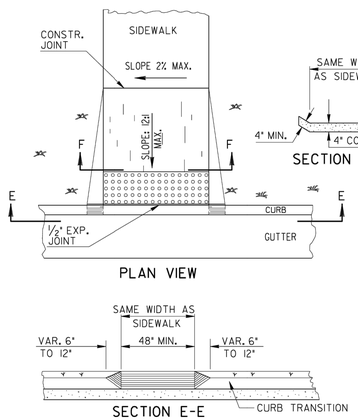


Skewed Ramp Details

(Applies to Type A Type D Ramps Only)

WHEN THE RAMP CENTERLINE IS NOT PERPENDICULAR TO THE CURB A LEVEL LANDING AREA WITH SLOPES LESS THAN 2% MUST BE PROVIDED AT THE BOTTOM OF THE RAMP.





REVISION	DATE
ADDED PERP. OR PARALLEL	9-15-16
REV. SLOPES TO PERCENT AND ADDED 12:1 & 10:1CHART.	6-18-09
ADDED DCN NOTE NO. 8.	5-10-06
REV. TRUNCATED DOMES	2-21-03
REVISED	2-10-03
REVISED	7-29-02
REVISED	5-29-02
REVISED	5-23-02
REVISED	5-13-02
REVISED	4-29-02
REVISED	4-4-02
REVISED	4-3-02
REVISED	3-28-02

C.B
Q.O

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

SPECIAL DETAIL
CONCRETE SIDEWALK DETAILS
CURB CUT (WHEELCHAIR) RAMPS

NO SCALE — MARCH 12, 2002

NUMBER A3

1 / 40-002 A3 CONCRETE SIDEWALK DETAIL CURB CUT (WHEELCHAIR) RAMPS
SCALE: NTS

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

SEAL

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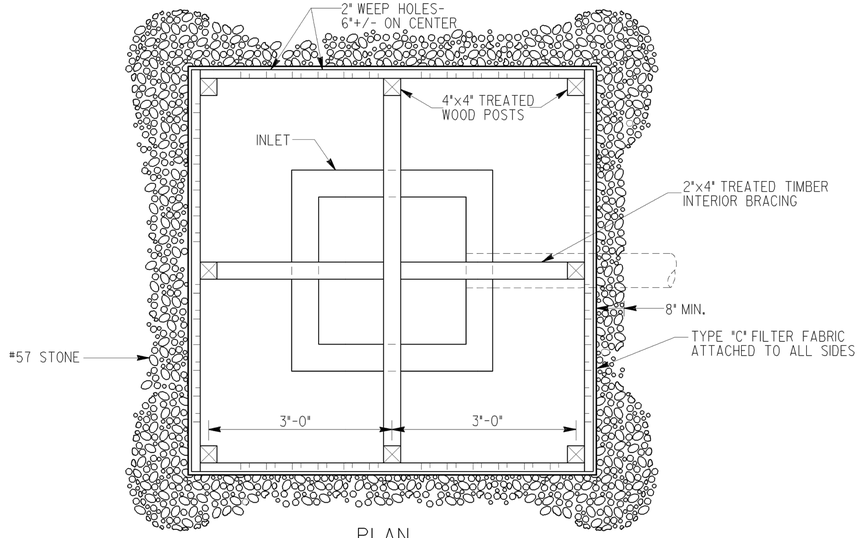
DRAWING TITLE: CONSTRUCTION DETAILS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE: 1" = 20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 40-002

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\40-001 - 2023-0435.dwg Mon, 07/22/24 8:36 AM

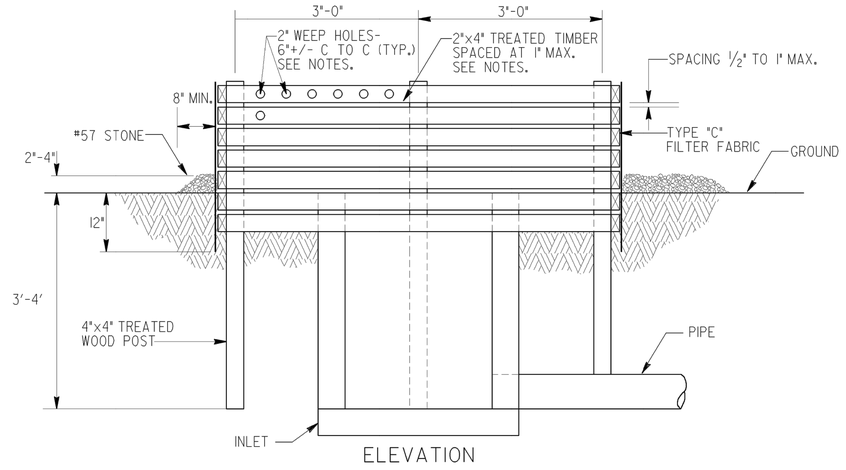


PLAN

NOTES:

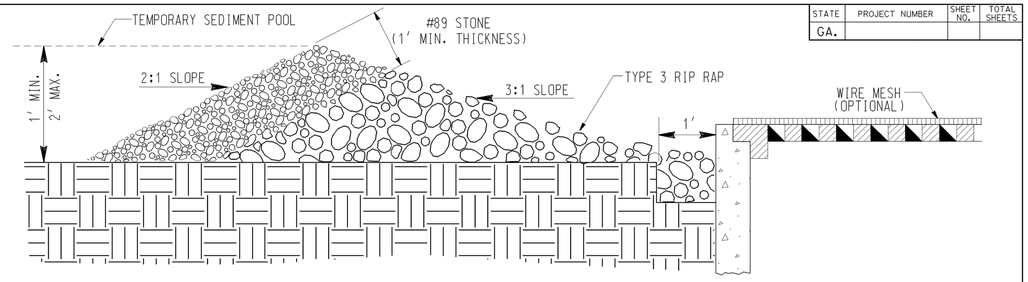
BAFFLE BOX SHALL BE CONSTRUCTED OF 2"x4" TREATED TIMBER SPACED A MAXIMUM OF 1" APART OR OF PLYWOOD WITH WEEP HOLES 2" IN DIAMETER PLACED APPROXIMATELY 6" ON CENTER VERTICALLY AND HORIZONTALLY.

GRAVEL SHALL BE PLACED OUTSIDE THE BOX, ALL AROUND THE INLET, TO A DEPTH OF 2 TO 4 INCHES. THE ENTIRE BOX SHALL BE WRAPPED IN TYPE "C" FILTER FABRIC THAT SHALL BE ENTRENCHED 12 INCHES AND BACKFILLED.

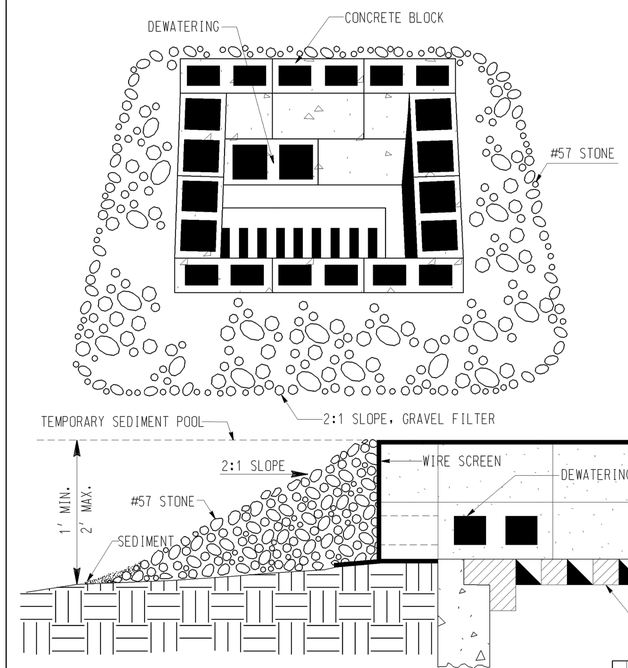


ELEVATION

BAFFLE BOX (Sd2-B)



GRAVEL DROP INLET PROTECTION
(GRAVEL DONUT) Sd2-G



BLOCK & GRAVEL DROP
INLET PROTECTION
(Sd2-Bg)

BASIS OF PAYMENT:
CONSTRUCT AND REMOVE INLET SEDIMENT TRAP _____ EACH

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

DATE	REVISION	BY

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

CONSTRUCTION DETAIL
INLET SEDIMENT TRAPS
BAFFLE BOX Sd2-B
BLOCK AND GRAVEL DROP INLET PROTECTION Sd2-Bg
GRAVEL DROP INLET PROTECTION Sd2-G
NO SCALE MAY 2008

NUMBER
D-42

1 / 40-003 **D-42 INLET SEDIMENT TRAPS**
SCALE: NTS

PRIME ENGINEERING INCORPORATED®
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
CONSTRUCTION DETAILS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE			
1"=20'			
PROJECT NUMBER			
2023-0435			
DRAWING NUMBER			
40-003			

NOT ISSUED FOR CONSTRUCTION

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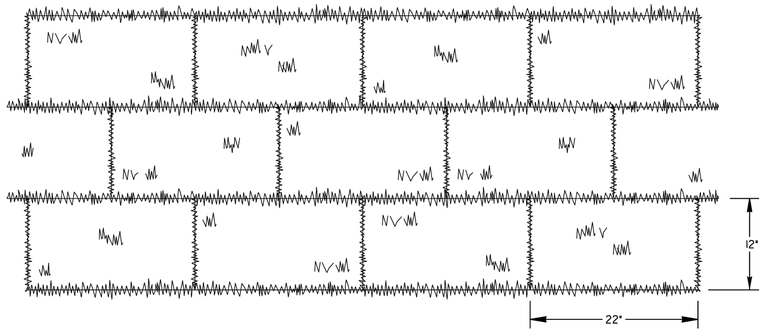
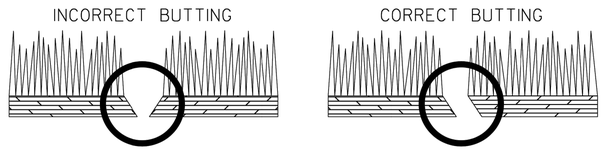
STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

SOD LAYOUT

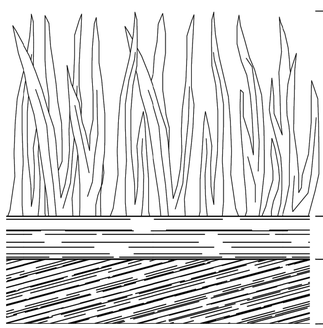


NOTE: SOD MAY BE EITHER 12" WIDE BY 22" LONG BLOCKS OR 21" WIDE BY 52' LONG ROLLS.

ABUTTING SOD



SOD APPEARANCE



GENERAL NOTES:

1. SOD SHALL MEET SECTIONS 700 AND 890 OF THE STANDARD SPECIFICATIONS AND SUPPLEMENTS THERETO. SOD SHALL BE CUT INTO 12"Wx22'L BLOCKS OR 21"Wx52'L ROLLS.
2. PLACE SOD IN A STAGGERED PATTERN ENSURING FIRM CONTACT WITH THE SOIL. BUTT THE STRIPS TIGHTLY AGAINST EACH OTHER WITH THE AUTOMATIC SOD CUTTER ANGLES CORRECTLY MATCHED WITHOUT SPACES OR OVERLAP.
3. PLACE THE LONG SIDE OF SOD PERPENDICULAR TO DRAINAGE FLOW IF INSTALLED IN DITCHES.
4. STAKE SOD PLACED IN DITCHES OR SLOPES STEEPER THAN 2:1 OR ANY OTHER AREAS WHERE SOD SLIPPING MAY OCCUR. USE WOOD STAKES THAT ARE A MINIMUM OF 8" LONG AND A MAXIMUM OF 1" WIDE. DRIVE STAKES FLUSH WITH THE TOP OF SOD AND USE A MINIMUM OF 8 STAKES PER SQUARE YARD TO HOLD SOD IN PLACE.
5. ROLL SOD IMMEDIATELY TO ACHIEVE FIRM CONTACT WITH THE SOIL.
6. WATER THE SOD IMMEDIATELY AFTER INSTALLATION AND WATER TO A DEPTH OF 4" AS NEEDED.
7. MOW ESTABLISHED SOD TO A HEIGHT NOT LESS THAN 2"-3" AS NECESSARY.

PAY ITEM:
700-9300 SOD (SY)

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

CONSTRUCTION DETAILS

SOD INSTALLATION

NO SCALE 4-22-2016

DESIGNED
DRAWN DLE
TRACED
CHECKED

NUMBER D-54

REVISION | DATE | BY

1 / 40-004 D-54 SOD INSTALLATION
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE: CONSTRUCTION DETAILS

DRAWING DATE	07/26/2024
DRAWING SCALE	1"= 20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	40-004
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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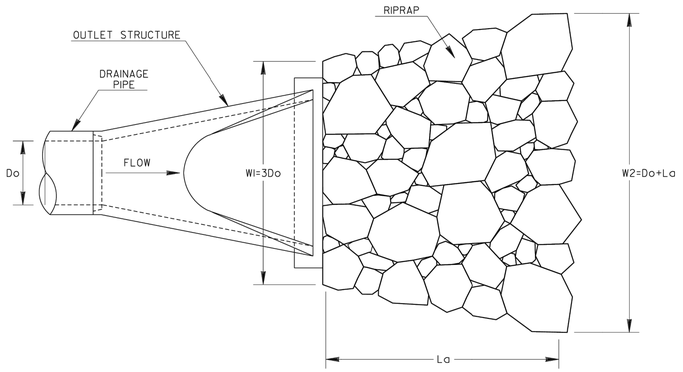
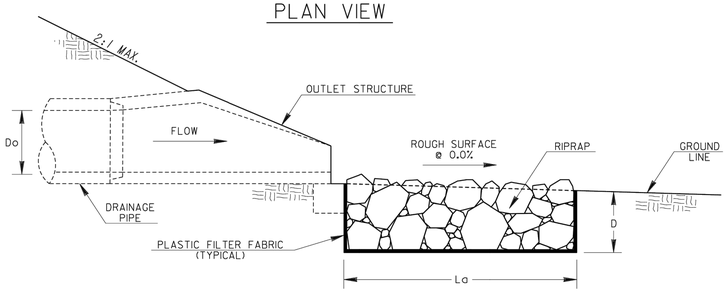
STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

OUTLET TO FLAT AREA

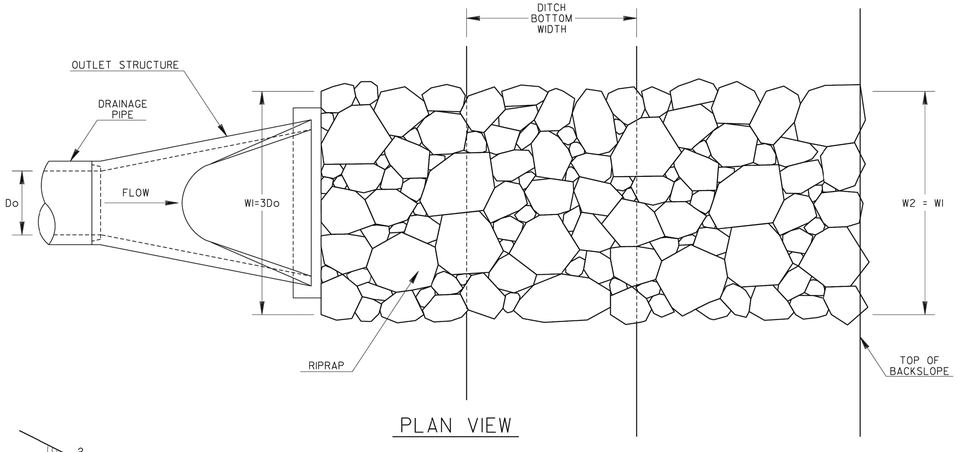


PLAN VIEW

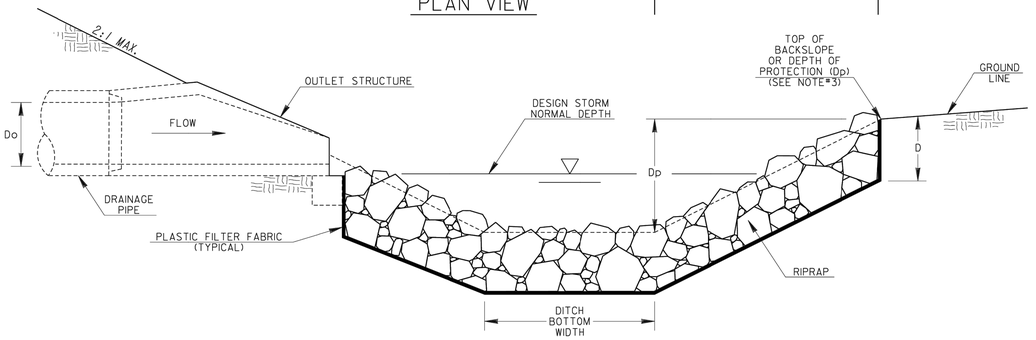


PROFILE VIEW

OUTLET PERPENDICULAR TO WELL-DEFINED CHANNEL



PLAN VIEW



PROFILE VIEW

GENERAL NOTES:

1. RIPRAP OUTLET PROTECTION SHOULD BE USED TO REDUCE A DRAINAGE STRUCTURE'S DISCHARGE VELOCITY.
   RIPRAP OUTLET PROTECTION IS SHOWN FOR GEORGIA STANDARD 1120, BUT IS INSTALLED SIMILARLY FOR OTHER DRAINAGE OUTLET STRUCTURES.

2. RIPRAP OUTLET PROTECTION SHALL BE DESIGNED IN ACCORDANCE WITH THE "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA".
   THE DESIGNER SHALL PROVIDE THE FOLLOWING IN THE PLANS: PIPE DIAMETER (Do), FLOW RATE OF DESIGN STORM (Q), VELOCITY (V), TAILWATER CONDITION (Tw), APRON LENGTH (La), APRON WIDTH AT DRAINAGE STRUCTURE (WI), APRON WIDTH DOWNSTREAM (W2), AVERAGE STONE DIAMETER (d50), INSTALLATION DEPTH (D), AND TYPE OF RIPRAP WITH QUANTITY.

   THE MINIMUM DESIGN FOR RIPRAP OUTLET PROTECTION SHALL BE THE 25-YEAR STORM EVENT, BUT LARGER STORMS ARE RECOMMENDED.

3. THE APRON WIDTHS SHALL BE THE SAME WHEN THE DRAINAGE STRUCTURE DISCHARGES PERPENDICULAR INTO A WELL-DEFINED CHANNEL.
   THE LENGTH SHALL EXTEND ACROSS THE CHANNEL AND UP TO THE TOP OF THE CHANNEL BACKSLOPE OR 1-FOOT ABOVE THE NORMAL DEPTH OF THE CHANNEL'S DESIGN STORM (WHICHEVER IS LESS). THE DESIGNER SHALL PROVIDE THE DEPTH OF PROTECTION (Dp) IF THE APRON DOES NOT EXTEND TO THE TOP OF THE BACKSLOPE.

4. IF THE OUTLET HYDRAULICS REQUIRE A d50<=0.70 FEET, TYPE-3 RIPRAP MAY BE USED.
   IF THE OUTLET HYDRAULICS REQUIRE A d50<=1.20 FEET, TYPE-1 RIPRAP SHOULD BE USED.
   IF THE OUTLET HYDRAULICS REQUIRE A d50>1.20 FEET, THE DESIGNER SHALL DESIGN AND PROVIDE A SPECIAL DETAIL FOR APPROPRIATE OUTLET PROTECTION.

5. PLASTIC FILTER FABRIC IS REQUIRED UNDERNEATH RIPRAP APRON.

6. PAYMENT FOR RIPRAP SHALL BE MEASURED IN SQUARE YARDS FOR SPECIFIED INSTALLATION DEPTH. PAYMENT FOR PLASTIC FILTER FABRIC SHALL BE MEASURED IN SQUARE YARDS CONSISTENT WITH RIPRAP QUANTITY AND PAID FOR SEPARATELY.

Do	=	PIPE DIAMETER
Q	=	DESIGN STORM FLOW RATE
V	=	DESIGN STORM VELOCITY
Tw	=	TAILWATER CONDITION/DESIGN STORM NORMAL DEPTH
La	=	APRON LENGTH
WI	=	APRON WIDTH UPSTREAM
W2	=	APRON WIDTH DOWNSTREAM
d50	=	AVERAGE STONE DIAMETER
D	=	INSTALLATION DEPTH
Dp	=	DEPTH OF PROTECTION

RIPRAP TYPE	REQUIRED d50 (FT)	MIN. DEPTH "D" (IN)
1	≤1.20	36
3	≤0.67	18

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

CONSTRUCTION DETAILS

RIPRAP OUTLET PROTECTION
(SHEET 1 OF 2)

NO SCALE — 4-22-2016

DESIGNED DLE
DRAWN DLE
TRACED
CHECKED

NUMBER D-55A

1 / 40-005 D-55A RIPRAP OUTLET PROTECTION
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL — DATE:

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DRAWING TITLE: CONSTRUCTION DETAILS

DRAWING DATE	07/26/2024
DRAWING SCALE	1"= 20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	40-005
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

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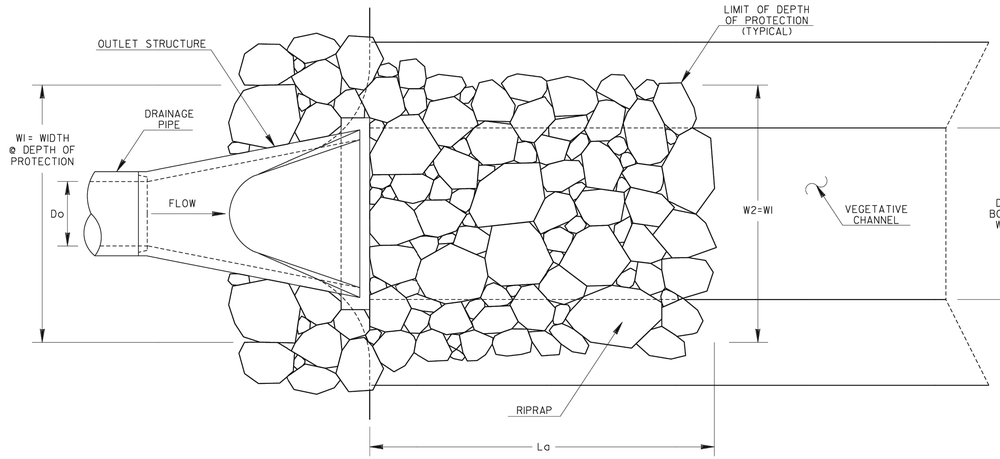
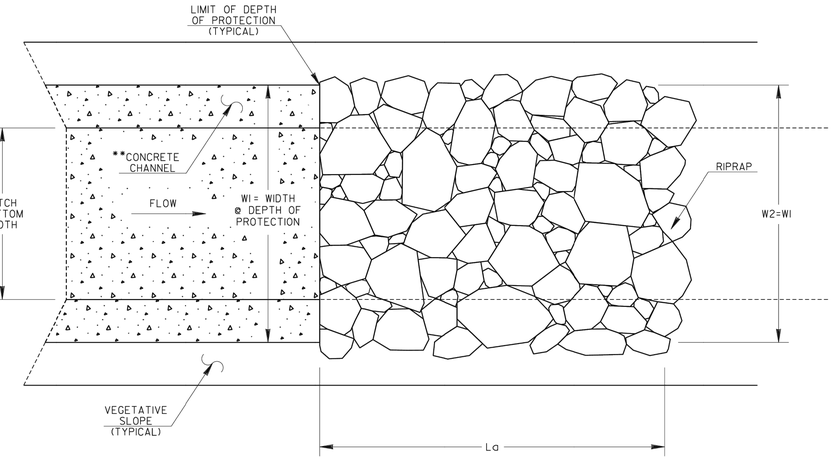
STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

OUTLET PARALLEL TO WELL-DEFINED CHANNEL



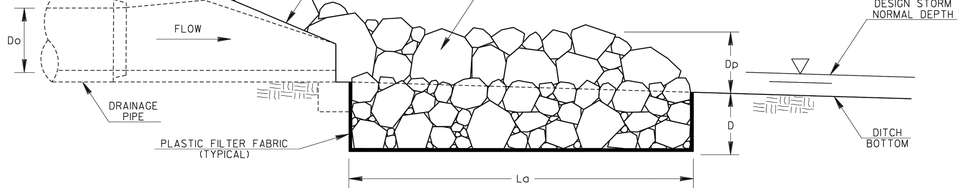
PLAN VIEW

CONCRETE CHANNEL TO RIPRAP TRANSITION

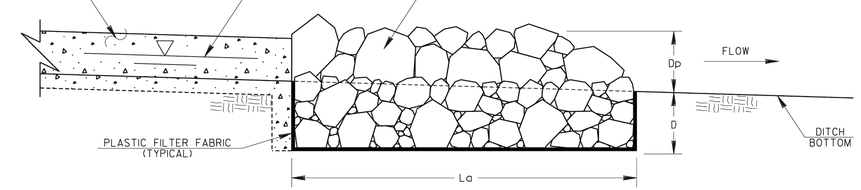


**REFER TO CONSTRUCTION DETAIL D-10 FOR CONCRETE DITCH PAVING INFORMATION

PLAN VIEW



PROFILE VIEW



PROFILE VIEW

GENERAL NOTES:

1. RIPRAP OUTLET PROTECTION SHOULD BE USED TO REDUCE A DRAINAGE STRUCTURE'S DISCHARGE VELOCITY.
   RIPRAP OUTLET PROTECTION IS SHOWN FOR GEORGIA STANDARD 1120, BUT IS INSTALLED SIMILARLY FOR OTHER DRAINAGE OUTLET STRUCTURES.
   RIPRAP OUTLET PROTECTION IS SHOWN FOR A CONCRETE DITCH, BUT IS INSTALLED SIMILARLY FOR TRANSITION FROM OTHER CHANNEL LININGS.

2. RIPRAP OUTLET PROTECTION SHALL BE DESIGNED IN ACCORDANCE WITH THE "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA". THE DESIGNER SHALL PROVIDE THE FOLLOWING IN THE PLANS: PIPE DIAMETER (Do), FLOW RATE OF DESIGN STORM (Q), VELOCITY (V), TAILWATER CONDITION (Tw), APRON LENGTH (La), APRON WIDTH AT DRAINAGE STRUCTURE (W1), APRON WIDTH DOWNSTREAM (W2), AVERAGE STONE DIAMETER (d50), INSTALLATION DEPTH (D), AND TYPE OF RIPRAP WITH QUANTITY.

   THE MINIMUM DESIGN FOR RIPRAP OUTLET PROTECTION SHALL BE THE 25-YEAR STORM EVENT, BUT LARGER STORMS ARE RECOMMENDED.

3. THE APRON WIDTHS SHALL BE THE SAME WHEN THE DRAINAGE STRUCTURE DISCHARGES PARALLEL INTO A WELL-DEFINED CHANNEL. THE APRON WIDTHS IN THIS CASE SHALL REPRESENT THE WIDTH AT THE DEPTH OF PROTECTION. THE RIPRAP SHALL BE INSTALLED TO THE TOP OF CHANNEL OR 1-FOOT ABOVE THE NORMAL DEPTH OF THE CHANNEL'S DESIGN STORM (WHICHEVER IS LESS). THE DESIGNER SHALL PROVIDE THE DEPTH OF PROTECTION (Dp) IF THE RIPRAP SHOULD NOT BE INSTALLED TO THE TOP OF THE CHANNEL. RIPRAP SHOULD ALSO BE INSTALLED TO ARMOR CHANNEL CORNER AT THE OUTLET STRUCTURE.

4. IF THE OUTLET HYDRAULICS REQUIRE A d50<=0.70 FEET, TYPE-3 RIPRAP MAY BE USED.
   IF THE OUTLET HYDRAULICS REQUIRE A d50<=1.20 FEET, TYPE-1 RIPRAP SHOULD BE USED.
   IF THE OUTLET HYDRAULICS REQUIRE A d50>1.20 FEET, THE DESIGNER SHALL DESIGN AND PROVIDE A SPECIAL DETAIL FOR APPROPRIATE OUTLET PROTECTION.

5. PLASTIC FILTER FABRIC IS REQUIRED UNDERNEATH RIPRAP APRON.

6. PAYMENT FOR RIPRAP SHALL BE MEASURED IN SQUARE YARDS FOR SPECIFIED INSTALLATION DEPTH. PAYMENT FOR PLASTIC FILTER FABRIC SHALL BE MEASURED IN SQUARE YARDS CONSISTENT WITH RIPRAP QUANTITY AND PAID FOR SEPARATELY.

RIPRAP TYPE	REQUIRED d50 (FT)	MIN. DEPTH "D" (IN)
1	≤1.20	36
3	≤0.67	18

Do = PIPE DIAMETER
Q = DESIGN STORM FLOW RATE
V = DESIGN STORM VELOCITY
Tw = TAILWATER CONDITION/DESIGN STORM NORMAL DEPTH
La = APRON LENGTH
W1 = APRON WIDTH UPSTREAM AT DEPTH OF PROTECTION
W2 = APRON WIDTH DOWNSTREAM AT DEPTH OF PROTECTION
d50 = AVERAGE STONE DIAMETER
D = INSTALLATION DEPTH
Dp = DEPTH OF PROTECTION

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

CONSTRUCTION DETAILS

RIPRAP OUTLET PROTECTION
(SHEET 2 OF 2)

NO SCALE — 4-22-2016

DESIGNED DLE
DRAWN DLE
TRACED
CHECKED

NUMBER D-55B

1 / 40-006 D-55B RIPRAP OUTLET PROTECTION
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DATE:

DRAWING TITLE: CONSTRUCTION DETAILS

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

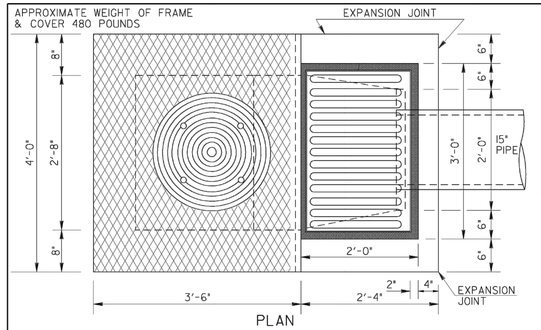
DRAWING DATE: 07/26/2024
DRAWING SCALE: 1"=20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 40-006

NOT ISSUED FOR CONSTRUCTION

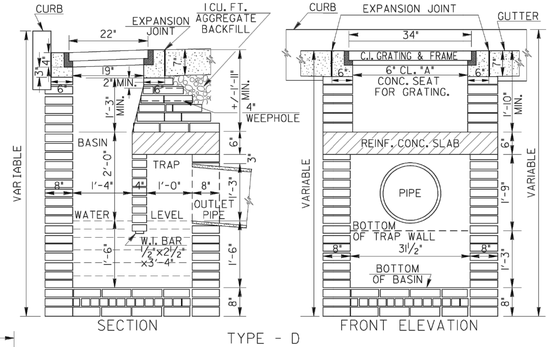
R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\40-001 - 2023-0435.dwg Mon, 07/22/24 8:36 AM

9/30/2005 4:15:47 PM \\GDOT-DSM1\OPLOT\OCF\go_tiff_output.ocf aburnett M:\ANGEL_DESIGN_SERVICES\CORRECTED ENGLISH-METRIC STANDARDS\1010.prf GO-ROG

APPROXIMATE WEIGHT OF FRAME & COVER 480 POUNDS



PLAN



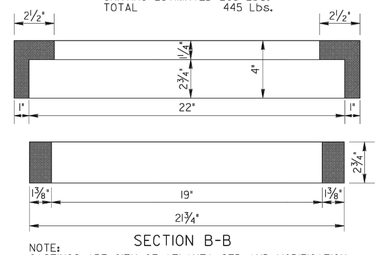
SECTION

FRONT ELEVATION

TYPE - D
TRAPPED BRICK INLET WITH GRATE
SECTION OF FRAME AND COVER

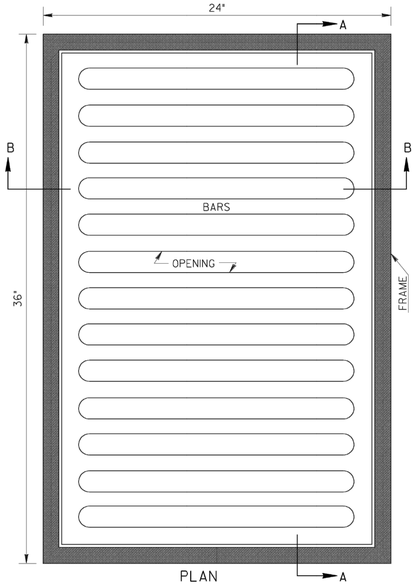
NOTE:
ALL CASTINGS SHALL CONFORM TO THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS.

WEIGHTS
FRAME ESTIMATED 180 Lbs.
GRATING ESTIMATED 265 Lbs.
TOTAL 445 Lbs.



SECTION B-B

NOTE:
CASTINGS ARE CITY OF ATLANTA STD. AND MODIFICATION AS SHOWN FOR SECTION OF FRAME AND COVER.



PLAN

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

6% GRADE — 10'-0" NORMAL PAV. GRADE 600 IN — 3'-0" FRONT OF FACE OF CURB — 2'-6" MIN. — 5"

ON GRADES OF 2.0% AND OVER THE SLOPES OF C.B. GRATE TO BE WARPED TO MAXIMUM SLOPE OF 5" IN 24" AND THE TRANSITION OF THE WARPED PAVING AT FACE OF CURB TO BE SHORTENED IN PLACE OF NORMAL 10'-0" TRANSITION ON DOWNGRADE SIDE OF CATCH BASIN.

TOP OF WARPED PAVING AT FACE OF CURB (MAXIMUM WARP) WITH DOWNGRADE TRANSITION SHORTENED TO RETARD WATER FLOW.

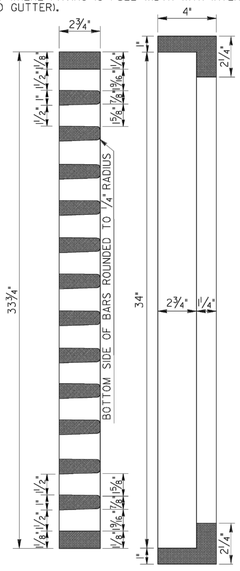
LONGITUDINAL SECTION SHOWING WARPING OF PAVING TO FIT WARPED SLOPE OF C.B. GRATE ON GRADES OF 2.0% AND OVER-FULL WIDTH PAVING WITH INTERGRAL CURB (NO GUTTER).

10'-0" — 3'-0" — 10'-0"
NORMAL PAVING GRADE 600 IN FRONT OF FACE OF CURB
2" — 5"

TOP OF WARPED PAV. AT FACE OF CURB SHOWING ADDITIONAL WARPING OF PAV. TO FIT ALLOWABLE 3" WARPING OF GRATE SLOPE.

TOP OF PAV. AT FACE OF CURB NORMAL WARPING OF PAV. TO FIT NORMAL SLOPE OF C.B. GRATE.

LONGITUDINAL SECTION SHOWING WARPING OF PAVING TO FIT SLOPE OF GRATING WHERE PAVING IS FULL WIDTH WITH INTERGRAL CURB (AND NO GUTTER).

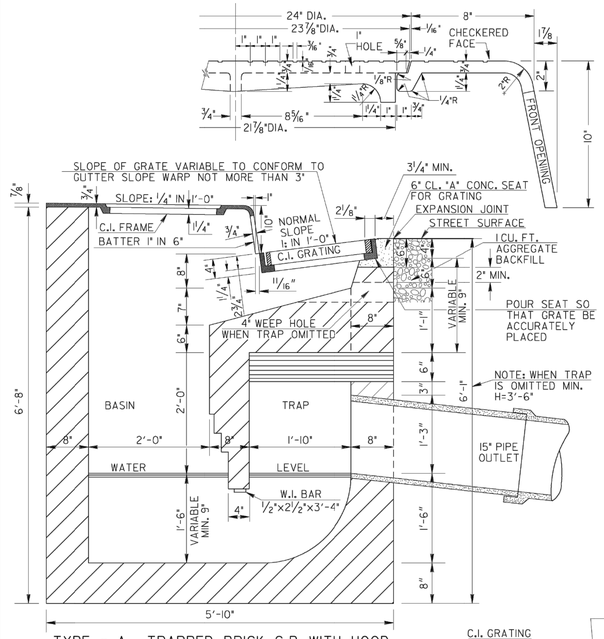


NOTE:
WEEPHOLES MAY BE 4" DIA. ROUND OR 4" SQUARE AT THE OPTION OF THE CONTRACTOR. AGGREGATE FOR BACKFILL SHALL CONSIST OF A MIXTURE OF 50% SIZE 57, M-58, 357, OR 467 COARSE AGGREGATE AND 50% SIZE 10 SAND AND SHALL BE PLACED IMMEDIATELY PRIOR TO COMPACTING OF THE BASE MATERIAL.

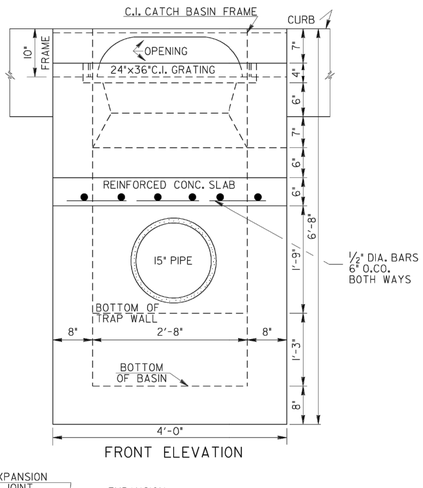
NOTE:
OPENINGS IN GRATES SHALL BE PERPENDICULAR TO DIRECTION OF TRAFFIC FOR ALL STRUCTURES.

STD. 1019B GRATE MAY BE SUBSTITUTED FOR IMPROVED HYDRAULIC CAPACITY.

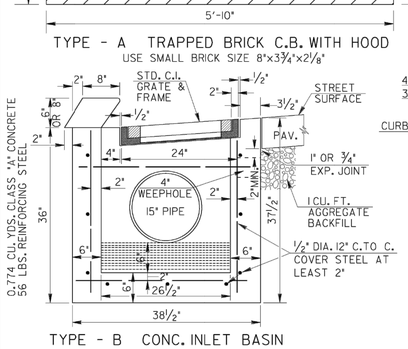
SPECIAL NOTE:
THIS STANDARD SHOULD BE USED ONLY IN SAGS OR LOW POINTS. SEE OTHER STANDARDS FOR MORE EFFICIENT DRAINAGE STRUCTURES ON GRADES.



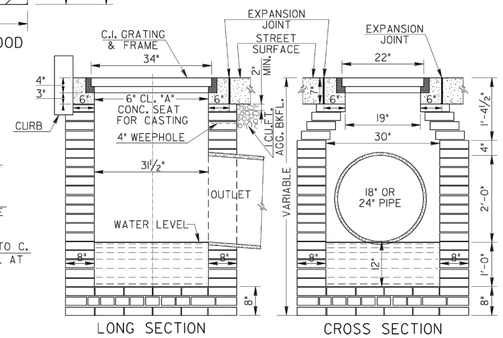
TYPE - A TRAPPED BRICK C.B. WITH HOOD
USE SMALL BRICK SIZE 8"x3¾"x2⅛"



FRONT ELEVATION



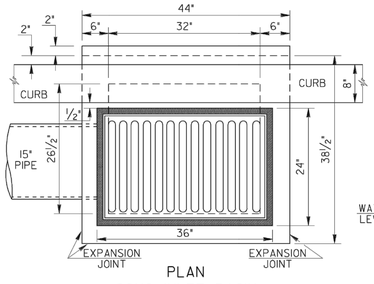
TYPE - B CONC. INLET BASIN



LONG SECTION

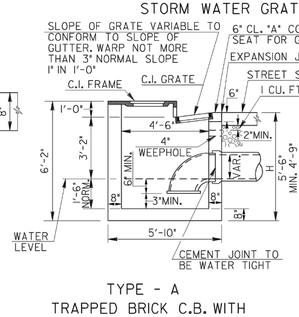
CROSS SECTION

TYPE - C BRICK INLET BASIN



PLAN
CONC. INLET BASIN

STORM WATER GRATING



TYPE - A
TRAPPED BRICK C.B. WITH HOOD WITH TYPE E TRAP

SECTION A-A
SCALE: HOR. 1"=3'-0"
VERT. 1"=1'-0"

GENERAL NOTE:
ALL TRAPS WILL BE OMITTED UNLESS SHOWN ON PLANS.

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD
CATCH BASINS WITH
CAST IRON GRATE INLETS

REV. & REDR. SEPT. 1999

BY	REVISION	DATE
DES.		
DRW.		
TRA.		
CHK.		

(SUBMITTED) STATE ROAD & AIRPORT DESIGN ENGINEER
(APPROVED) CHIEF ENGINEER

NUMBER 1010

9/30/2005 4:15:47 PM \\GDOT-DSM1\OPLOT\OCF\go_tiff_output.ocf aburnett M:\ANGEL_DESIGN_SERVICES\CORRECTED ENGLISH-METRIC STANDARDS\1010.prf

1 11-001 1010 CATCHBASINS WITH CAST IRON GRATE INLETS
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DRAWING TITLE
GDOT STANDARDS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
1"=20'	2023-0435	41-001

DATE:

NOT ISSUED FOR CONSTRUCTION

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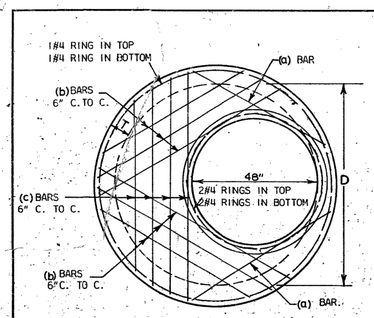
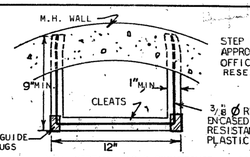


PLAN OF STEEL REINFORCEMENT



STEP SHALL BE OF TYPE APPROVED BY GA. D.O.T. OFFICE OF MATERIALS AND RESEARCH.

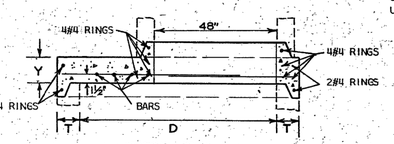
3/8 Ø REINFORCING ROD (MIN) ENCASED IN A CORROSION-RESISTANT RUBBER OR PLASTIC

MIN. VERTICAL LOAD RESISTANCE = 400 LBS.
MIN. PULLOUT RESISTANCE = 700 LBS.

STEP DETAIL

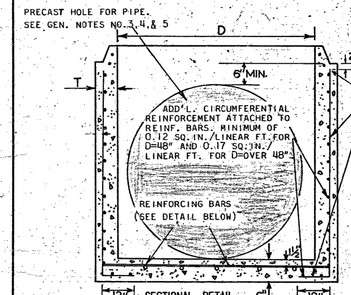
D	Y MIN.	(a) BARS No.	(a) BARS SIZE	(b) BARS No.	(b) BARS SIZE	(c) BARS No.	(c) BARS SIZE
60"	8"	2	#6	4	#6	2	#6
72"	9"	2	#6	6	#6	4	#6

NOTE: 10 FT. MAXIMUM ALLOWANCE COVER ABOVE TOP OF REDUCER SLABS. REDUCER CONES TO BE USED WHERE REDUCER SLABS NOT PERMITTED.



SECTIONAL DETAIL
REDUCER SLAB

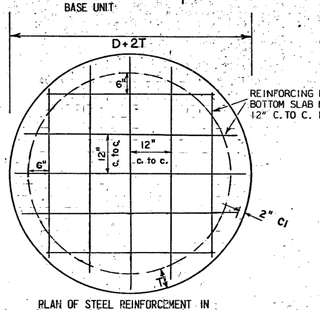
D = INSIDE DIAMETER OF BASE UNIT



SECTIONAL DETAIL
BASE UNIT

BASE UNIT SHALL CONTAIN IN ADDITION TO A.S.T.M. C-478 REINFORCEMENT, TWO NO. 5 VERTICAL BARS AT EACH OPENING EXTENDING FROM WITHIN 2" OF JOINT DOWN WALL INTO BOTTOM SLAB AS SHOWN MINIMUM 2" CLEARANCE ALL AROUND.

D	T (MIN)
48"	5"
60"	5"
72"	6"

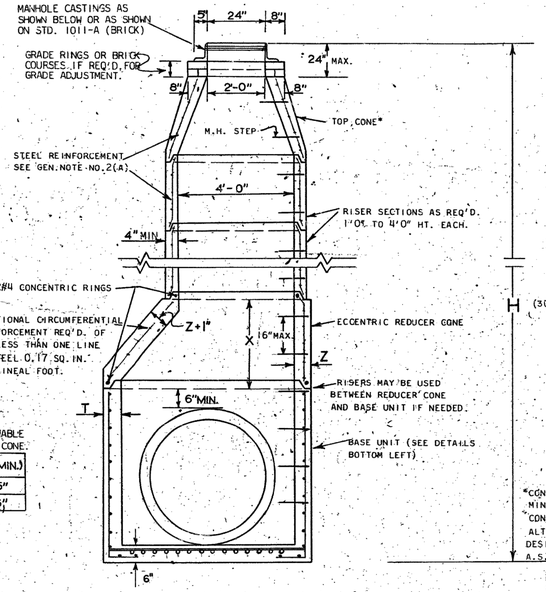


PLAN OF STEEL REINFORCEMENT IN BOTTOM SLAB
BASE UNIT

REINFORCING BARS IN TOP OF BOTTOM SLAB MAXIMUM SPACING 12" C. TO C. BOTH WAYS

D	BAR SIZE
48"	#5
60"	#6
72"	#6

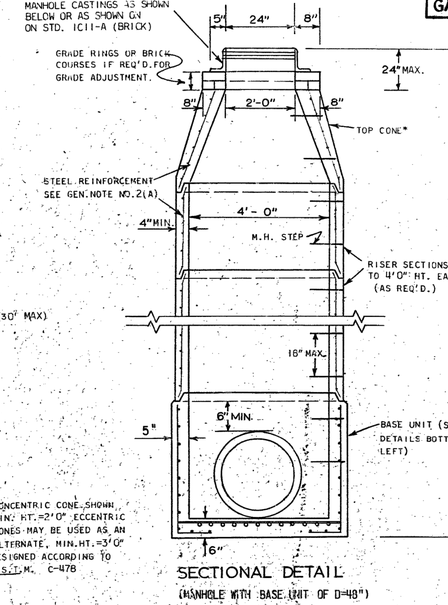
STEPS ARE REQUIRED IN ALL MANHOLES OVER 4 FT. IN HEIGHT.



SECTIONAL DETAIL
(MANHOLE WITH BASE UNIT OF D=OVER 48")

NOTE:
25 FT. MAXIMUM ALLOWABLE COVER ABOVE REDUCER CONE.

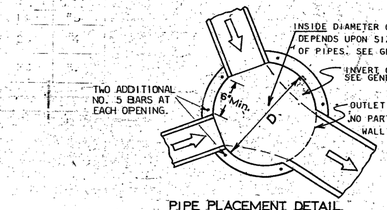
D	X (MIN.)	Z (MIN.)
60"	1'-6"	5"
72"	3'-0"	6"



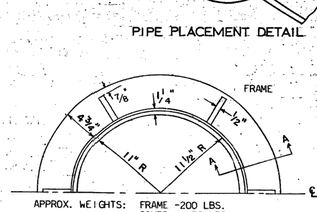
SECTIONAL DETAIL
(MANHOLE WITH BASE UNIT OF D=48")

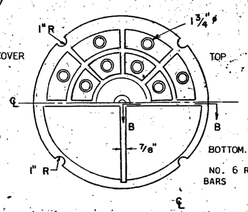
GENERAL NOTES:

1. MATERIALS: ALL CONCRETE, STEEL BARS AND STEEL WIRE REINFORCEMENT SHALL COMPLY WITH SECTION 866.02 OF GEORGIA STANDARD SPECIFICATIONS AND SPECIAL PROVISION WHICH MODIFY SECTION 866.02.
2. REINFORCEMENT:
   (A) PLACEMENT AND DESIGN OF STEEL REINFORCEMENT IN RISER UNITS, CONE SECTIONS, GRADE RINGS AND JOINTS SHALL BE IN COMPLIANCE WITH A.S.T.M. C-478 UNLESS OTHERWISE NOTED.
   (B) BASE UNITS, REDUCER SLABS AND FLAT TOP SLABS SHALL HAVE STEEL REINFORCEMENT AS SHOWN IN DETAILS AT LEFT.
3. OPENINGS FOR PIPES LARGER THAN 6 INCHES IN DIAMETER ARE TO BE PRECAST. A MINIMUM OF 6" ALONG THE INTERCIRCUMFERENCE IS TO REMAIN BETWEEN THE EXTREMITIES OF HOLE FOR ADJACENT PIPE IN ANY SINGLE UNIT. A MINIMUM OF TWO REINF. BARS SHALL REMAIN IN WALL BETWEEN ANY TWO OPENINGS.
4. THE CONTRACTOR WILL FURNISH THE FABRICATOR WITH THE ANGLE OF ALINEMENT AND SIZE OF ALL PIPES TO ENTER MANHOLE AND THE HEIGHT OF STRUCTURE.
5. BASE UNITS SHALL HAVE SUFFICIENT HEIGHT TO ALLOW FOR MINIMUM OF 6" OF WALL BETWEEN TOP OF HIGHEST OPENING FOR PIPES AND BOTTOM OF JOINT.
6. INVERT CHANNELS:
   (A) FOR SANITARY SEWER MANHOLES SEE GEORGIA STANDARD SPECIFICATIONS FOR CHANNEL REQUIREMENTS.
   (B) FOR STORM SEWER MANHOLES, CHANNELS BUILT TO SUIT PIPE SIZES AND LOCATION. HEIGHT OF CHANNEL EQUAL TO 1/2 DIAMETER OF OUTLET PIPE. CHANNEL BUILT FROM GROUT OR CLASS "A" CONCRETE.
7. PIPES ARE TO BE EXTENDED INTO STRUCTURE WALL A MINIMUM OF 4" BUT SHOULD NOT EXTEND BEYOND INTERIOR WALL OF STRUCTURE.
8. ALL JOINTS, EXCEPT FOR GRADE RINGS AND TOP OF TOP CONE, SHALL HAVE TONGUE AND GROOVE SECTION.

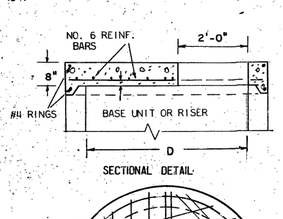


PIPE PLACEMENT DETAIL

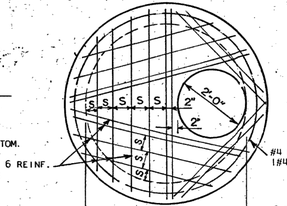




MANHOLE CASTINGS (C.I.)



SECTIONAL DETAIL



PLAN OF REINFORCING STEEL

FLAT TOP SLAB IS FOR USE IN AREA OF MINIMUM COVER ONLY. MAXIMUM HEIGHT OF MANHOLE WITH FLAT TOP SLAB SHALL BE 4 FT. ABOVE TOP OF HIGHEST ENTERING PIPE.

FLAT TOP SLAB

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD
PRECAST REINFORCED CONCRETE MANHOLE

NO SCALE — AUGUST, 1973

DESIGNED: GCL / RMU
DRAWN: RAJ
CHECKED: JEC
SUBMITTED: J. S. Kratzer — STATE ROAD DESIGN ENGINEER
APPROVED: — STATE HIGHWAY ENGINEER
NUMBER 1011-A
PRECAST

DATE 6-1-75 — REVISIONS CASTINGS & BASE U. — BY R M U

1 1011A PRECAST REINFORCED CONCRETE MANHOLE
41-002 **SCALE: NTS**

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

STATE	PROJECT NUMBER	SHEET NO	TOTAL SHEETS
GA.			

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS NO.	DATE	DESCRIPTION

SEAL

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DATE:

DRAWING TITLE: GDOT STANDARDS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
1"=20'	2023-0435	41-002

NOT ISSUED FOR CONSTRUCTION

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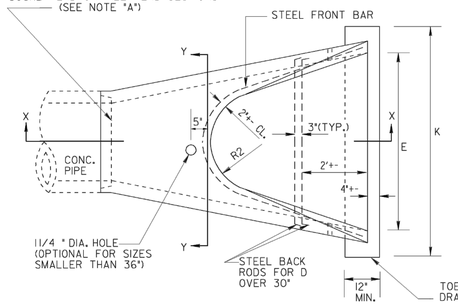
9/6/2006 9:44:21 AM \\GDOT-DSN1\GOPLOT\OCF\go_tiff_output.gcf gowens M:\GARY\REVISED_1120\1120.prf SQ-806

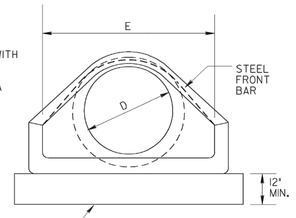
CONCRETE FLARED END SECTION

END SECTION TO PIPE JOINT SHOWN AS TYPICAL:
HUB END ON OUTLET END SECTIONS;
SOCKET END ON INLET END SECTIONS
(SEE NOTE "A")



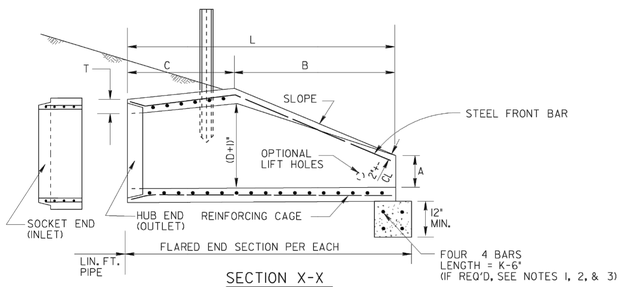
PLAN

INSTALLATION: (D OVER 30")
CABLE, CHAIN, OR LIFTING PIN WILL EXTEND THRU 11/4 " HOLE WITH A PLATE OR REBAR CONNECTED INSIDE THE CONC. SECTION TO PROVIDE ADEQUATE BEARING AREA OR A LIFTING ASSEMBLY DEVICE MAY BE USED TO GIVE 3 LIFT POINTS, HOOKS CONNECTED DIRECTLY TO CONCRETE IS NOT PERMITTED. DAMAGE FROM IMPROPER HANDLING SHALL BE CAUSE FOR REJECTION.



FRONT

NOTE: DO NOT CUT CONCRETE PIPE. USE FULL LENGTH SECTIONS ONLY. WARP SLOPE TO CONFORM WITH PIPE LENGTH AND END SECTION.



SECTION X-X

REINFORCING CAGE:

(1.) WIRE FABRIC HAVING EQUAL STEEL AREA AS INNER CAGE FOR CLASS II PIPE, AASHTO M-170.
(2.) ALTERNATE: * 3 BARS SPACED 12"+ LONGITUDINALLY WITH * 2 BARS TRANVERSELY AT 6' O.C. MAX. SPACING, SPOT WELDED OR TIED TO FORM CAGE. (BACK RODS MAY BE OMITTED.)

NOTE "A":
CONTRACTOR WILL INFORM PRODUCER IF CONCRETE FLARED END SECTION IS FOR INLET OR FOR OUTLET END. SOCKET (TONGUE OR SPIGOT) END IS REQUIRED FOR INLETS. HUB (GROOVE OR BELL) END IS REQUIRED FOR OUTLETS. SOCKET TO SOCKET OR HUB TO HUB JOINT WILL NOT BE ACCEPTED UNLESS A REINFORCED CONCRETE COLLAR IS BUILT AROUND THE JOINT WITH NO PAYMENT BEING MADE FOR THE COLLAR.
FLARED END SECTIONS SHALL BE JOINTED TO PIPE WITH ALL SPACE IN THE JOINT FILLED WITH EITHER BITUMINOUS PLASTIC CEMENT OR PREFORMED PLASTIC GASKET (SEC. 848).

WALL THICKNESS (T) IS SHOWN AS NOMINAL AND MAY BE INCREASED AT PRODUCER'S OPTION FOR DESIRED JOINT DESIGN OR TO ALLOW A FLAT OUTSIDE BOTTOM ON THE FLARE, WITH INSIDE DIMENSIONS OF FLARE RETAINED AS SHOWN.

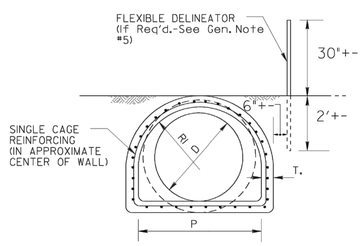
T = PIPE WALL THICKNESS (0.0833D + 1"+- TYPICAL)

DIMENSIONS AND REINFORCING FOR CONCRETE FLARED END SECTIONS (+- 1" TOLERANCE)

PIPE DIA	FRONT BAR	BACK RODS	SLOPE +-	A	B	C *	L *	E	P	R1	R2	OUTLET TOEWALL (IF REQ'D) K= E + 2'	CU.YDS. CONC.
12"	1-#3 x 5' 4"	NOT REQ'D.	2.2:1	4"	2'0"	4'1"	6'1"	2'0"	1'8"	10"	9"	4'-0"	.148
15"	1-#3 x 6' 0"	NOT REQ'D.	2.2:1	6"	2'3"	3'10"	6'1"	2'6"	2'0"	1'0"	11"	4'-6"	.167
18"	1-#3 x 7' 2"	NOT REQ'D.	2.2:1	9"	2'3"	3'10"	6'1"	3'0"	2'5"	1'4"	1'0"	5'-0"	.185
24"	1-#3 x 9' 10"	NOT REQ'D.	2.4:1	10"	3'8"	2' 6"	6'2"	4'0"	2'9"	1'5"	1'2"	6'-0"	.222
30"	1-#4 x 11' 8"	NOT REQ'D.	2.4:1	12"	4'6"	1' 8"	6'2"	5'0"	3'1"	1'6"	1'3"	7'-0"	.259
36"	1-#4 x 13' 10"	2-#4 x 6'3"	2.4:1	15"	5'3"	2'11"	8'2"	6'0"	4'0"	2'0"	1'8"	8'-0"	.296
42"	1-#4 x 13' 10"	2-#4 x 7'4"	2.4:1	21"	5'3"	2'11"	8'2"	6'6"	4'6"	2'4"	1'10"	8'-6"	.315

NOTE: SPECIFIED REINFORCING IS MINIMAL AND MAY BE INCREASED AT PRODUCERS OPTION TO AID CASTING & HANDLING. ALTERNATE REINFORCEMENT PERMITTED IF APPROVED.

* NOTE: "C" AND "L" DIMENSION MAY BE MEASURED TO EITHER END OF JOINT CONNECTION AT PIPE.



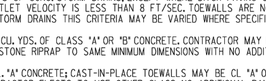
SECTION Y-Y

SPECIAL NOTE:
FLARED END SECTIONS ARE NORMALLY LIMITED TO USE OUTSIDE THE CLEAR ZONE OR BEHIND BARRIER AND WHERE HYDRAULICS PERMIT. SEE OTHER STANDARDS OR DETAILS FOR TAPERED HEADWALLS, SAFETY SLOPE END SECTIONS OR OTHER PIPE END STRUCTURES.

GENERAL NOTES :

1. TOEWALLS ARE REQ'D. FOR OUTLETS OF CONC. STORM DRAINS, EXCEPT WHERE DITCH PAVING OR OTHER EROSION PROTECTION IS PROVIDED OR WHERE THE OUTLET VELOCITY IS LESS THAN 8 FT/SEC. TOEWALLS ARE NOT REQUIRED FOR SIDE DRAINS, SLOPE DRAINS OR INLETS OF STORM DRAINS THIS CRITERIA MAY BE VARIED WHERE SPECIFIED BY THE DESIGNER OR THE ENGINEER.
2. TOEWALLS WILL BE PAID FOR AS CU. YDS. OF CLASS "A" OR "B" CONCRETE. CONTRACTOR MAY ELECT TO CONSTRUCT TOE WALL WITH SAND CEMENT BAG RIPRAP OR STONE RIPRAP TO SAME MINIMUM DIMENSIONS WITH NO ADDITIONAL PAYMENT.
3. PRECAST TOEWALLS SHALL BE CL. "A" CONCRETE; CAST-IN-PLACE TOEWALLS MAY BE CL "A" OR "B" CONCRETE AND MAY BE TRENCH FORMED. WHERE PLANS ITEMIZE ONE CLASS OF CONCRETE AND CONTRACTOR ELECTS TO USE OTHER CLASS, NO ADDITIONAL PAYMENT IS MADE. NO PAYMENT IS MADE FOR STEEL IN TOEWALL.
4. CENTERLINE OF FLARED END SECTION WILL ALIGN WITH CENTERLINE OF PIPE, IF PIPE IS SKEWED, THE EMBANKMENT SLOPE WILL BE WARPED TO CONFORM WITH END SECTION.
5. FLEXIBLE DELINEATORS SHALL BE REQUIRED AT CROSS DRAIN FLARED END SECTIONS, BOTH INLET AND OUTLET. PAYMENT FOR FLARED END SECTION WILL INCLUDE DELINEATORS, SEE DETAIL AND NOTES BELOW. DELINEATORS NOT REQ'D. FOR SIDE DRAIN, SLOPE DRAIN, OR LONG PIPE.

1" X 12" LONG YELLOW REFLECTIVE SHEETING TYPE IX, ON EACH SIDE OF RIDGE.



3" X 12" LONG YELLOW REFLECTIVE SHEETING TYPE IX.

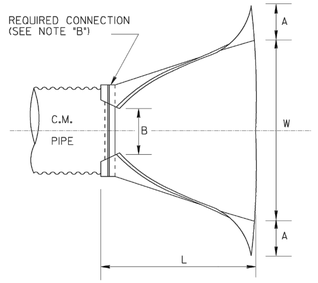
DELINEATOR POST SECTION (TYP.)

NOTE:
DELINEATOR POST SHALL CONFORM TO SEC. 911 FOR FLEXIBLE DELINEATOR POST EXCEPT REFLECTIVE SHEETING IS NOT REQUIRED AND LENGTH IS 4'-6" FROM TOP TO BOTTOM POINT. ALTERNATES PERMITTED IF APPROVED BY D.O.T. LABORATORY.

SPECIAL NOTE :
PIPE SIZES (D) ARE "NOMINAL-MINIMUM" INSIDE DIAMETERS IN ACCORDANCE WITH GEORGIA STANDARD FOR PIPE CULVERTS. "D" DIMENSION FOR FLARED END SECTION SHALL EQUAL THE "D" DIMENSION FOR CONNECTING PIPE CULVERT.

METAL FLARED END SECTION

(USE ONLY WITH COR. METAL PIPE)



PLAN

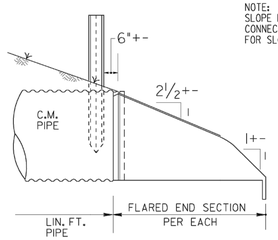
NOTE: GALVANIZED STEEL FLARED END SECTIONS ARE TO BE USED ONLY WITH CORRUGATED STEEL PIPE AND ALUMINUM FLARED END SECTIONS ARE TO BE USED ONLY WITH CORRUGATED ALUMINUM PIPE UNLESS OTHERWISE APPROVED BY D.O.T. OFFICE OF MATERIALS AND TESTS.

FLARED END SECTION DIMENSIONS

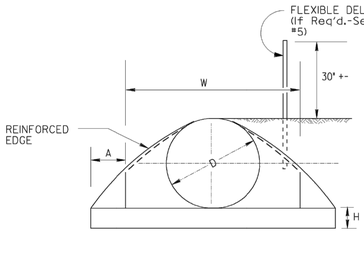
PIPE SIZE "D"	THICKNESS GALV. STEEL	THICKNESS ALUM.	A A= 0.4D +- 1"	B B=0.5 D +- 1"	H H=0.25D +- 1" (MIN.6")	L L=1.67D +- 1/2"	W W=2.0D +- 2"
12"	.064"	.060"	5"	6"	6"	1'8"	2'0"
15"	.064"	.060"	6"	7"	6"	2'3"	2'6"
18"	.064"	.060"	7"	9"	6"	2'6"	3'0"
24"	.064"	.060"	9"	1'0"	6"	3'4"	4'0"
30"	.079"	.105"	1'0"	1'3"	7"	4'2"	5'0"
36"	.079"	.105"	1'2"	1'6"	9"	5'0"	6'0"
42"	.109"	.164"	1'5"	1'9"	10"	5'10"	7'0"

NOTE: WHERE METAL FLARED END SECTIONS ARE USED WITH MULTIPLE PIPE LINES, THE STANDARD SPACING BETWEEN PIPES (S=D OR 3 FT.) MAY HAVE TO BE INCREASED (S=1.75 D TYPICAL). TO PREVENT OVERLAP OF END SECTION WINGTIPS. SEE ALSO STD. 1030D.

NOTE:
SLOPE DRAIN PIPES WILL REQUIRE AN ELBOW FOR CONNECTION TO THE FLARED END SECTION. PAYMENT FOR SLOPE DRAIN PIPE WILL INCLUDE THIS ELBOW.



SIDE



FRONT

NOTE "B":

THE CONNECTION BETWEEN METAL FLARED END SECTION AND C.M. PIPE WILL BE ONE OF THE FOLLOWING:

(a) A STRAP BAND OR THREADED ROD PROVIDED BY THE MANUFACTURER WILL LOCK END SECTION ONTO PIPE. A CORRUGATION AT THE PIPE AND WILL BE NON-SPIRALED (PERPENDICULAR TO CL OF PIPE)

(b) A DIMPLE BAND COLLAR WILL BE SHOP BOLTED TO END SECTION. PIPE WILL BE INSERTED INTO BAND COLLAR TO MEET THE END SECTION.

(c) A STUB PIPE WILL BE RIVITED TO THE END SECTION AND THE MAIN PIPE CONNECTED TO THE STUB WITH A NORMAL CONNECTING BAND.

(d) OTHER TYPE CONNECTION IF RECOMMENDED BY MANUFACTURER AND APPROVED BY THE D.O.T.

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

NO.	DATE	REVISIONS DESCRIPTION

BY	DATE	REV. REFLECTIVE SHEETING REVISION
GLO	6-9-06	

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD
FLARED END SECTIONS
FOR PIPES

NO SCALE REV. & REDR. SEPT., 1999

DES. ____ (SUBMITTED) STATE ROAD & AIRPORT DESIGN ENGINEER
REV. ____
RETR. ____ (APPROVED) CHIEF ENGINEER
CHK. ____

NUMBER 1120

1 1120 FLARE END SECTION FOR PIPES
41-003 **SCALE: NTS**

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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DRAWING TITLE: GDOT STANDARDS

DRAWN BY	DESIGNED BY	CHECKED BY	DATE
TAL	CKN	RRM	

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	41-003

NOT ISSUED FOR CONSTRUCTION

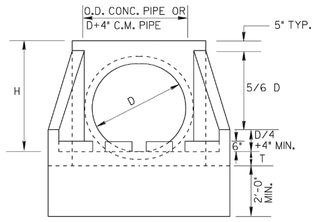
R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\41-001 - 2023-0435.dwg Mon, 07/22/24 8:37 AM

9/8/2006 9:44:21 AM \\GDOT-DSN1\GOPLOT\OCF\go_tiff_output.gcf gowens M:\GARY\REVISED_1120\1120.prf

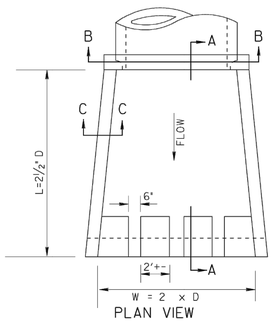
7/7/2004 10:45:45 AM \\GDOT-DSN1\GDPLOT\GCF\GDOT_TIFF_OUTPUT.GCF GOWENS M:\GARY\ENGLISH STANDARDS UPDATED AND UPDATED_INDEX\1125.PRF GO-RGB

STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

OUTLET HEADWALL

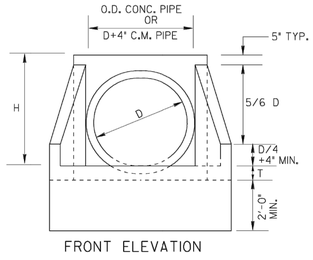


FRONT ELEVATION

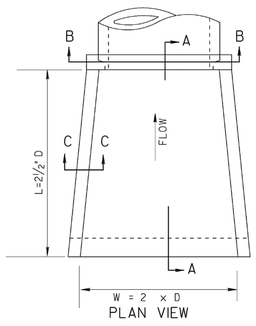


PLAN VIEW

INLET HEADWALL

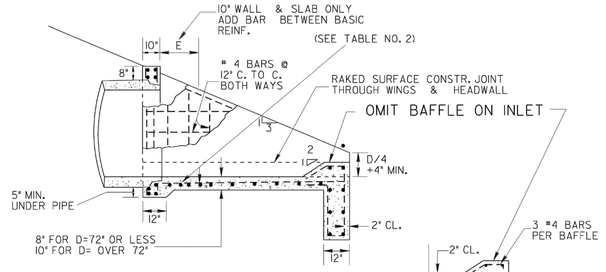


FRONT ELEVATION

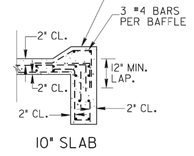


PLAN VIEW

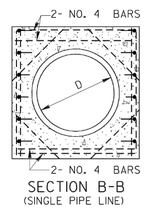
D = INSIDE DIAMETER OF PIPE



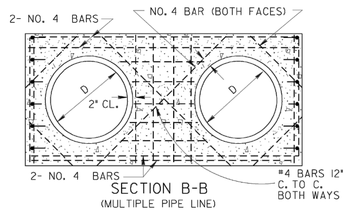
SECTION A-A



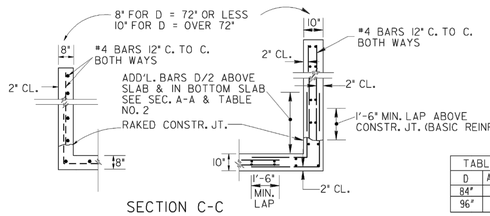
10" SLAB



SECTION B-B
(SINGLE PIPE LINE)

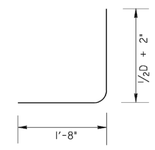


SECTION B-B
(MULTIPLE PIPE LINE)



SECTION C-C

TABLE NO. 2		
D	ADD'L.BAR	E
84"	#4	5"
96"	#4	8"



ADDITIONAL BAR DETAIL

TABLE NO.1- QUANTITIES FOR HEADWALLS

D	CU. YDS. CONCRETE (PAY QUANTITIES) FOR SINGLE LINE INLET	FOR SINGLE LINE OUTLET	ADD FOR ADD'L LINE INLET	ADD FOR ADD'L LINE OUTLET	LBS. STEEL (GIVEN FOR INFORMATION ONLY) FOR SINGLE LINE INLET	FOR SINGLE LINE OUTLET	ADD FOR EACH ADD'L LINE INLET	ADD FOR EACH ADD'L LINE OUTLET
15"	0.87	0.93	0.60	0.66	102	113	73	83
18"	1.10	1.16	0.85	0.93	106	117	93	104
24"	1.61	1.69	1.29	1.37	127	138	124	134
30"	2.21	2.32	1.83	1.96	170	180	154	164
36"	2.92	3.05	2.49	2.63	238	254	196	212
42"	3.73	3.87	3.00	3.17	290	306	231	247
48"	4.62	4.80	3.58	3.74	335	351	265	281
54"	5.63	5.83	4.17	4.38	407	428	319	340
60"	6.72	6.95	4.82	5.01	456	477	360	391
72"	9.22	9.48	6.24	6.46	623	649	475	494
84"	14.84	15.19	9.05	9.29	1517	1539	1017	1044
96"	18.88	19.27	11.13	11.41	2118	2150	1323	1350

✳NOTE:
QUANTITIES SHOWN WILL BE ACTUAL PAY QUANTITIES FOR CLASS "A" CONCRETE, INCLUDING REINFORCED STEEL. NO ADJUSTMENT WILL BE MADE FOR AS BUILT QUANTITIES.

D - INSIDE DIAMETER OF PIPE CULVERT

H = D + 10" MIN. FOR C.M. PIPE
H = D + PIPE WALL THICKNESS + 8" FOR CONC. PIPE
(13/12 D + 9" TYP.)

T = 8" FOR D = 72" OR LESS
T = 10" FOR D = OVER 72"

	DATE	DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA	
	REVISION	STANDARD TAPERED INLET HEADWALL - OUTLET HEADWALL (BUILT-IN-PLACE)	
		NO SCALE — REV. & REDR. OCT., 1999	
	BY	DES. ____ (SUBMITTED) James A. Kennedy DRW. ____ STATE ROAD & AIRPORT DESIGN ENGR. TRA. ____ (APPROVED) Arnold L. Fowlkes CHK. ____ CHIEF ENGINEER	NUMBER 1125

1 1125 TAPERED INLET HEADWALL
41-004 SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS NO.	DATE	DESCRIPTION

SEAL

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DRAWING TITLE: GDOT STANDARDS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	
1"= 20'	2023-0435	41-004	

NOT ISSUED FOR CONSTRUCTION

DATE:

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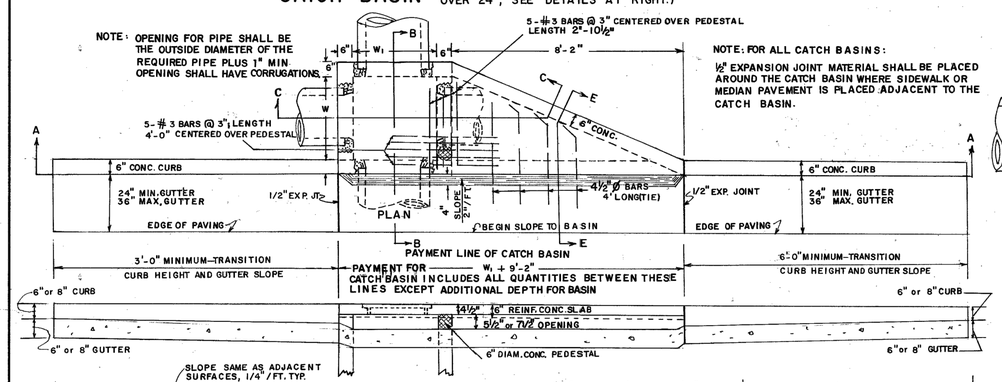
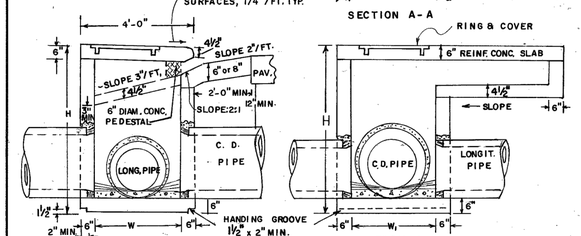
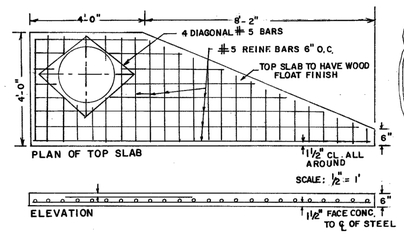
STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			

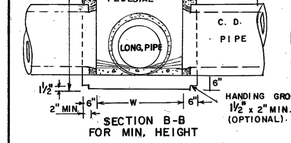
CATCH BASIN (IF CATCH BASIN HAS LONGITUDINAL PIPE OVER 24", SEE DETAILS AT RIGHT.)

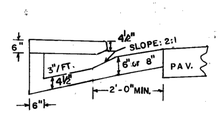


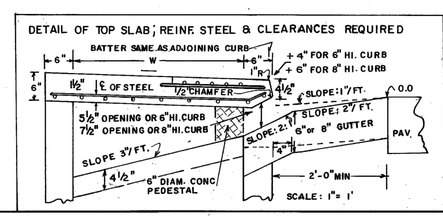
NOTE: FOR ALL CATCH BASINS:
½" EXPANSION JOINT MATERIAL SHALL BE PLACED AROUND THE CATCH BASIN WHERE SIDEWALK OR MEDIAN PAVEMENT IS PLACED ADJACENT TO THE CATCH BASIN.



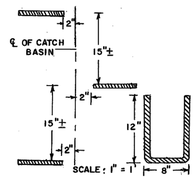






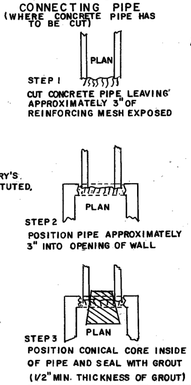


DETAIL AND ARRANGEMENT OF LADDER BARS

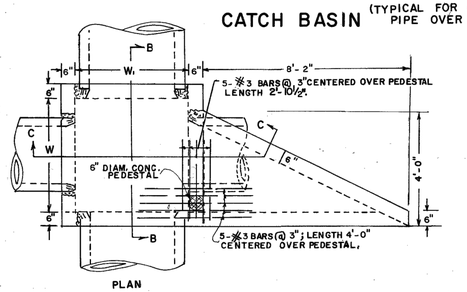


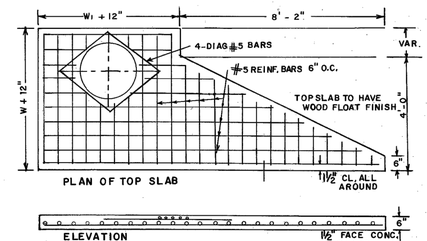
NOTE:
NUMBER AND LOCATION OF LADDER BARS IN CATCH BASIN TO BE AS DIRECTED BY THE ENGINEER.
M.H. STEPS LISTED IN GA. D.O.T. LABORATORY'S QUALIFIED PRODUCTS LIST MAY BE SUBSTITUTED.

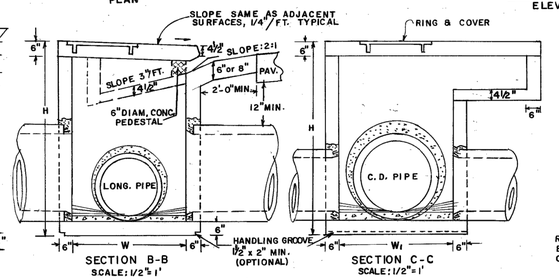
METHOD OF CONNECTING PIPE (WHERE CONCRETE PIPE HAS TO BE CUT)

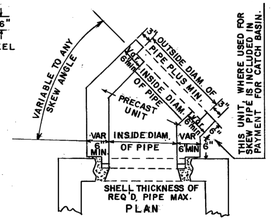


CATCH BASIN (TYPICAL FOR CATCH BASIN WITH LONGITUDINAL PIPE OVER 24".)





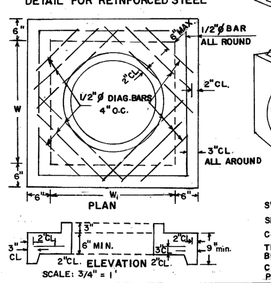




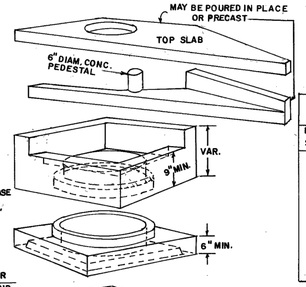
A METHOD OF CONNECTING SKEWED PIPE

IF THIS SWIVEL SECTION SLAB IS USED TO REDUCE THE W AND W₁ DIMENSIONS, INCREASE THE MIN. THICKNESS TO 9" AND USE REINF. STEEL. SEE DETAIL BELOW.

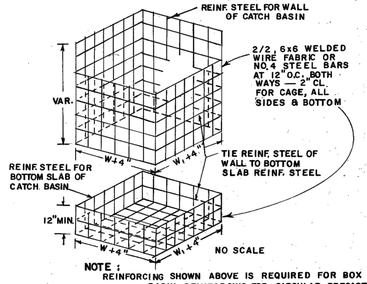
DETAIL FOR REINFORCED STEEL



TYPICAL ISOMETRIC VIEW



REINFORCING - ISOMETRIC VIEW



NOTE:
REINFORCING SHOWN ABOVE IS REQUIRED FOR BOX SHAPED BASIN. REINFORCING FOR CIRCULAR PRECAST ALTERNATE SHALL BE ACCORDING TO STD. 1040.

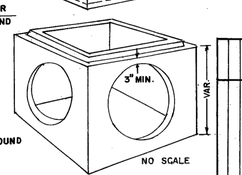
ALL JOINTS BETWEEN PRECAST RISERS OR BETWEEN PRECAST BASE AND RISER WILL BE KEYED, KEYED JOINTS SHOWN ARE TYPICAL AND MAY BE VARIED.

DIMENSIONS FOR CATCH BASINS		
PIPE SIZE	NORMAL W OR W₁	MIN H
12"	3'-0"	4'-4"
15"	3'-0"	4'-7"
18"	3'-0"	4'-10"
24"	3'-0"	5'-6"
30"	3'-6"	6'-2"
36"	4'-0"	6'-10"
42"	5'-0"	7'-4"
48"	5'-0"	8'-0"
54"	6'-0"	8'-6"
60"	6'-0"	9'-2"

NOTE:
DIMENSIONS FOR CATCH BASINS ARE BASED UPON TYPICAL OUTSIDE DIAMETERS OF CONCRETE PIPES AND MAY BE VARIED IF CONDITIONS PERMIT AND THE ENGINEER APPROVES. W & W₁ DIMENSIONS DO NOT HAVE TO BE EQUAL.

ALTERNATE:
BUILT-IN-PLACE, PRECAST BOX, AND/OR PRECAST CIRCULAR UNITS WITH THE REQUIRED ADAPTERS, REDUCERS, FITTINGS, CONNECTIONS, ETC., MAY BE USED IN COMBINATIONS.

NOTE:
FOR RING & COVER DETAILS AND OTHER DETAILS NOT SHOWN, SEE STANDARD 1033D FOR BUILT-IN-PLACE CATCH BASIN.



DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD PRECAST CATCH BASINS
FOR USE WITH CURB (6" OR 8" HT.) & GUTTER

SCALE AS SHOWN — REV. & REDR., SEPT., 1982

REV. & REDR. RMU	(SUBMITTED) Floyd E. Heard STATE ROAD & AIRPORT DESIGN ENGR
TRA GME	(APPROVED) Thomas D. Moreland STATE HIGHWAY ENGINEER
CHK RKC	

NUMBER 1033D PRECAST

FORM EF3

1 / 41-005 1033D PRECAST CATCH BASINS FOR USE WITH CURBS (6" OR 8" HT) & GUTTER
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 - 4 2 5 - 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DRAWING TITLE: GDOT STANDARDS

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	
1"=20'	2023-0435	41-005	

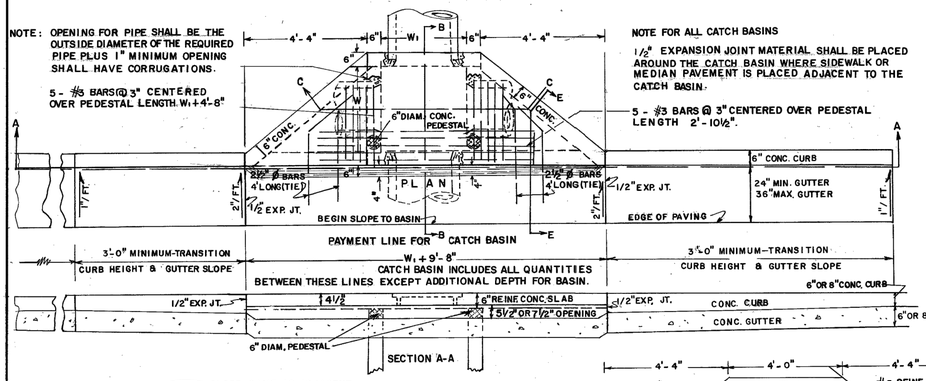
NOT ISSUED FOR CONSTRUCTION

DATE:

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\41-001 - 2023-0435.dwg Mon, 07/22/24 8:37 AM

AF 21868

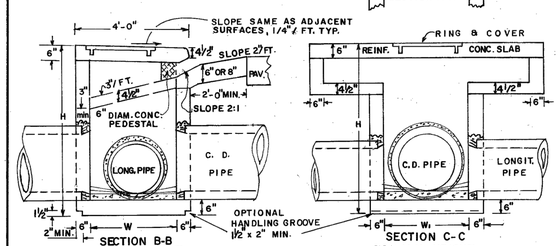
CATCH BASIN (IF CATCH BASIN HAS LONGITUDINAL PIPE OVER 24", SEE DETAILS AT RIGHT)

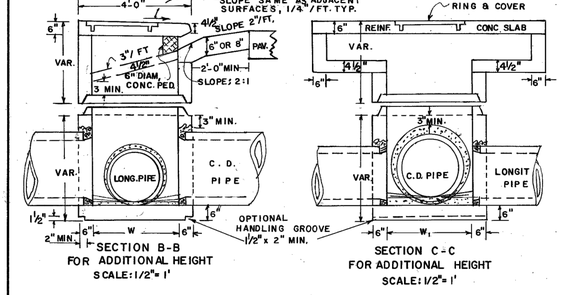


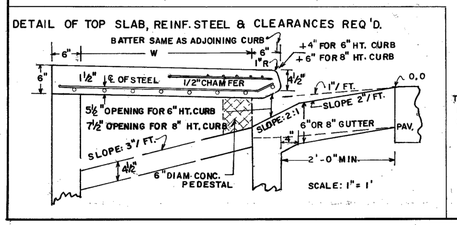
NOTE FOR ALL CATCH BASINS

1/2" EXPANSION JOINT MATERIAL SHALL BE PLACED AROUND THE CATCH BASIN WHERE SIDEWALK OR MEDIAN PAVEMENT IS PLACED ADJACENT TO THE CATCH BASIN.

5 - #3 BARS @ 3" CENTERED OVER PEDESTAL LENGTH 2'-10½".



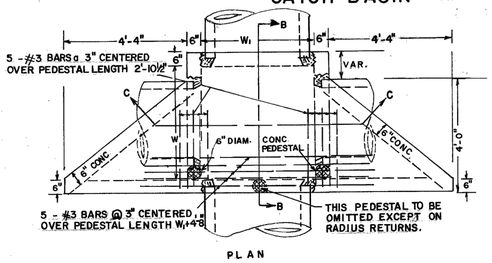


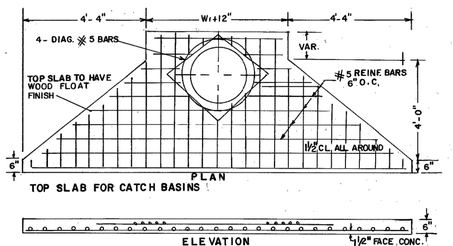


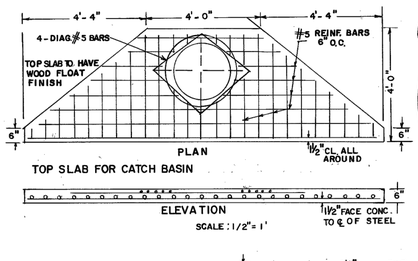
FORM EF3

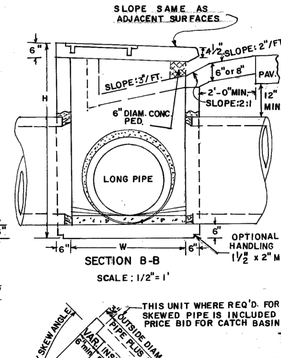
CATCH BASIN (TYPICAL FOR CATCH BASIN WITH LONGITUDINAL PIPE OVER 24").

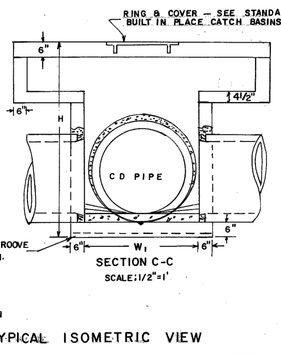
STATE	PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GA.			



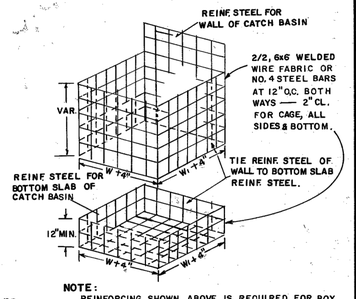






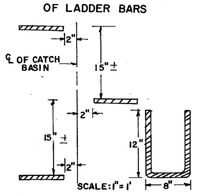


REINFORCING - ISOMETRIC VIEW

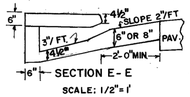


NOTE:
REINFORCING SHOWN ABOVE IS REQUIRED FOR BOX SHAPED BASIN. REINFORCING FOR CIRCULAR PRECAST ALTERNATE SHALL BE ACCORDING TO STD. 1040.

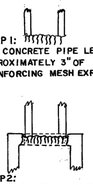
DETAIL AND ARRANGEMENT OF LADDER BARS



NOTE:
NUMBER AND LOCATION OF LADDER BARS IN CATCH BASIN TO BE AS DIRECTED BY THE ENGINEER.
M.H. STEPS LISTED IN GA. D.O.T. LABORATORY'S QUALIFIED PRODUCTS LIST MAY BE SUBSTITUTED.



METHOD OF CONNECTING PIPE (WHERE CONC. PIPE HAS TO BE CUT)

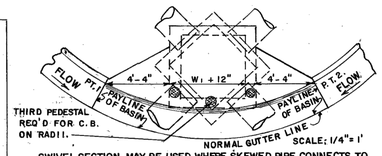


STEP 1:
CUT CONCRETE PIPE LEAVING APPROXIMATELY 3" OF REINFORCING MESH EXPOSED

STEP 2:
POSITION PIPE APPROXIMATELY 3" INTO OPENING OF WALL.

STEP 3:
POSITION CONICAL CONE INSIDE OF PIPE AND SEAL WITH GROUT (1/2" MIN. THICKNESS OF GROUT). REMOVE CORE WHEN SET AND RUB GROUT TO SEAL JOINTS.

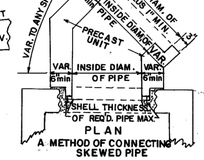
NO SCALE

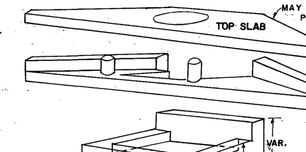


SWIVEL SECTION MAY BE USED WHERE SKEWED PIPE CONNECTS TO PRECAST CONCRETE BOX.
ALL DIMENSIONS ARE THE SAME AS SHOWN ON DETAILS FOR CATCH BASIN, DIMENSIONS FROM PT.1 TO PT.2 ARE MEASURED ALONG THE CHORD, UNIT PRICE BID FOR CATCH BASIN INCLUDES ALL CURB AND GUTTER FROM PT. 1 TO PT. 2.

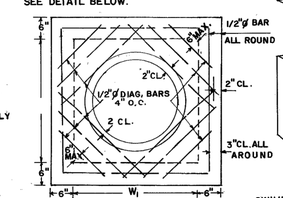
THIS UNIT WHERE REQ'D. FOR SKEWED PIPE IS INCLUDED IN PRICE BID FOR CATCH BASIN.

TYPICAL ISOMETRIC VIEW





IF THIS SWIVEL SECTION SLAB IS USED TO REDUCE THE W AND W1 DIMENSIONS, INCREASE THE MINIMUM THICKNESS TO 9" AND USE REINF. STEEL. SEE DETAIL BELOW.



SWIVEL SECTION MAY BE USED WHERE SKEWED PIPE CONNECTS TO PRECAST CONCRETE BOX.

NO SCALE

NOTE:
THE ABOVE VIEW DEPICTS PRECAST BOX SEE SEPARATE STANDARDS FOR CIRCULAR ALTERNATE OR BUILT-IN-PLACE BOX.

ALL JOINTS BETWEEN PRECAST RISERS OR BETWEEN PRECAST BASE AND RISER WILL BE KEYED. KEYED JOINTS SHOWN ARE TYPICAL AND MAY BE VARIED.

DIMENSIONS FOR CATCH BASINS		
PIPE SIZE	NORMAL W or W1	MIN. H
12"	3'-0"	4'-4"
15"	3'-0"	4'-7"
18"	3'-0"	4'-10"
24"	3'-0"	5'-6"
30"	3'-6"	6'-2"
36"	4'-0"	6'-10"
42"	5'-0"	7'-4"
48"	5'-0"	8'-0"
54"	6'-0"	8'-6"
60"	6'-0"	9'-2"

NOTE:
DIMENSIONS FOR CATCH BASINS ARE BASED UPON TYPICAL OUTSIDE DIAMETERS OF CONCRETE PIPES AND MAY BE VARIED IF CONDITIONS PERMIT AND THE ENGINEER APPROVES. W & W1 DIMENSIONS DO NOT HAVE TO BE EQUAL.

ALTERNATE:
BUILT-IN-PLACE, PRECAST BOX, AND/OR PRECAST CIRCULAR UNITS WITH THE REQUIRED ADAPTERS, REDUCERS, FITTINGS, CONNECTIONS, ETC. MAY BE USED IN COMBINATIONS.

NOTE:
FOR RING & COVER DETAILS AND OTHER DETAILS NOT SHOWN, SEE STANDARD 1034 D FOR BUILT-IN-PLACE CATCH BASIN.

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD PRECAST CATCH BASINS

FOR USE WITH CURB (6" OR 8" HT.) & GUTTER (IN SAGS OR LOW POINTS)

SCALE AS SHOWN — REV. & REDR., SEPT. 1982

REV. & REDR. R.M.U.
TRA. G.M.E.
CHK. R.K.C.

(SUBMITTED) Floyd E. Hawk
STATE ROAD & AIRPORT DESIGN ENGR.
(APPROVED) Thomas D. Moreland
STATE HIGHWAY ENGINEER

NUMBER 1034D PRECAST

1 1034D PRECAST CATCH BASINS FOR USE WITH CURBS (6" OR 8" HT) & GUTTER (IN SAGS OR LOW POINTS)
41-006 SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DATE:

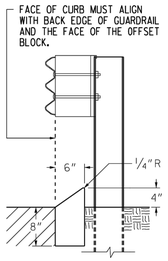
GDOT STANDARDS

DRAWING TITLE	DRAWN BY	DESIGNED BY	CHECKED BY
	TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	41-006

NOT ISSUED FOR CONSTRUCTION

R:\J--Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\41-001 - 2023-0435.dwg Mon, 07/22/24 8:37 AM

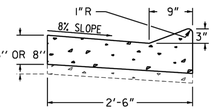


TYPE 8

TYPE 8 HEADER CURB IS USED IN CONJUNCTION WITH GUARDRAIL CONNECTIONS TO CONCRETE BARRIER AS NOTED ON GA. STD. 4382.

CURB TYPE	h	d
1	3" OR 4"	6" min.
2	6"	8" min.
3	8"	10" min.
4	10"	12" min.
6	6"	7" min.
7	6"	8" min.
9	3" OR 4"	8" min.

RAISED EDGE WITH CONCRETE GUTTER

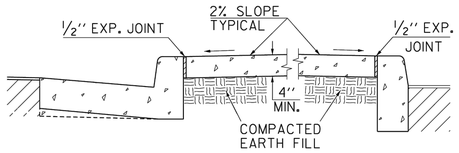


RAISED EDGE TO BE CONSTRUCTED WITH SAME CONCRETE MIX AS THE GUTTER AND SHALL BE FORMED MONOLITHIC WITH GUTTER. JOINTS IN RAISED EDGE SHALL MATCH THOSE IN THE GUTTER.

GDOT Georgia Department of Transportation — P.I. Number

CONCRETE MEDIAN (Between Curbs)

NOTE: CURB TYPES SHOWN ARE TYPICAL. OTHER TYPES MAY BE SPECIFIED.

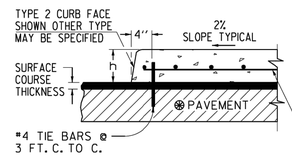


NOTE:
WIDTH OF CONCRETE MEDIAN WILL BE AS SHOWN IN PLANS

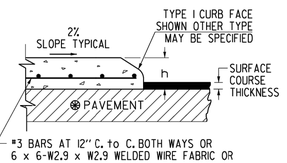
NOTE:
IF CONCRETE MEDIAN INTERCEPTS PEDESTRIAN CROSSWALKS, WHEELCHAIR RAMPS (CONSTRUCTION DETAIL A-3 AND A-4) WILL BE REQUIRED.

CONCRETE MEDIANS (Integral)

-WITH TIE BARS-

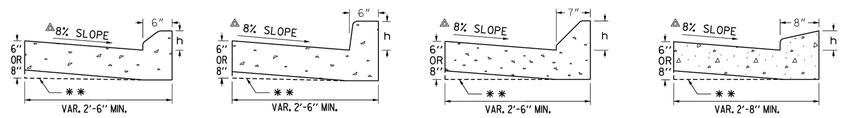


-WITHOUT TIE BARS-



NOTE:
IF FINAL SURFACE COURSE IS PRESENT OR MUST BE INSTALLED BEFORE THE CONCRETE MEDIAN CAN BE INSTALLED, THEN DOWELED IN CONCRETE MEDIAN IS REQUIRED.

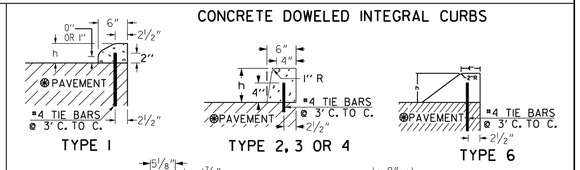
CONCRETE CURB & GUTTER



** AT CONTRACTOR'S OPTION THE GUTTER THICKNESS MAY BE INCREASED AT EDGE OF PAVEMENT TO MAKE BOTTOM OF GUTTER PARALLEL WITH PAVING OF BASE COURSE, BUT THE GUTTER THICKNESS MUST NOT BE LESS THAN THE SPECIFIED 6" OR 8" AT ANY POINT.

△ WHEN POSITIVE SUPERELEVATION IS REQUIRED, THE SLOPE OF THE GUTTER ON THE HIGH SIDE SHALL BE A CONTINUATION OF THE SLOPE OF THE SUPERELEVATED PAVEMENT.

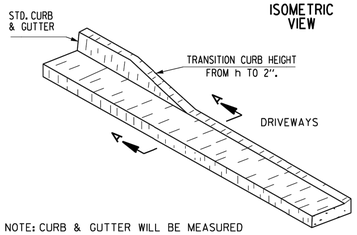
CONCRETE DOWELED INTEGRAL CURBS



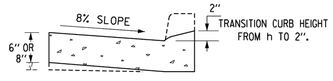
NOTES:
1. CONCRETE CURB CAN BE INSTALLED AFTER INTIAL SET AS LONG AS TIE BARS ARE DRILLED INTO UNDERLAYING CONCRETE PAVEMENT.
2. CONCRETE CURB CAN BE INSTALLED BEFORE INITIAL SET WITH DOWELS THAT ARE DRIVEN INTO UNDERLYING CONCRETE PAVMENT.
3. JOINTS IN CURB AND CONCRETE MEDIAN WILL MATCH THOSE IN THE CONCRETE PAVEMENT.
4. ALL TYPES OF CONCRETE CURB CAN BE PLACED ON ASPHALT PAVEMENTS WHERE TIE BARS MAY BE EITHER DRIVEN OR DRILLED INTO THE UNDERLYING PAVEMENT. CONTRACTION JOINTS SHALL BE CONSTRUCTED IN CURB OR CONCRETE MEDAIN AT 20 FT. SPACING.
5. TIE BARS FOR DOWELED CURBS MAY BE UNCOATED PLAIN OR DEFORMED BILLET-STEEL BARS (GRADE 40) AS USED FOR CONCRETE REINFORCEMENT. (AASHTO M-31)

MINIMUM TIE BAR LENGTHS (FOR CONC. DOWELED CURBS OR CONC. MEDIAN)		
CURB TYPE	P.C. CONC. PAV.	ASPHALT PAV.
1	6"	8"
2, 3 OR 4	8"	12"
6	6"	8"
7	6"	8"
9	6"	8"

DETAILS OF RECESSED CURB FOR DRIVEWAYS



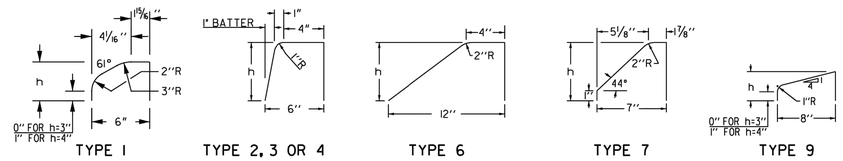
NOTE: CURB & GUTTER WILL BE MEASURED FOR PAYMENT THRU THE DRIVE



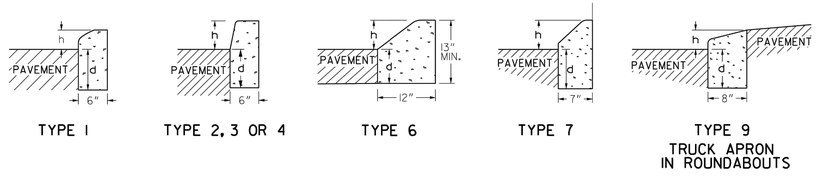
SECTIONAL VIEW
SECTION A-A

(SEE SEPARATE CONSTRUCTION DETAILS FOR DRIVEWAYS)

CURB FACE DESIGN

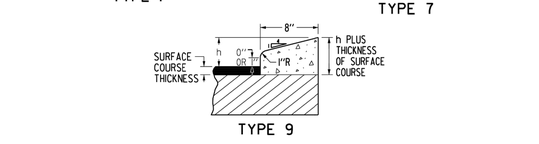


CONCRETE HEADER CURBS



THE DIMENSION d MAY BE INCREASED AT CONTRACTOR'S OPTION SO BOTTOM OF HEADER CURB WILL ALIGN WITH BOTTOM OF PAVEMENT TYPICAL SECTION.

CONCRETE INTEGRAL CURB



3-03			ADD 3" HEIGHT TO TP 1 & 9
01-25-21			REV TP 1 C.F.D. RADIUS DWG
07-01-22			REV TP 9 C.F.D. DIM. HT. TO 1" FROM GR. LEVEL TO RADIUS
02-10-20	JAHR	REV. TYP. 1 C.F.D. TYP 8.	
		OFFSET BLOCK & TYP 9 C.D.I.C.	
		ADDED TP 9 CURB & GUTTER	
H=5-11	TC	REV. TYPE 9 CURB DETAIL	
I-27-11	GLO	& REV. OVERALL LAYOUT	
		REV. MEDIAN NOTE AND	
		ADDED TYPE 9 CURB DETAIL	
		ADDED TP 9 DETAIL	

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

STANDARD
CONCRETE CURB & GUTTER
CONCRETE CURBS, CONCRETE MEDIANS

NOT TO SCALE — MAR. 2003

DES. ____ (SUBMITTED) STATE DESIGN POLICY ENGINEER
DRW. ____
TRA. ____ (APPROVED) CHIEF ENGINEER
CHK. ____

NUMBER 9032B

1 / 41-007 **9032B CONCRETE CURB AND GUTTER, CONCRETE CURBS, CONCRETE MEDIAN**
SCALE: NTS

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

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DRAWING TITLE: GDOT STANDARDS

DATE:

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	
1"=20'	2023-0435	41-007	

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\41-001 - 2023-0435.dwg Mon, 07/22/24 8:37 AM

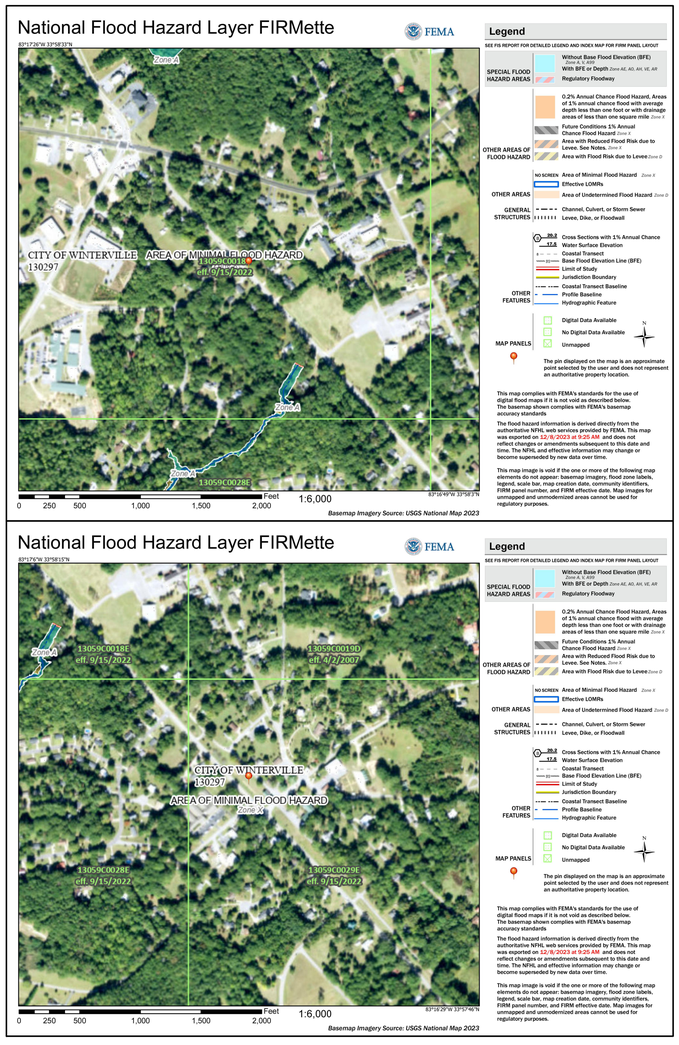
PROJECT LDP #: _____

PROJECT DESCRIPTION:

THE PROPOSED CONSTRUCTION CONSISTS OF DRAINAGE IMPROVEMENTS ALONG MAIN STREET IN THE CITY OF WINTERVILLE

PROJECT TO BE FUNDED BY ATHENS CLARKE COUNTY

GENERAL CONTRACTOR:



FIRM PANEL

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

CITY OF WINTERVILLE
DRAINAGE IMPROVEMENTS

MAIN STREET
WINTERVILLE, GA 30683

CLARKE COUNTY COUNTY,
LAND LOT 220, GMD DISTRICT
TAX PARCEL ID: 283 007, 283A4 C002, 283A4 C003, 283A4 C003A, 283A4 C003B, 283A4 C003F, 283A4 D001, 283A4 D002, 283A4 D003, 283A4 D004, 283A4 F006, 283A4 F008, 283A4 F009, 283A4 F010, 283A4 F010A, 283B3 A001, 283B3 A002, 283B3 A003, 283B3 B001B, 283B3 B014, 283B3 B015, 283C2 A001, 283C2 C021, 283D1 F005, 283D1 G005, 283D1 J001, 283D1 J003, 283D1 K001, 283D1 K002, 283D1 K003, 283D1 K004, 283D1 K006

EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN
07/26/2024 #7

VICINITY MAP #9
SCALE: 1"=1 MILE

NOTE:

OWNER / DEVELOPER:	ENGINEER:
ACCG	PRIME ENGINEERING, INC.
CONTACT:	3715 NORTHSIDE PARKWAY
DEREK DOSTER	BUILDING 300, SUITE 200
301 COLLEGE AVE	ATLANTA, GA 30327
CITY HALL SUITE 101	PHONE: 404-425-7100
ATHENS, GA 30601	24 HR EMERGENCY CONTACT
706-613-3025	CDI NYAKWELA, P.E.

NOTE:
EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLANS DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.

THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES.

ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.

ALL EROSION AND SEDIMENT CONTROLS, AND TREE PROTECTION MEASURES SHALL BE INSTALLED PRIOR TO GRADING.

WATERS OF THE STATE EXIST WITHIN 200 FEET OF THE LIMITS OF DISTURBANCE.
WETLANDS DO NOT EXIST WITHIN 200' OF THE LIMITS OF DISTURBANCE

NPDES FEES
TOTAL TRACT: 3.08 ACRES
DISTURBED AREA: 3.08 ACRES
GA EPD = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20
CLARKE COUNTY = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20

ACCGOV COMMISSIONERS

DISTRICT	NAME
District 1	Patrick Davenport
District 2	Melissa Link
District 3	Tiffany Taylor
District 4	Allison Wright
District 5	Dexter Fisher
District 6	Jesse Houle
District 7	John Culpepper
District 8	Carol Myers
District 9	Ovita Thornton
District 10	Mike Hamby

WINTERVILLE

DISTRICT	NAME
Mayor	Dodd Ferrelle
Councilperson	Bruce Johnson
Councilperson	Melissa Metzger
Councilperson	Tina Miller
Councilperson	Jonathan Mosley

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PRIME ENGINEERING INCORPORATED®

PROJECT NUMBER: 2023-0435

R:\A--Z\Athens Clarke-County (ACCG)\2023--0435 ACCG--Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\50--001 -- 2023--0435.dwg Mon, 07/22/24 8:37 AM

PROJECT SITE INFORMATION

DESIGN PROFESSIONAL LEVEL II CERTIFICATION
NAME: ROB MACPHERSON, PE
LEVEL II CERT. #: 0126
EXPIRATION: 7/09/2026
PHONE NUMBER: (404) 425-7124 (#2)

24 HOUR CONTACT
NAME: ROB MACPHERSON, PE
PHONE NUMBER: (404) 425-7124 (#3)
EMAIL: RMACPHERSON@PRIME-ENG.COM

PRIMARY PERMITEE CONTACT INFORMATION
DEREK DOSTER
301 COLLEGE AVE, RM 101
ATHENS, GA 30601 (#4)
PHONE: (706) 613-3025

PROJECT AREA:
TOTAL PROJECT AREA = ±3.08 ACRES
TOTAL DISTURBED AREA = ±3.08 ACRES (#5)

PROJECT LOCATION:
ADDRESS OR INTERSECTION: ATHENS ROAD AND N MAIN ST TO FRIENDSHIP PLACE, WINTERVILLE, GA
LAND LOT: 220
DISTRICT: GMD (#6)

	BEGIN	END
LAT:	33.972571	33.965216
LONG	-83.286562	-83.278328

PROJECT DESCRIPTION:
THE ATTACHED DESIGN DOCUMENTS ARE FOR THE ACCG WINTERVILLE DRAINAGE IMPROVEMENTS TO ADD NEW SIDEWALK, HEADER CURB, DRIVEWAY APRONS AND IMPROVE THREE INTERSECTIONS ALONG BEN HILL ROAD FROM THE HEADLAND DRIVE INTERSECTION TO THE WASHINGTON ROAD INTERSECTION.

EXISTING SITE CONDITIONS:
THE EXISTING SITE IS WITHIN THE RIGHT-OF-WAY OF COUNTY ROADS WITH RESIDENTIAL PROPERTIES ALONG ITS RIGHT-OF-WAY.

ADJACENT PROPERTIES:
THE ADJACENT PROPERTIES MOSTLY CONSIST OF RESIDENTIAL AREAS ALONG THE RIGHT-OF WAY. THE PROPOSED CONSTRUCTION ACTIVITIES ARE COMPATIBLE WITH THE SURROUNDING ENVIRONMENT.

DRAINAGE BASIN:
THE RECEIVING WATERS IS MARTIN LAKE

TMDL IMPLEMENTATION PLAN: N/A

NATURE OF CONSTRUCTION ACTIVITIES/PROPOSED SITE CONDITIONS: (#8)
THE PROPOSED SITE CONDITIONS INCLUDE THE INSTALLATION OF NEW SIDEWALK, REPLACEMENT OF EXISTING DRIVEWAY APRONS AND SOME CURB AND GUTTER OR HEADER CURB REPLACEMENT. INTERSECTION IMPROVEMENTS WILL BE MADE AT THREE INTERSECTIONS IMPROVEMENTS WILL BE MADE AT THREE INTERSECTIONS ALONG THE ROUTE.

CRITICAL/SENSITIVE AREAS & BUFFERED STATE WATERS: (#10)
THERE ARE NO BUFFERED STATE WATERS LOCATED WITHIN THE PROJECT AREA OR WITHIN 200 FT. OF THE PROJECT.

NON-EXEMPT ACTIVITIES SHALL NOT BE CONDUCTED WITHIN THE 25 OR 50-FOOT UNDISTURBED STREAM BUFFERS AS MEASURED FROM THE POINT OF WRESTED VEGETATION WITHOUT FIRST ACQUIRING THE NECESSARY VARIANCES AND PERMITS. (#15)

EXCEPT AS PROVIDED IN PART IV.(III). IN THE NPDES PERMIT, NO CONSTRUCTION ACTIVITIES SHALL BE CONDUCTED WITHIN A 25 FOOT BUFFER ALONG THE BANKS OF ALL STATE WATERS, AS MEASURED HORIZONTALLY FROM THE POINT WHERE VEGETATION HAS BEEN WRESTED BY NORMAL STREAM FLOW OR WAVE ACTION, EXCEPT WHERE THE DIRECTOR HAS DETERMINED TO ALLOW A VARIANCE THAT IS AT LEAST AS PROTECTIVE OF NATURAL RESOURCES AND THE ENVIRONMENT IN ACCORDANCE WITH THE PROVISIONS OF O.C.G.A. 12-7-6, OR WHERE A DRAINAGE STRUCTURE OR A ROADWAY DRAINAGE STRUCTURE MUST BE CONSTRUCTED, PROVIDED THAT ADEQUATE EROSION CONTROL MEASURES ARE INCORPORATED IN THE PROJECT PLANS AND SPECIFICATIONS AND ARE IMPLEMENTED, OR ALONG ANY EPHEMERAL STREAM, OR WHERE BULKHEADS AND SEAWALLS MUST BE CONSTRUCTED TO PREVENT THE EROSION OF THE
SHORELINE ON LAKE OCONEE AND LAKE SINCLAIR. THE BUFFER SHALL NOT APPLY TO THE ACTIVITIES PROVIDED IN PART IV A (I) OF THE NPDES PERMIT THAT ADEQUATE EROSION CONTROL MEASURES ARE INCORPORATED INTO THE PROJECT PLANS AND SPECIFICATIONS ARE IMPLEMENTED.

NO CONSTRUCTION ACTIVITIES SHALL BE CONDUCTED WITHIN A 50 FOOT BUFFER, AS MEASURED HORIZONTALLY FROM THE POINT WHERE VEGETATION HAS BEEN WRESTED BY NORMAL STREAM FLOW OR WAVE ACTION , ALONG THE BANKS OF ANY STATE WATERS CLASSIFIED AS 'TROUT STREAMS' EXCEPT WHEN APPROVAL BY THE DIRECTOR FOR ALTERNATE BUFFER REQUIREMENTS IN ACCORDANCE WITH THE PROVISIONS OF O.C.G.A. 12-7-6, OR WHERE A ROADWAY DRAINAGE STRUCTURE MUST BE CONSTRUCTED; PROVIDED, HOWEVER, THAT SMALL SPRINGS AND STREAMS CLASSIFIED AS 'TROUT STREAMS' WHICH DISCHARGE AN AVERAGE ANNUAL FLOW OF 25 GALLONS PER MINUTE OR LESS SHALL HAVE A 25 FOOT BUFFER OR THEY MAY BE PIPED, AT THE DISCRETION OF THE PERMITTEE, PURSUANT TO THE TERMS OF A RULE PROVIDING FOR A GENERAL VARIANCE PROMULGATED BY THE BOARD OF NATURAL RESOURCES INCLUDING NOTIFICATION OF SUCH TO EPD AND THE LOCAL ISSUING AUTHORITY OF THE LOCATION AND EXTENT OF THE PIPING AND PRESCRIBED METHODOLOGY FOR MINIMIZING THE IMPACT OF SUCH PIPING AND FOR MEASURING THE VOLUME OF WATER DISCHARGED BY THE STREAM. ANY SUCH PIPE MUST STOP SHORT OF THE DOWNSTREAM PERMITTEE'S PROPERTY, AND THE PERMITTEE MUST COMPLY WITH THE BUFFER REQUIREMENT FOR ANY ADJACENT TROUT STREAMS. THE BUFFER SHALL NOT APPLY TO THE FOLLOWING ACTIVITIES PROVIDED THAT ADEQUATE EROSION CONTROL MEASURES ARE INCORPORATED INTO THE PROJECT PLANS
AND SPECIFICATIONS ARE IMPLEMENTED

EXCEPT AS PROVIDED PART IV (I) OF THE NPDES PERMIT AS EXCEPTIONS, FOR BUFFERS REQUIRED PURSUANT TO PART IV.(I). AND (II)., NO CONSTRUCTION ACTIVITIES SHALL BE CONDUCTED WITHIN A BUFFER AND A BUFFER SHALL REMAIN IN ITS NATURAL, UNDISTURBED, STATE OF VEGETATION UNTIL ALL LANDDISTURBING ACTIVITIES ON THE CONSTRUCTION SITE ARE COMPLETED. DURING COVERAGE UNDER THIS PERMIT, A BUFFER CANNOT BE THINNED OR TRIMMED OF VEGETATION AND A PROTECTIVE VEGETATIVE COVER MUST REMAIN TO PROTECT WATER QUALITY AND AQUATIC HABITAT AND A NATURAL CANOPY MUST BE LEFT IN SUFFICIENT QUANTITY TO KEEP SHADE ON THE STREAM BED

STREAM IMPAIRMENT:
THIS SITE DOES NOT DRAIN INTO AN IMPAIRED STREAM. ANY CONSTRUCTION ACTIVITY WHICH DISCHARGES STORM WATER INTO AN IMPAIRED STREAM SEGMENT, OR WITHIN 1 LINEAR MILE UPSTREAM OF AND WITHIN THE SAME WATERSHED AS, ANY PORTION OF AN BIOTA IMPAIRED STREAM SEGMENT MUST COMPLY WITH PART III. C. OF THE PERMIT.

HYDROLOGIC CONDITIONS: (#23)
FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE SOIL CONSERVATION SERVICE SOIL SURVEY FOR THE AREA, THE SOIL SERIES PRESENT AT THE SITE VARY. EACH OF THESE SOIL TYPES IS CLASSIFIED FOR DRAINAGE AS SHOWN IN THE SOILS CHART ON DRAWING SHEET NUMBER 55-001. SINCE THERE IS NO INCREASE IN STORM WATER RUNOFF, A HYDRAULIC ANALYSIS IS NOT PROVIDED. STORM WATER RUNOFF IS COLLECTED BY STORM DRAINAGE INLETS AND PIPES LOCATED IN THE ROAD RIGHT-OF-WAY.

PROJECT RUNOFF COEFFICIENTS: (#45)
PRE-CONSTRUCTION CN: 70
POST-CONSTRUCTION CN: 70
NO ADDITIONAL IMPERVIOUS AREA IS PROPOSED AS PART OF THIS PROJECT THEREFORE NO HYDROLOGIC ANALYSIS WAS PERFORMED, AND NO STORMWATER FACILITIES ARE PROPOSED.

EROSION, SEDIMENTATION, & POLLUTION CONTROL NARRATIVE

(#44)

PRE-CONSTRUCTION PLANNING:

I. GENERAL:
THE INTENT OF THE EROSION, SEDIMENTATION AND POLLUTION CONTROL NARRATIVE AND PLAN IS TO MEET AND/OR EXCEED THE REQUIREMENTS FOR PREVENTING, OR CONTROLLING EROSION, SILTATION, AND POLLUTION OFF SITE. THE MEASURES INDICATED ARE THE ENGINEERS' BEST ESTIMATE OF THE REQUIREMENTS NEEDED TO MEET THE STATE REQUIREMENTS. MORE DEVICES MAY BE NEEDED DEPENDING ON THE SITE CONDITIONS, SEASONS, ETC. THE CONTRACTOR SHALL INSTALL ADDITIONAL MEASURES AS NECESSARY TO COMPLY WITH THIS INTENT AND MEET THE STATE REQUIREMENTS.

A. THIS EROSION, SEDIMENTATION, & POLLUTION CONTROL NARRATIVE WITH ALL EROSION CONTROL PLANS AND DETAILS SHALL BE KEPT AND MAINTAINED ON-SITE. ALL EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH EXISTING LAWS AND ORDINANCES WITHIN THE CONSTRUCTION DOCUMENTS.
THE LOCATION OF EROSION AND SEDIMENT CONTROL DEVICES ARE SHOWN ON THE PROPOSED PLANS.

B. EXISTING TOPOGRAPHY IS SHOWN ON THE PLANS AND PROFILES INCLUDED HEREIN. NO CHANGES ARE PROPOSED FOR THIS PROJECT.

C. THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES. (#19)

D. POTENTIAL POLLUTION SOURCES IN STORMWATER WILL BE OILS, GRITS, AUTOMOTIVE CHEMICALS AND OTHER SUSPENDED SOLIDS GENERATED DURING THE FIRST FLUSH RAINFALL ON THE PAVED AND NON-PAVED SURFACES. IT IS TREATED BY BEING HELD BACK WITHIN THE PIPE AND SUB-BASE LAYER BY WATER QUALITY ORIFICE HOLES DRILLED INTO CAPS ON THE INLET PIPES OF STORM DRAIN STRUCTURES. THE ADDITIONAL DETENTION TIME ALLOWS SUSPENDED SOLIDS IN THE STORMWATER TO SETTLE OUT.

E. PLANNED PHASES OF CONSTRUCTION:
1. PAVEMENT DEMOLITION & TRENCH EXCAVATION
2. UTILITY INSTALLATION
3. PAVEMENT REPLACEMENT, FINAL LANDSCAPING AND GRASSING

F. EROSION CONTROL MEASURES INCLUDE BUT NOT LIMITED TO:
1. SILTATION FENCING: Sd1-S
(#26) 2. SEDIMENT TRAP: Sd2-P & Sd2-Bg
3. MULCHING: DS1
4. TEMPORARY SEEDING: DS2
(#28) 5. SODDING: DS4

G. SOIL SERIES AND DELINEATION FOR THIS SITE ARE SHOWN ON SHEET C-003.

NOTE: A NOTICE OF INTENT AND A NOTICE OF TERMINATION SHALL BE FILED WITH GEORGIA E.P.D. INSPECTIONS BY A QUALIFIED PERSONNEL PROVIDED BY THE PRIMARY PERMITTEE AND THE ASSOCIATED RECORDS SHALL BE KEPT ON SITE IN COMPLIANCE WITH NPDES PERMIT NO. GAR 100002.

II IMPLEMENTATION:

A. PLANNED CONSTRUCTION PHASING AND REQUIRED SPECIFIC SEDIMENT AND EROSION CONTROL MEASURES.

1. PHASE 1 CLEARING AND DRIVEWAY CUTS: REMOVING TREES, DEBRIS, CUTTING EXISTING CURB AND GUTTER WILL BE THE FIRST OPERATION ON THE SITE. TO ACCOMPLISH THIS WORK EQUIPMENT AND TRUCKS WILL BE ON SITE. THE FOLLOWING WILL APPLY DURING THIS PHASE.
1.a. CONSTRUCTION OF A STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED AS REQUIRED BY THE EROSION CONTROL PLAN TO PREVENT OR CONTROL SILT FROM BEING DEPOSITED ON ROADWAYS AND LEAVING THE SITE.
1.b. SILT FENCES SHALL BE INSTALLED ON ALL SIDES OF THE SITE WHERE RUNOFF FROM THE AREA WILL LEAVE THE SITE OR ENTER A STREAM OR DITCH.
1.c. TREE FENCE SHALL BE INSTALLED PRIOR TO CONSTRUCTION
1.d. ALL DEBRIS WILL BE KEPT AWAY FROM DITCHES AND STREAMS SO RUN-OFF ACCUMULATING IN THE DITCHES AND STREAMS WILL NOT CARRY DEBRIS DOWNSTREAM.
1.e. ALL DITCHES AND WATERWAYS WILL BE PROTECTED TO THE EXTENT POSSIBLE.
1.f. SILT FENCING, TREE FENCING, SEDIMENT TRAPS, AND CHECK DAMS SHALL BE INSTALLED WHERE SHOWN ON THE PLANS IN ACCORDANCE WITH DETAILS SHOWN TO CATCH RUNOFF AND FILTER PRIOR TO DISCHARGE FROM THE SITE.
1.g. SILT FENCING AND TREE FENCING SHALL BE PLACED AROUND STOCKPILE AREAS AS NECESSARY TO PREVENT OR CONTROL SILT WASH-OFF FROM THE SITE.

(#52) 2. PHASE 2 SIDEWALK, CURB AND GUTTER INSTALLATION: THIS PHASE WILL BE DONE AFTER THE CLEARING AND GRUBBING PHASE. THE FOLLOWING WILL APPLY TO THIS PHASE OF CONSTRUCTION:
2.a. ALL ASPECTS OF THE PREVIOUS PHASES SHALL BE MAINTAINED AS APPLICABLE.
2.b. ADDITIONAL SILT FENCING AND TREE FENCING SHALL BE INSTALLED AS NECESSARY TO PREVENT OR CONTROL EROSION AND SILTATION RESULTING FROM STOCKPILED EXCAVATION MATERIAL FROM UTILITY INSTALLATION OPERATIONS.
2.c. ROADWAYS AND TREE PROTECTION AREAS SHALL NOT BE USED FOR STOCKPILE AREAS.

3. PHASE 3 FINISH GRADING, CURB REPAIR AND PAVEMENT INSTALLATION: THIS IS THE WRAP-UP STAGE WHEN ALL TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES WILL BE PHASED OUT. THE FOLLOWING WILL APPLY TO THIS PHASE:
3.a. ALL FACILITIES FROM PHASE 1 THROUGH PHASE 2 WILL BE MAINTAINED AS APPROPRIATE AND REMOVED WHEN NEED NO LONGER EXISTS.
3.b. SILT TRAPS AROUND DRAINAGE INLETS WILL BE MAINTAINED, MODIFIED AS NECESSARY AND REMOVED WHEN NEED NO LONGER EXISTS.
3.c. SILT FENCES SHALL BE IN PLACE AT THE TOE OF ALL FILL SLOPES.
3.d. SLOPES (CUT AND FILL) 3:1 OR STEEPER THAT ARE CONSTRUCTED IN THE FINAL CONFIGURATION SHALL BE PROTECTED WITH GEOTEXTILE MATTING, GRASSED, AND MULCHED AS SHOWN ON THE PLANS AS GRADING IS COMPLETED SO VEGETATION CAN PROTECT THE SLOPE.
3.e. ALL AREAS NOT RECEIVING PAVEMENT SHALL BE GRASSED PER PLAN, OR HAVE LANDSCAPING, MULCHING AND OR SOD INSTALLED AS APPLICABLE.

4. NON-EXEMPT ACTIVITIES SHALL NOT BE CONDUCTED WITHIN THE 25 OR 50 FT. UNDISTURBED BUFFER AS MEASURED FROM THE POND OF WRESTED VEGETATION WITHOUT FIRST ACQUIRING THE NECESSARY VARIANCES AND PERMITS

(#41) **B. LANDSCAPING/SEEDING:**
GRASSING OPERATIONS SHALL BE DONE THROUGHOUT CONSTRUCTION PROCESS AT THOSE TIMES WHEN PORTIONS OF THE SITE ARE FINISHED AND READY FOR PERMANENT GROUND COVER. THIS WILL REQUIRE MULTIPLE EFFORTS BY THE CONTRACTOR TO STABILIZE ALL IMPACTED AREAS OF THE SITE IN AN ORDERLY FASHION. TEMPORARY STABILIZATION MEASURES SUCH AS MULCH OR TEMPORARY SEEDING SHALL BE REQUIRED FOR ALL AREAS WHERE CONSTRUCTION ACTIVITIES HAVE CEASED FOR 14 DAYS OR MORE. CONTRACTOR SHALL MATCH EXISTING AND/OR ADJACENT GROUND COVER.

SEEDING SCHEDULE:
1. REFER TO THE SEEDING SCHEDULE FOR THE INSTALLATION OF LIME, FERTILIZER, SEED AND MULCH.
2. ALL DISTURBED AREAS SHALL RECEIVE GRASSING. REPLACE EXISTING GRASS/SOD IN KIND OR AS INDICATED ON THE PLANS USING PROPER APPLICATION. ALL OTHER AREAS SHALL RECEIVE GRASSING IN ACCORDANCE WITH THE SEEDING SCHEDULE SHOWN ON EROSION CONTROL DETAILS WITHIN THIS PLAN SET.
3. AFTER SEEDING, FIRM THE SEEDS INTO THE TOP 1/4" OF SOIL. MULCH IMMEDIATELY AFTER SEEDING WITH EITHER STRAW, HAY OR WOOD CELLULOSE FIBER. STRAW OR HAY SHALL BE APPLIED AT A RATE OF 100 LBS/1000 S.F.. HAY OR STRAW SHALL BE ANCHORED WITH AN ADHESIVE. WATER AS NEEDED TO ESTABLISH SEEDLINGS.

STABILIZATION MEASURES. A DESCRIPTION OF INTERIM AND PERMANENT STABILIZATION MEASURES, INCLUDING SITE-SPECIFIC SCHEDULING OF THE IMPLEMENTATION OF THE MEASURES. THE EROSION CONTROL PLANS WITHIN THIS PLANS SET GIVE DIRECTION TO ENSURE THAT EXISTING VEGETATION IS PRESERVED AND THAT DISTURBED PORTIONS OF THE SITE ARE STABILIZED. STABILIZATION MEASURES INCLUDED BUT NOT LIMITED TO ARE: TEMPORARY SEEDING, PERMANENT SEEDING, MULCHING, GEOTEXTILES, SOD STABILIZATION, VEGETATIVE BUFFER STRIPS, PROTECTION OF TREES, PRESERVATION OF MATURE VEGETATION, AND OTHER APPROPRIATE MEASURES. A RECORD OF THE DATES WHEN MAJOR GRADING ACTIVITIES

OCCUR, WHEN CONSTRUCTION ACTIVITIES TEMPORARILY OR PERMANENTLY CEASE ON A PORTION OF THE SITE, AND WHEN STABILIZATION MEASURES ARE INITIATED ARE INCLUDED WITHIN THIS PLAN SET. EXCEPT AS PROVIDED IN PARAGRAPHS IV.D.3.(A).(1).(A). AND (B), BELOW, **STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.**

A.A. WHERE THE INITIATION OF STABILIZATION MEASURES BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASE IS PRECLUDED BY SNOW COVER OR OTHER ADVERSE WEATHER CONDITIONS, STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE.

A.B. WHERE CONSTRUCTION ACTIVITY WILL RESUME ON A PORTION OF THE SITE WITHIN 21 DAYS FROM WHEN ACTIVITIES CEASED, (E.G., THE TOTAL TIME PERIOD THAT CONSTRUCTION ACTIVITY IS TEMPORARILY CEASED IS LESS THAN 21 DAYS) THEN STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF SITE BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY CEASED

(#30) **B. MAINTENANCE INSTRUCTIONS:**
ALL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSPECTED AT THE END OF EACH WORKING DAY, AT A MINIMUM ONCE EVERY 7 DAYS IF CONSTRUCTION ACTIVITIES HAVE CEASED, AND WITHIN 24 HOURS AFTER EACH RAINFALL EVENT. ANY DAMAGED OR NON-FUNCTIONAL FACILITY SHALL BE REPAIRED IMMEDIATELY. ALL INSPECTION AND MAINTENANCE RECORDS SHALL BE KEPT ON-SITE. INSPECTION AND MAINTENANCE ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING.

1. SEDIMENT TRAPS WILL BE CHECKED FOR SEDIMENT CLEANOUT. SEDIMENT SHALL BE REMOVED AND THE TRAP RESTORED TO ITS ORIGINAL DIMENSIONS WHEN THE SEDIMENT HAS ACCUMULATED TO ONE-HALF (1/2) THE DESIGN VOLUME OF THE WET STORAGE. SEDIMENT REMOVED FROM THE TRAP SHALL BE DEPOSITED IN SUITABLE AREAS AND IN SUCH A MANNER THAT IT WILL NOT ERODE AND CAUSE SEDIMENTATION PROBLEMS.
2. RIPRAP OUTLETS, ROCK FILTER DAMS, AND CHECK DAMS WILL BE CHECKED FOR SEDIMENT BUILDUP WHICH WILL PREVENT DRAINAGE. IF THE RIPRAP IS CLOGGED BY SEDIMENT, IT SHALL BE REMOVED AND CLEANED OR REPLACED. SEDIMENT SHALL BE REMOVED WHEN IT REACHES 1/2 OF THE ORIGINAL HEIGHT OF THE CHECK DAM OR ROCK FILTER DAM.
3. SILT FENCE BARRIERS WILL BE CHECKED FOR UNDERMINING OR DETERIORATION OF THE FABRIC. SEDIMENT SHALL BE REMOVED WHEN THE LEVEL OF SEDIMENT DEPOSITION REACHES HALF WAY TO THE TOP OF THE BARRIER.
4. TEMPORARY DIVERSIONS AND DOWNDRAIN STRUCTURES SHALL BE INSPECTED FOR DAMAGES DUE TO RAINFALL AND REPAIRED AS NECESSARY.
5. SEEDED AREAS WILL BE CHECKED TO ENSURE THAT A COMPLETE AND ADEQUATE COVER IS MAINTAINED. AREAS SHOULD BE FERTILIZED AND RESEEDED AS NEEDED.
6. IF ANY FACILITY IS DAMAGED DURING MAINTENANCE, OR OTHERWISE, THE DAMAGED PORTION SHALL BE REMOVED AND REPLACED ACCORDING TO THE INDICATED DETAIL.
7. IF SILT HAS CLOGGED SEDIMENT CONTROL FACILITY AND IT IS NO LONGER EFFECTIVE IN FILTERING SILT, THE STRUCTURE SHALL BE REMOVED AND REPLACED WITH A NEW STRUCTURE IN ACCORDANCE WITH APPLICABLE DETAIL.
8. CONSTRUCTION ENTRANCE SHALL HAVE ADDITIONAL STONE ADDED AS NEEDED TO KEEP COVERS STONE. DURING MUDDY TIMES, TIRES SHALL BE WASHED PRIOR TO GOING INTO THE STREET.
9. WHEN SEDIMENT IS TRANSPORTED ONTO A PAVED ROAD SURFACE, THE ROAD WILL BE CLEANED THOROUGHLY AT THE END OF EACH DAY. SEDIMENT WILL BE
10. REMOVED FROM THE ROAD BY SHOVEL AND SWEEPING AND TRANSPORTED TO A SEDIMENT CONTROL DISPOSAL AREA.
(#20) **11. EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.**
(#21) **12. ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.**

C. MAINTAINING EFFECTIVENESS:
CONTRACTOR SHALL INSPECT OVERALL PERFORMANCE OF EROSION AND SEDIMENT CONTROL FACILITIES AND AREAS DOWNSTREAM. IF SILT IS APPARENT DOWNSTREAM FROM STRUCTURES, IMMEDIATELY INSPECT ALL STRUCTURAL MEASURES. IF SEDIMENT IS OBSERVED DOWNSTREAM, NOTIFY THE ENGINEER, AND THE ENGINEER WILL INSPECT THE CONDITION AND DIRECT THE REMOVAL OF ACCUMULATED SEDIMENT DOWNSTREAM AND ADD ADDITIONAL STRUCTURAL MEASURES AS NECESSARY. CONTRACTOR SHALL IMPLEMENT RECOMMENDED SOLUTIONS TO PROBLEM AREAS AS RECOMMENDED.

III. COMPLETION:

A. PROJECT CLOSE OUT: THE FOLLOWING SHALL BE DONE AT THE END OF THE PROJECT.

1. INSPECT SITE TO BE SURE THAT GROUND COVER IS COMPLETE AND ADEQUATE. IN OTHER WORDS, ALL AREAS ARE EITHER PAVED OR HAVE COMPLETE AND ADEQUATE GROUND COVER WITH NO EROSION APPARENT. COMPLETE AND ADEQUATE GROUND COVERAGE OF VEGETATION IS DEFINED AS 70% VEGETATIVE COVER WITH NO AREAS OF EROSION APPARENT.
2. IF ABOVE INSPECTION IS MADE AND APPROVED, ALL STRUCTURAL FACILITIES SHALL BE REMOVED ALONG WITH ANY ACCUMULATED SILT. THE AREAS DISTURBED BY REMOVAL OF STRUCTURES SHALL BE FINE GRADED, GRASSED AND MULCHED.
3. IF INSPECTION IS MADE AND PROBLEMS EXIST, RESOLVE THE PROBLEM, MAKE THE REPAIR, AND MAKE SUBSEQUENT INSPECTION PRIOR TO REMOVAL.

IV. MISCELLANEOUS ISSUES:

A. PETROLEUM BASED PRODUCTS – CONTAINERS FOR PRODUCTS SUCH AS FUELS, LUBRICANTS AND TARS WILL BE INSPECTED DAILY FOR LEAKS AND SPILLS. THIS INCLUDES ON-SITE VEHICLE AND MACHINERY DAILY INSPECTIONS AND REGULAR PREVENTATIVE MAINTENANCE OF SUCH EQUIPMENT. EQUIPMENT MAINTENANCE AREAS WILL BE LOCATED AWAY FROM STATE WATER, NATURAL DRAINS AND STORM WATER DRAINAGE INLETS. IN ADDITION, TEMPORARY FUELING TANKS SHALL HAVE A SECONDARY CONTAINMENT LINER TO PREVENT/MINIMIZE SITE CONTAMINATION. DISCHARGE OF OILS, FUELS AND LUBRICANTS IS PROHIBITED. PROPER DISPOSAL METHODS WILL INCLUDE COLLECTION IN A SUITABLE CONTAINER AND DISPOSAL AS REQUIRED BY LOCAL AND STATE REGULATIONS.

(#25)
B. PAINTS/FINISHES/SOLVENTS – ALL PRODUCTS WILL BE STORED IN TIGHTLY SEALED ORIGINAL CONTAINERS WHEN NOT IN USE. EXCESS PRODUCT WILL NOT BE DISCHARGED TO THE STORM WATER COLLECTION SYSTEM. EXCESS PRODUCT, MATERIALS USED WITH THESE PRODUCTS AND PRODUCT CONTAINERS WILL BE DISPOSED OF ACCORDING TO MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.

(#24)
C. CONCRETE TRUCK WASHING – NO CONCRETE TRUCKS WILL BE ALLOWED TO WASH OUT OR DISCHARGE SURPLUS CONCRETE OR DRUM WASH WATER ONSITE.

D. FERTILIZER/HERBICIDES – THESE PRODUCTS WILL BE APPLIED AT RATES THAT DO NOT EXCEED THE MANUFACTURER'S SPECIFICATIONS OR ABOVE THE GUIDELINES SET FORTH IN THE CROP ESTABLISHMENT OR IN THE GSWCC MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA. ANY STORAGE OF THESE MATERIALS WILL BE UNDER ROOF IN SEALED CONTAINERS.

E. BUILDING MATERIALS – NO BUILDING OR CONSTRUCTION MATERIALS WILL BE BURIED OR DISPOSED OF ONSITE. ALL SUCH MATERIAL WILL BE DISPOSED OF IN PROPER WASTE DISPOSAL PROCEDURES.

F. ALL WATER SUPPLY WILL BE PROVIDED FROM PUBLIC WATER SUPPLY.

G. DUST SUPPRESSION OPERATIONS WILL BE DONE BY MEANS OF A WATER TRUCK SPRAYING WATER ON THE SURFACE OF THE SITE.

H. TEMPORARY/PORTABLE TOILET FACILITIES SHALL BE LOCATED ON SITE AS NECESSARY TO AVOID CONSTRUCTION ACTIVITIES. TOILET FACILITIES SHALL BE MAINTAINED AND CLEANED TO ENSURE USAGE BY ON-SITE PERSONNEL.

I. NO WASTE WILL BE DISPOSED OF INTO STORM WATER INLETS OR WATERS OF THE STATE. ALL WASTE MATERIALS WILL BE COLLECTED AND STORED IN A SECURELY LIDDED METAL DUMPSTER. THE DUMPSTER WILL MEET ALL SOLID WASTE MANAGEMENT REGULATIONS. ALL TRASH AND CONSTRUCTION DEBRIS FROM THE SITE WILL BE DEPOSITED IN THE DUMPSTER. THE DUMPSTER WILL BE EMPTIED A MINIMUM OF ONCE PER WEEK OR MORE OFTEN IF NECESSARY AND TRASH WILL BE HAULED AS REQUIRED BY LOCAL REGULATIONS. NO CONSTRUCTION WASTE WILL BE BURIED ONSITE. ALL PERSONNEL WILL BE INSTRUCTED ON PROPER PROCEDURES FOR WASTE DISPOSAL. A NOTICE STATING THESE PRACTICES WILL BE POSTED AT THE JOBSITE AND THE CONTRACTOR WILL BE RESPONSIBLE FOR SEEING THAT THESE PROCEDURES ARE FOLLOWED.

(#27) J. FOR BUILDING MATERIALS, BUILDING PRODUCTS, CONSTRUCTION WASTES, TRASH, LANDSCAPE MATERIALS, FERTILIZERS, PESTICIDES, HERBICIDES, DETERGENTS, SANITARY WASTE AND OTHER MATERIALS PRESENT ON THE SITE, PROVIDE COVER (E.G. PLASTIC SHEETING, TEMPORARY ROOFS) TO MINIMIZE THE EXPOSURE OF THESE PRODUCTS TO PRECIPITATION AND TO STORMWATER, OR A SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE THE DISCHARGE OF POLLUTANTS FROM THESE AREAS. MINIMIZATION OF EXPOSURE IS NOT REQUIRED IN CASES WHERE EXPOSURE TO PRECIPITATION AND TO STORMWATER WILL NOT RESULT IN A DISCHARGE OF POLLUTANTS, OR WHERE EXPOSURE OF A SPECIFIC MATERIAL OR PRODUCT POSES LITTLE RISK TO STORMWATER CONTAMINATION (SUCH AS FINAL P RODUCTS AND MATERIALS INTENDED FOR OUTDOOR USE).

CERTIFICATIONS:

(#12) 1. "I CERTIFY THAT THE PERMITTEE'S EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN PROVIDES FOR AN APPROPRIATE AND COMPREHENSIVE SYSTEM OF BEST MANAGEMENT PRACTICES REQUIRED BY THE GEORGIA WATER QUALITY CONTROL ACT AND THE DOCUMENT 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA', PUBLISHED BY THE STATE SOIL AND WATER CONSERVATION COMMISSION AS OF JANUARY 1 OF THE YEAR IN WHICH THE LAND DISTURBING ACTIVITY WAS PERMITTED, PROVIDES FOR THE SAMPLING OF THE RECEIVING WATER(S) OR THE SAMPLING OF THE STORM WATER OUTFALLS AND THE DESIGNED SYSTEM OF BEST MANAGEMENT PRACTICES AND SAMPLING METHODS IS EXPECTED TO MEET THE REQUIREMENTS CONTAINED IN THE GENERAL NPDES PERMIT NO. GAR 100002."

(#11) 2. "I CERTIFY UNDER PENALTY OF LAW THAT THIS PLAN WAS PREPARED AFTER A SITE VISIT TO THE LOCATIONS DESCRIBED HEREIN BY MYSELF OR MY AUTHORIZED AGENT, UNDER MY DIRECT SUPERVISION.

(#13) 3. "I CERTIFY THAT THE PERMITTEE'S EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN PROVIDES FOR THE MONITORING OF: (A) ALL PERENNIAL AND INTERMITTENT STREAMS AND OTHER WATER BODIES SHOWN ON THE USGS TOPOGRAPHIC MAP AND ALL OTHER FIELD VERIFIED PERENNIAL AND INTERMITTENT STREAMS AND OTHER WATER BODIES, OR (B) WHERE ANY SUCH SPECIFIC IDENTIFIED PERENNIAL OR INTERMITTENT STREAM AND OTHER WATER BODY IS NOT PROPOSED TO BE SAMPLED, I HAVE DETERMINED IN MY PROFESSIONAL JUDGEMENT, UTILIZING THE FACTORS REQUIRED IN THE GENERAL NPDES PERMIT NO. GAR 100002, THAT THE INCREASE IN THE TURBIDITY OF EACH SPECIFIC IDENTIFIED SAMPLED RECEIVING WATER WILL BE REPRESENTATIVE OF THE INCREASE IN THE TURBIDITY OF A SPECIFIC IDENTIFIED UN-SAMPLED RECEIVING WATER.

(#14)
Name: ROB MACPHERSON, PE DATE GSWCC LEVEL 2 CERTIFICATION NO.

7-DAY INSPECTION AND REVISIONS:

1. **THE DESIGN PROFESSIONAL WHO PREPARED THE ES&PC PLAN IS TO INSPECT THE INSTALLATION OF BMP'S WITHIN 7 DAYS AFTER INIT

NPDES SITE INSPECTIONS

1. EACH DAY WHEN ANY TYPE OF CONSTRUCTION ACTIVITY HAS TAKEN PLACE AT A PRIMARY PERMITTEE'S SITE, CERTIFIED PERSONNEL PROVIDED BY THE PRIMARY PERMITTEE SHALL INSPECT: (A) ALL AREAS AT THE PRIMARY PERMITTEE'S SITE WHERE PETROLEUM PRODUCTS ARE STORED, USED, OR HANDLED FOR SPILLS AND LEAKS FROM VEHICLES AND EQUIPMENT AND (B) ALL LOCATIONS AT THE PRIMARY PERMITTEE'S SITE WHERE VEHICLES ENTER OR EXIT THE SITE FOR EVIDENCE OF OFF-SITE SEDIMENT TRACKING. THESE INSPECTIONS MUST BE CONDUCTED UNTIL A NOTICE OF TERMINATION IS SUBMITTED. (#28)
2. MEASURE RAINFALL ONCE EVERY 24 HOURS EXCEPT ANY NON-WORKING SATURDAY, NON-WORKING SUNDAY AND NON-WORKING FEDERAL HOLIDAY UNTIL A NOTICE OF TERMINATION IS SUBMITTED. MEASUREMENT OF RAINFALL MAY BE SUSPENDED IF ALL AREAS OF THE SITE HAVE UNDERGONE FINAL STABILIZATION OR ESTABLISHED A CROP OF ANNUAL VEGETATION AND A SEEDING OF TARGET PERENNIALS APPROPRIATE FOR THE REGION
3. CERTIFIED PERSONNEL (PROVIDED BY THE PRIMARY PERMITTEE) SHALL INSPECT THE FOLLOWING AT LEAST ONCE EVERY FOURTEEN (14) CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A STORM THAT IS 0.5 INCHES RAINFALL OR GREATER (UNLESS SUCH STORM ENDS AFTER 5:00 PM ON ANY FRIDAY OR ON ANY NONWORKING SATURDAY, NON-WORKING SUNDAY OR ANY NON-WORKING FEDERAL HOLIDAY IN WHICH CASE THE INSPECTION SHALL BE COMPLETED BY THE END OF THE NEXT BUSINESS DAY AND/OR WORKING DAY, WHICHEVER OCCURS FIRST): (A) DISTURBED AREAS OF THE PRIMARY PERMITTEE'S CONSTRUCTION SITE ; (B) AREAS USED BY THE PRIMARY PERMITTEE FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION ; AND (C) STRUCTURAL CONTROL MEASURES. EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN APPLICABLE TO THE PRIMARY PERMITTEE'S SITE SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. WHERE DISCHARGE LOCATIONS OR POINTS ARE ACCESSIBLE, THEY SHALL BE INSPECTED TO ASCERTAIN WHETHER EROSION CONTROL MEASURES ARE EFFECTIVE IN PREVENTING SIGNIFICANT IMPACTS TO RECEIVING WATER(S). FOR AREAS OF A SITE THAT HAVE UNDERGONE FINAL STABILIZATION OR ESTABLISHED A CROP OF ANNUAL VEGETATION AND A SEEDING OF TARGET PERENNIALS APPROPRIATE FOR THE REGION, THE PERMITTEE MUST COMPLY WITH PART IV.D.4.A.(4). THESE INSPECTIONS MUST BE CONDUCTED UNTIL A NOTICE OF TERMINATION IS SUBMITTED.
4. CERTIFIED PERSONNEL (PROVIDED BY THE PRIMARY PERMITTEE) SHALL INSPECT AT LEAST ONCE PER MONTH DURING THE TERM OF THIS PERMIT (I.E., UNTIL A NOTICE OF TERMINATION IS SUBMITTED TO EPD) THE AREAS OF THE SITE THAT HAVE UNDERGONE FINAL STABILIZATION OR ESTABLISHED A CROP OF ANNUAL VEGETATION AND A SEEDING OF TARGET PERENNIALS APPROPRIATE FOR THE REGION. THESE AREAS SHALL BE INSPECTED FOR EVIDENCE OF, OR THE POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM AND THE RECEIVING WATER(S). EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. WHERE DISCHARGE LOCATIONS OR POINTS ARE ACCESSIBLE, THEY SHALL BE INSPECTED TO ASCERTAIN WHETHER EROSION CONTROL MEASURES ARE EFFECTIVE IN PREVENTING SIGNIFICANT IMPACTS TO RECEIVING WATER(S).
5. BASED ON THE RESULTS OF EACH INSPECTION, THE SITE DESCRIPTION AND THE POLLUTION PREVENTION AND CONTROL MEASURES IDENTIFIED IN THE EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN, THE PLAN SHALL BE REVISED AS APPROPRIATE NOT LATER THAN SEVEN (7) CALENDAR DAYS FOLLOWING EACH INSPECTION. IMPLEMENTATION OF SUCH CHANGES SHALL BE MADE AS SOON AS PRACTICAL BUT IN NO CASE LATER THAN SEVEN (7) CALENDAR DAYS FOLLOWING EACH INSPECTION.
6. A REPORT OF EACH INSPECTION THAT INCLUDES THE NAME(S) OF CERTIFIED PERSONNEL MAKING EACH INSPECTION, THE DATE(S) OF EACH INSPECTION, CONSTRUCTION PHASE (I.E., INITIAL, INTERMEDIATE OR FINAL) , MAJOR OBSERVATIONS RELATING TO THE IMPLEMENTATION OF THE EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN, AND ACTIONS TAKEN IN ACCORDANCE WITH PART IV.D.4.A.(5). OF THE PERMIT SHALT BE MADE AND RETAINED AT THE SITE OR BE READILY AVAILABLE AT A DESIGNATED ALTERNATE LOCATION UNTIL THE ENTIRE SITE OR THAT PORTION OF A CONSTRUCTION PROJECT THAT HAS BEEN PHASED HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION IS SUBMITTED TO EPD. SUCH REPORTS SHALL BE READILYAVAILABLE BY END OF THE SECOND BUSINESS DAY AND/OR WORKING DAY AND SHALL IDENTIFY ALL INCIDENTS OF BEST MANAGEMENT PRACTICES THAT HAVE NOT BEEN PROPERLY INSTALLED AND/OR MAINTAINED AS DESCRIBED IN THE PLAN. WHERE THE REPORT DOES NOT IDENTIFY ANY INCIDENTS, THE INSPECTION REPORT SHALL CONTAIN A STATEMENT THAT THE BEST MANAGEMENT PRACTICES ARE IN COMPLIANCE WITH THE EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN. THE REPORT SHALL BE SIGNED IN ACCORDANCE WITH PART V.G.2. OF THIS PERMIT.

STORM WATER SAMPLING REQUIREMENTS

SAMPLE ANALYSIS (#30)

STORM WATER SAMPLES ARE TO BE ANALYZED IN ACCORDANCE WITH METHODOLOGY AND TEST PROCEDURES ESTABLISHED BY 40 CFR PART 136 AND THE GUIDANCE DOCUMENT TITLED "NPDES STORM WATER SAMPLING GUIDANCE DOCUMENT, EPA 833-B-92-001".

STORM WATER IS TO BE SAMPLED FOR NEPHELOMETRIC TURBIDITY UNITS (NTU) AT THE OUTFALL LOCATION. A DISCHARGE OF STORM WATER RUNOFF FROM DISTURBED AREAS WHERE BEST MANAGEMENT PRACTICES HAVE NOT BEEN PROPERLY DESIGNED, INSTALLED, AND MAINTAINED SHALL CONSTITUTE A SEPARATE VIOLATION FOR EACH DAY ON WHICH SUCH A CONDITION RESULTS IN THE TURBIDITY OF THE DISCHARGE EXCEEDING 50, THE VALUE THAT WAS SELECTED FROM APPENDIX B IN PERMIT NO. GAR 100002. THE NTU IS BASED UPON THE DISTURBED ACREAGE OF 3.08 ACRES FOR THE PROJECT SITE, THE SURFACE WATER DRAINAGE AREA OF 0.9 SQUARE MILES, AND RECEIVING WATER WHICH SUPPORTS WARM WATER FISHERIES.

SAMPLE TYPE (#33) (#34)

ALL SAMPLING SHALL BE COLLECTED BY "GRAB SAMPLES" AND THE ANALYSIS OF THESE SAMPLES MUST BE CONDUCTED IN ACCORDANCE WITH METHODOLOGY AND TEST PROCEDURES ESTABLISHED BY 40 CFR PART 136 (UNLESS OTHER TEST PROCEDURES HAVE BEEN APPROVED). THE GUIDANCE DOCUMENT TITLED "NPDES STOM WATER SAMPLING GUIDANCE DOCUMENT, EPA 833-B-92-001" AND GUIDANCE DOCUMENTS THAT MAY BE PREPARED BY THE EPD.

1. SAMPLE CONTAINERS SHOULD BE LABELED PRIOR TO COLLECTING THE SAMPLES.
2. SAMPLES SHOULD BE WELL MIXED BEFORE TRANSFERRING TO A SECONDARY CONTAINER
3. LARGE MOUTH, WELL CLEANED AND RINSED GLASS OR PLASTIC JARS SHOULD BE USED FOR COLLECTING SAMPLES. THE JARS SHOULD BE CLEANED THOROUGHLY TO AVOID CONTAMINATION.
4. MANUAL, AUTOMATIC OR RISING STAGE SAMPLING MAY BE UTILIZED. SAMPLES REQUIRED BY THIS PERMIT SHOULD BE ANALYZED IMMEDIATELY, BUT IN NO CASE LATER THAN 48 HOURS AFTER COLLECTION. HOWEVER, SAMPLES FROM AUTOMATIC SAMPLERS MUST BE COLLECTED NO LATER THAN THE NEXT BUSINESS DAY AFTER THEIR ACCUMULATION, UNLESS FLOW THROUGH AUTOMATED ANALYSIS IS UTILIZED. IF AUTOMATIC SAMPLING IS UTILIZED AND THE AUTOMATIC SAMPLER IS NOT ACTIVATED DURING THE QUALIFYING EVENT, THE PERMITTEE MUST UTILIZE MANUAL SAMPLING OR RISING STAGE SAMPLING DURING THE NEXT QUALIFYING EVENT. DILUTION OF SAMPLES IS NOT REQUIRED. SAMPLES MAY BE ANALYZED DIRECTLY WITH A PROPERLY CALIBRATED TURBIDIMETER. SAMPLES ARE NOT REQUIRED TO BE COOLED
5. SAMPLING AND ANALYSIS OF THE RECEIVING WATER(S) OR OUTFALLS BEYOND THE MINIMUM FREQUENCY STATED IN THIS PERMIT MUST BE REPORTED TO EPD AS SPECIFIED IN PART IV.E.

SAMPLING POINTS

FOR CONSTRUCTION ACTIVITIES THE PRIMARY PERMITTEE MUST SAMPLE ALL RECEIVING WATER(S), OR ALL OUTFALL(S), OR A COMBINATION OF RECEIVING WATER(S) AND OUTFALL(S). SAMPLES TAKEN FOR THE PURPOSE OF COMPLIANCE WITH THIS PERMIT SHALL BE REPRESENTATIVE OF THE MONITORED ACTIVITY AND REPRESENTATIVE OF THE WATER QUALITY OF THE RECEIVING WATER(S) AND/OR THE STORM WATER OUTFALL(S) USING THE FOLLOWING MINIMUM GUIDELINES:

A. THE UPSTREAM SAMPLE FOR EACH RECEIVING WATER(S) MUST BE TAKEN IMMEDIATELY UPSTREAM OF THE CONFLUENCE OF THE FIRST STORM WATER DISCHARGE FROM THE PERMITTED ACTIVITY (I.E., THE DISCHARGE FARTHEST UPSTREAM AT THE SITE), BUT DOWNSTREAM OF ANY OTHER STORM WATER DISCHARGES NOT ASSOCIATED WITH THE PERMITTED ACTIVITY. WHERE APPROPRIATE, SEVERAL UPSTREAM SAMPLES FROM ACROSS THE RECEIVING WATER(S) MAY NEED TO BE TAKEN AND THE ARITHMETIC AVERAGE OF THE TURBIDITY OF THESE SAMPLES USED FOR THE UPSTREAM TURBIDITY VALUE.

B. THE DOWNSTREAM SAMPLE FOR EACH RECEIVING WATER(S) MUST BE TAKEN DOWNSTREAM OF THE CONFLUENCE OF THE LAST STORM WATER DISCHARGE FROM THE PERMITTED ACTIVITY ((I.E., THE DISCHARGE FARTHEST DOWNSTREAM AT THE SITE) BUT UPSTREAM OF ANY OTHER STORM WATER DISCHARGE NOT ASSOCIATED WITH THE PERMITTED ACTIVITY. WHERE APPROPRIATE, SEVERAL DOWNSTREAM SAMPLES FROM ACROSS THE RECEIVING WATER(S) MAY NEED TO BE TAKEN AND THE ARITHMETIC AVERAGE OF THE TURBIDITY OF THESE SAMPLES USED FOR THE DOWNSTREAM TURBIDITY VALUE.

C. IDEALLY THE SAMPLES SHOULD BE TAKEN FROM THE HORIZONTAL AND VERTICAL CENTER OF THE RECEIVING WATER(S) OR THE STORM WATER OUTFALL CHANNEL(S).

D. CARE SHOULD BE TAKEN TO AVOID STIRRING THE BOTTOM SEDIMENTS IN THE RECEIVING WATER(S) OR IN THE OUTFALL STORM WATER CHANNEL.

E. THE SAMPLING CONTAINER SHOULD BE HELD SO THAT THE OPENING FACES UPSTREAM.

F. THE SAMPLES SHOULD BE KEPT FREE FROM FLOATING DEBRIS.

G. PERMITTEES DO NOT HAVE TO SAMPLE SHEET FLOW THAT FLOWS ONTO UNDISTURBED NATURAL AREAS OR AREAS STABILIZED BY THE PROJECT. FOR PURPOSES OF THIS SECTION, STABILIZED SHALL MEAN, FOR UNPAVED AREAS AND AREAS NOT COVERED BY PERMANENT STRUCTURES,, 100% OF THE SOIL SURFACE IS UNIFORMLY COVERED IN PERMANENT VEGETATION WITH A DENSITY OF 70% OR GREATER, OR LANDSCAPED ACCORDING TO THE PLAN (UNIFORMLY COVERED WITH LANDSCAPING MATERIALS IN PLANNED LANDSCAPED AREAS), OR EQUIVALENT PERMANENT STABILIZATION MEASURES AS DEFINED IN THE MANUAL (EXCLUDING A CROP OF ANNUAL VEGETATION AND A SEEDING OF TARGET CROP PERENNIALS APPROPRIATE FOR THE REGION). FOR INFRASTRUCTURE CONSTRUCTION PROJECTS ON LAND USED FOR AGRICULTURAL OR SILVICULTURAL PURPOSES, FINAL STABILIZATION MAY BE ACCOMPLISHED BY STABILIZING THE DISTURBED LAND FOR ITS AGRICULTURAL OR SILVICULTURAL USE.

H. ALL SAMPLING PURSUANT TO THIS PERMIT MUST BE DONE IN SUCH A WAY (INCLUDING GENERALLY ACCEPTED SAMPLING METHODS, LOCATIONS, TIMING, AND FREQUENCY) AS TO ACCURATELY REFLECT WHETHER STORM WATER RUNOFF FROM THE FACILITY/ SITE IS IN COMPLIANCE WITH THE STANDARDS SET FORTH IN PARTS III.C.3 OR III.C.4, WHICHEVER IS APPLICABLE.

SAMPLING FREQUENCY (#31)

THE PRIMARY PERMITTEE MUST SAMPLE IN ACCORDANCE WITH THE PLAN AT LEAST ONCE FOR EACH RAINFALL EVENT DESCRIBED BELOW. FOR A QUALIFYING EVENT, THE PERMITTEE SHALL SAMPLE AT THE BEGINNING OF ANY STORM WATER DISCHARGE TO A MONITORED RECEIVING WATER AND/OR FROM A MONITORED OUTFALL LOCATION WITHIN FORTY-FIVE (45) MINUTES OR AS SOON AS POSSIBLE (WHERE MANUAL AND AUTOMATIC SAMPLING ARE IMPOSSIBLE (AS DEFINED IN THIS PERMIT), OR ARE BEYOND THE PERMITTEE'S CONTROL, THE PERMITTEE SHALL TAKE SAMPLES AS SOON AS POSSIBLE, BUT IN NO CASE MORE THAN TWELVE (12) HOURS AFTER THE BEGINNING OF THE STORM WATER DISCHARGE. SAMPLING BY THE PRIMARY PERMITTEE SHALL OCCUR FOR THE FOLLOWING:

A. FOR EACH AREA OF THE SITE THAT DISCHARGES TO A RECEIVING WATER OR FROM AN OUTFALL, THE FIRST RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH WITH A STORM WATER DISCHARGE THAT OCCURS DURING NORMAL BUSINESS HOURS AS DEFINED IN THIS PERMIT. AFTER ALL CLEARING AND GRUBBING OPERATIONS HAVE BEEN COMPLETED, BUT PRIOR TO COMPLETION OF MASS GRADING OPERATIONS, IN THE DRAINAGE AREA OF THE LOCATION SELECTED AS THE REPRESENTATIVE SAMPLING LOCATION;

B. IN ADDITION TO (A) ABOVE, FOR EACH AREA OF THE SITE THAT DISCHARGES TO A RECEIVING WATER OR FROM AN OUTFALL, THE FIRST RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH WITH A STORM WATER DISCHARGE THAT OCCURS DURING NORMAL BUSINESS HOURS AS DEFINED IN THIS PERMIT EITHER 90 DAYS AFTER THE FIRST SAMPLING EVENT OR AFTER ALL MASS GRADING OPERATIONS HAVE BEEN COMPLETED, BUT PRIOR TO SUBMITTAL OF A NOT, IN THE DRAINAGE AREA OF THE LOCATION SELECTED AS THE REPRESENTATIVE SAMPLING LOCATION, WHICHEVER COMES FIRST;.

C. AT THE TIME OF SAMPLING PERFORMED PURSUANT TO (A) AND (B) ABOVE, IF BMPS IN ANY AREA OF THE SITE THAT DISCHARGES TO A RECEIVING WATER OR FROM AN OUTFALL ARE NOT PROPERLY DESIGNED, INSTALLED AND MAINTAINED, CORRECTIVE ACTION SHALL BE DEFINED AND IMPLEMENTED WITHIN TWO (2) BUSINESS DAYS, AND TURBIDITY SAMPLES SHALL BE TAKEN FROM DISCHARGES FROM THAT AREA OF THE SITE FOR EACH SUBSEQUENT RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH DURING NORMAL BUSINESS HOURS* UNTIL THE SELECTED TURBIDITY STANDARD IS ATTAINED, OR UNTIL POST-STORM EVENT INSPECTIONS DETERMINE THAT BMPS ARE PROPERLY DESIGNED, INSTALLED AND MAINTAINED

D. WHERE SAMPLING PURSUANT TO (A), (B) OR (C) ABOVE IS REQUIRED BUT NOT POSSIBLE (OR NOT REQUIRED BECAUSE THERE WAS NO DISCHARGE), THE PERMITTEE, IN ACCORDANCE WITH PARTIV.D.4.A.(6), MUST INCLUDE A WRITTEN JUSTIFICATION IN THE INSPECTION REPORT OF WHY SAMPLING WAS NOT PERFORMED. PROVIDING THIS JUSTIFICATION DOES NOT RELIEVE THE PERMITTEE OF ANY SUBSEQUENT SAMPLING OBLIGATIONS UNDER (A), (B) OR (C) ABOVE; AND

E. EXISTING CONSTRUCTION ACTIVITIES, I.E., THOSE THAT ARE OCCURRING ON OR BEFORE THE EFFECTIVE DATE OF THIS PERMIT, THAT HAVE MET THE SAMPLING REQUIRED BY (A) ABOVE SHALL SAMPLE IN ACCORDANCE WITH (B). THOSE EXISTING CONSTRUCTION ACTIVITIES THAT HAVE MET THE SAMPLING REQUIRED BY (B) ABOVE SHALL NOT BE REQUIRED TO CONDUCT ADDITIONAL SAMPLING OTHER THAN AS REQUIRED BY (C) ABOVE.

NOTE THAT THE PERMITTEE MAY CHOOSE TO MEET THE REQUIREMENTS OF (A) AND (B) ABOVE BY COLLECTING TURBIDITY SAMPLES FROM ANY RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH AND ALLOWS FOR SAMPLING AT ANY TIME OF THE DAY OR WEEK

2. HOWEVER, WHERE MANUAL AND AUTOMATIC SAMPLING ARE IMPOSSIBLE (AS DEFINED IN THIS PERMIT), OR ARE BEYOND THE PERMITTEE'S CONTROL, THE PERMITTEE'S SHALL TAKE SAMPLES AS SOON AS POSSIBLE, BUT IN NO CASE MORE THAN TWELVE (12) HOURS AFTER THE BEGINNING OF THE STORM WATER DISCHARGE.
3. SAMPLING BY THE PERMITTEE'S SHALL OCCUR FOR THE FOLLOWNG EVENTS:

A. FOR EACH AREA OF THE SITE THAT DISCHARGES TO A RECEIVING STREAM, THE FIRST RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH AND ALLOWS FOR MONITORING DURING NORMAL BUSINESS HOURS* (MONDAY THRU FRIDAY, 8:00 AM TO 5:00PM AND SATURDAY 8:00 AM TO 5:00 PM WHEN CONSTRUCTION ACTIVITY IS BEING CONDUCTED BY THE PRIMARY PERMITTEE'S) THAT OCCURS AFTER ALL CLEARING AND GRUBBING OPERATIONS HAVE BEEN COMPLETED IN THE DRAINAGE AREA OF THE LOCATION SELECTED AS THE SAMPLING LOCATION;

B. IN ADDITION TO (A) ABOVE, FOR EACH AREA OF THE SITE THAT DISCHARGES TO A RECEIVING STREAM, THE FIRST RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH AND ALLOWS FOR MONITORING DURING NORMAL BUSINESS HOURS* THAT OCCURS EITHER 90 DAYS AFTER THE FIRST SAMPLING EVENT OR AFTER ALL MASS GRADING OPERATIONS HAVE BEEN COMPLETED IN THE DRAINAGE AREA OF THE LOCATION SELECTED AS THE SAMPLING LOCATION, WHICHEVER COMES FIRST;

C. AT THE TIME OF SAMPLING PERFORMED PURSUANT TO (A) AND (B) ABOVE, IF BMPS ARE FOUND TO BE PROPERLY DESIGNED, INSTALLED AND MAINTAINED, NO FURTHER ACTION IS REQUIRED. IF BMPS IN ANY AREA OF THE SITE THAT DISCHARGES TO A RECEIVING STREAM ARE NOT PROPERLY DESIGNED, INSTALLED AND MAINTAINED, CORRECTIVE ACTION SHALL BE DEFINED AND IMPLEMENTED WITHIN 2 BUSINESS DAYS, AND TURBIDITY SAMPLES SHALL BE TAKEN FROM DISCHARGES FROM THAT AREA OF THE SITE FOR EACH SUBSEQUENT RAIN EVEN THAT REACHES OR EXCEEDS 0.5 INCH DURING NORMAL BUSINESS HOURS* UNTIL THE SELECTED TURBIDITY STANDARD IS ATTAINED, OR UNTIL POST-STORM EVENT INSPECTIONS DETERMINE THAT BMPS ARE PROPERLY DESIGNED, INSTALLED AND MAINTAINED; AND

D. EXISTING CONSTRUCTION ACTIVITIES, I.E., THOSE THAT ARE OCCURRING ON OR BEFORE THE EFFECTIVE DATE OF THIS PERMIT, THAT HAVE MET THE SAMPLING REQUIRED BY (A) ABOVE SHALL SAMPLE IN ACCORDANCE WITH (B). THOSE EXISTING CONSTRUCTION ACTIVITIES THAT HAVE MET THE SAMPLING REQUIRED BY (B) ABOVE SHALL NOT BE REQUIRED TO CONDUCT ADDITIONAL SAMPLING OTHER THAN AS REQUIRED BY (C) ABOVE.

*NOTE THAT THE PERMITTEE MAY CHOOSE TO MEET THE REQUIREMENTS OF (A) AND (C) ABOVE BY COLLECTING TURBIDITY SAMPLES FROM ANY RAIN EVENT THAT REACHES OR EXCEEDS 0.5 INCH AND ALLOWS FOR MONITORING AT ANY TIME OF THE DAY OR WEEK.

NON-STORM WATER DISCHARGES

EXCEPT FOR FLOWS FROM FIRE FIGHTING ACTIVITIES, SOURCES OF NON-STORM WATER LISTED IN PART 111.A.2. OF THIS PERMIT THAT ARE COMBINED WITH STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY MUST BE IDENTIFIED IN THE PLAN. THE PLAN SHALL IDENTIFY AND ENSURE THE IMPLEMENTATION OF APPROPRIATE POLLUTION PREVENTION MEASURES FOR THE NON-STORM WATER COMPONENT(S) OF THE DISCHARGE

REPORTING

1. THE APPLICABLE PERMITTEES ARE REQUIRED TO SUBMIT A SUMMARY OF THE MONITORING RESULTS TO THE EPD AT THE ADDRESS SHOWN IN PART II.C. BY THE FIFTEENTH DAY OF THE MONTH FOLLOWING THE REPORTING PERIOD. REPORTING PERIODS ARE MONTHS DURING WHICH SAMPLES ARE TAKEN IN ACCORDANCE WITH THIS PERMIT. SAMPLING RESULTS SHALL BE IN A CLEARLY LEGIBLE FORMAT. UPON WRITTEN NOTIFICATION, EPD MAY REQUIRE THE APPLICABLE PERMITTEE TO SUBMIT THE SAMPLING RESULTS ON A MORE FREQUENT BASIS. SAMPLING AND ANALYSIS OF ANY STORM WATER DISCHARGE(S) OR THE RECEIVING WATER(S) BEYOND THE MINIMUM FREQUENCY STATED IN THIS PERMIT MUST BE REPORTED IN A SIMILAR MANNER TO THE EPD. THE SAMPLING REPORTS MUST BE SIGNED IN ACCORDANCE WITH PART V.G. SAMPLING REPORTS MUST BE SUBMITTED TO THE EPD UNTIL SUCH A TIME AS A NOT IS SUBMITTED IN ACCORDANCE WITH PART VI.
2. EACH PERMITTEE MUST RETAIN COPIES OF ALL MONITORING RESULTS REPORTED BY THAT PERMITTEE IN ACCORDANCE WITH THIS PART. IN ADDITION TO OTHER RECORD KEEPING REQUIREMENTS, THE MONITORING INFORMATION SHALL INCLUDE:
   A. THE RAINFALL AMOUNT, DATE, EXACT PLACE AND TIME OF SAMPLING OR MEASUREMENTS
   B. THE NAME(S) OF THE CERTIFIED PERSONNEL WHO PERFORMED THE SAMPLING AND MEASUREMENTS;
   C. THE DATE(S) ANALYSES WERE PERFORMED;
   D. THE TIME(S) ANALYSES WERE INITIATED;
   E. THE NAME(S) OF THE CERTIFIED PERSONNEL WHO PERFORMED THE ANALYSES;
   F. REFERENCES AND WRITTEN PROCEDURES, WHEN AVAILABLE, FOR THE ANALYTICAL TECHNIQUES OR METHODS USED;
   G. THE RESULTS OF SUCH ANALYSES, INCLUDING THE BENCH SHEETS, INSTRUMENT READOUTS, COMPUTER DISKS OR TAPES, ETC., USED TO DETERMINE THESE RESULTS;
   H. RESULTS WHICH EXCEED 1000 NTU SHALL BE REPORTED AS "EXCEEDS 1000 NTU;" AND
   I. CERTIFICATION STATEMENT THAT SAMPLING WAS CONDUCTED AS PER THE PLAN
3. ALL WRITTEN CORRESPONDENCE REQUIRED BY THIS PERMIT SHALL BE SUBMITTED BY RETURN RECEIPT CERTIFIED MAIL (OR SIMILAR SERVICE) TO THE APPROPRIATE DISTRICT OFFICE OF THE EPD ACCORDING TO THE SCHEDULE IN APPENDIX A OF THIS PERMIT. THE PERMITTEE SHALL RETAIN A COPY OF THE PROOF OF SUBMITTAL AT THE CONSTRUCTION SITE OR THE PROOF OF SUBMITTAL SHALL BE READILY AVAILABLE AT A DESIGNATED LOCATION FROM COMMENCEMENT OF CONSTRUCTION UNTIL SUCH TIME AS A NOT IS SUBMITTED IN ACCORDANCE WITH PART VI. IF AN ELECTRONIC SUBMITTAL IS PROVIDED BY EPD THEN THE WRITTEN CORRESPONDENCE MAY BE SUBMITTED ELECTRONICALLY; IF REQUIRED, A PAPER COPY MUST ALSO BE SUBMITTED BY RETURN RECEIPT CERTIFIED MAIL OR SIMILAR SERVICE.

RETENTION OF RECORDS (#32)

1. THE PRIMARY PERMITTEE SHALL RETAIN THE FOLLOWING RECORDS AT THE CONSTRUCTION SITE OR THE RECORDS SHALL BE READILY AVAILABLE AT A DESIGNATED ALTERNATE LOCATION FROM COMMENCEMENT OF CONSTRUCTION UNTIL SUCH TIME AS A NOT IS SUBMITTED IN ACCORDANCE WITH PART VI:
   A. A COPY OF ALL NOTICES OF INTENT SUBMITTED TO EPD;
   B. A COPY OF THE EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN REQUIRED BY THIS PERMIT;
   C. THE DESIGN PROFESSIONAL'S REPORT OF THE RESULTS OF THE INSPECTION CONDUCTED IN ACCORDANCE WITH PART IV.A.5. OF THIS PERMIT;
   D. A COPY OF ALL MONITORING INFORMATION, RESULTS, AND REPORTS REQUIRED BY THIS PERMIT;
   E. A COPY OF ALL INSPECTION REPORTS GENERATED IN ACCORDANCE WITH PART IV.D.4.A. OF THIS PERMIT;
   F. A COPY OF ALL VIOLATION SUMMARIES AND VIOLATION SUMMARY REPORTS GENERATED IN ACCORDANCE WITH PART III.D.2. OF THIS PERMIT; AND
   G. DAILY RAINFALL INFORMATION COLLECTED IN ACCORDANCE WITH PART IV.D.4.A.(1)(C) OF THIS PERMIT.
2. COPIES OF ALL NOTICES OF INTENT, NOTICES OF TERMINATION, INSPECTION REPORTS, SAMPLING REPORTS (INCLUDING ALL CALIBRATION AND MAINTENANCE RECORDS AND ALL ORIGINAL STRIP CHART RECORDINGS FOR CONTINUOUS MONITORING INSTRUMENTATION), OR OTHER REPORTS REQUESTED BY THE EPD, EROSION, SEDIMENTATION AND POLLUTION CONTROL PLANS, RECORDS OF ALL DATA USED TO COMPLETE THE NOTICE OF INTENT TO BE COVERED BY THIS PERMIT AND ALL OTHER RECORDS REQUIRED BY THIS PERMIT SHALL BE RETAINED BY THE PERMITTEE WHO EITHER PRODUCED OR USED IT FOR A PERIOD OF AT LEAST THREE YEARS FROM THE DATE THAT THE NOT IS SUBMITTED IN ACCORDANCE WITH PART VI OF THIS PERMIT. THESE RECORDS MUST BE MAINTAINED AT THE PERMITTEE'S PRIMARY PLACE OF BUSINESS OR AT A DESIGNATED ALTERNATIVE LOCATION ONCE THE CONSTRUCTION ACTIVITY HAS CEASED AT THE PERMITTED SITE. THIS PERIOD MAY BE EXTENDED BY REQUEST OF THE EPD AT ANY TIME UPON WRITTEN NOTIFICATION TO THE PERMITTEE

REPORT SUBMITTAL

ALL WRITTEN CORRESPONDENCE REQUIRED BY THIS PERMIT SHALL BE SUBMITTED BY RETURN RECEIPT CERTIFIED MAIL (OR SIMILAR SERVICE) TO THE APPROPRIATE DISTRICT OFFICE OF THE EPD ACCORDING TO THE SCHEDULE IN APPENDIX A OF THIS PERMIT.

COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS

THE CONTRACTOR WILL OBTAIN COPIES OF ANY AND ALL LOCAL AND STATE REGULATIONS THAT ARE APPLICABLE TO STORM WATER MANAGEMENT, EROSION CONTROL, AND POLLUTION MINIMIZATION AT THIS JOB SITE AND WILL COMPLY FULLY WITH SUCH REGULATIONS. THE CONTRACTOR WILL SUBMIT WRITTEN EVIDENCE OF SUCH COMPLIANCE IT REQUESTED BY THE OWNER OR ANY AGENT OF A REGULATORY BODY. THE CONTRACTOR WILL COMPLY WITH ALL CONDITIONS OF ANY AND ALL LOCAL, STATE AND FEDERAL AGENCIES HAVE GOVERNING AUTHORITY, INCLUDING THE CONDITIONS RELATED TO MAINTAINING THE ESPCP AND EVIDENCE OF COMPLIANCE WITH THE ESPCP AT THE JOB SITE AND ALLOWING REGULATORY PERSONNEL ACCESS TO THE JOB SITE TO RECORDS IN ORDER TO DETERMINE COMPLIANCE.

SOIL CLEANUP AND CONTROL PRACTICES (#25) (INCLUDING PETROLEUM SPILLS AND LEAKS)

1. LOCAL, STATE AND MANUFACTURER'S RECOMMENDED METHODS FOR SPILL CLEANUP WILL BE CLEARLY POSTED AN PROCEDURES WILL BE MADE AVAILABLE TO SITE PERSONNEL.
2. MATERIAL AND EQUIPMENT NECESSARY FOR SPILL CLEANUP WILL BE KEPT IN THE MATERIAL STORAGE AREAS. TYPICAL MATERIALS AND EQUIPMENT INCLUDES, BUT IS NOT LIMITED TO, BROOMS, DUSTPANS, MAPS, RAGS, GLOVES, GOGGLES, CAT LITTER, SAND, SAWDUST AND PROPERLY LABELED PLASTIC AND METAL WASTE CONTAINERS.
3. SPILL PREVENTION PRACTICES AND PROCEDURES WILL BE REVIEWED AFTER A SPILL AND ADJUSTED AS NECESSARY TO PREVENT FUTURE SPILLS.
4. ALL SPILLS WILL BE CLEANED UP IMMEDIATELY UPON DISCOVERY. ALL SPILLS WILL BE REPORTED AS REQUIRED BY LOCAL, STATE AND FEDERAL REGULATIONS.
5. FOR SPILLS THAT IMPACT SURFACE WATER (LEAVE A SHEEN ON SURFACE WATER), THE NATIONAL RESPONSE CENTER (NRC) WILL BE CONTACTED WITHIN 24 HOUR AT 1-800-426-2675.
6. FOR SPILLS OF AN UNKNOWN AMOUNT, THE NATIONAL CENTER (NRC) WILL BE CONTACTED WITH 24 HOURS AT 1-800-426-2675.
7. FOR SPILLS GREATER THAN 25 GALLONS AND NO SURFACE WATER IMPACTS, THE GEORGIA EPD WILL BE CONTACTED WITHIN 24 HOURS.
8. FOR SPILLS LESS THAN 25 GALLONS AND NO SURFACE WATER IMPACTS, THE SPILL WILL BE CLEANED UP AND LOCAL AGENCIES WILL BE CONTACTED AS REQUIRED.

THE CONTRACTOR SHALL NOTIFY THE LICENSED PROFESSIONAL WHO PREPARED THIS PLAN IF MORE THAN 1320 GALLONS OF PETROLEUM IS STORED ONSITE (THIS INCLUDES CAPACITIES OF EQUIPMENT) OR IF ANY ONE PIECE OF EQUIPMENT HAS A CAPACITY GREATER THAN 660 GALLONS. THE CONTRACTOR WILL NEED A SPILL PREVENTION CONTAINMENT AND COUNTERMEASURES PLAN PREPARED BY THAT LICENSED PROFESSIONAL. (#7)

WASTE DISPOSAL

1. LOCATE WASTE COLLECTION AREAS AWAY FROM STREETS, GUTTERS, WATERCOURSES AND STORM DRAINS. WASTE COLLECTION AREAS, SUCH AS DUMPSTERS, ARE OFTEN BEST LOCATED NEAR CONSTRUCTION SITE ENTRANCES TO MINIMIZE TRAFFIC ON DISTURBED SOILS. THE PLAN INCLUDES SECONDARY CONTAINMENT AROUND LIQUID WASTE COLLECTION AREAS TO FURTHER MINIMIZE THE LIKELIHOOD OF CONTAMINATED DISCHARGES. .
2. **WASTE OR SOLID MATERIALS, INCLUDING BUILDING MATERIALS, SHALL NOT BE DISCHARGED TO WATERS OF THE ST

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

1 / 51-003 **ES AND PC CHECKLIST**
SCALE: N.T.S

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PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

SEAL

DATE:

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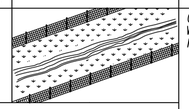
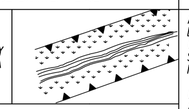
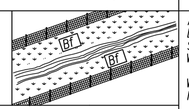
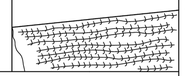
DRAWING TITLE
EROSION, SEDIMENTATION AND POLLUTION CONTROL CHECKLIST

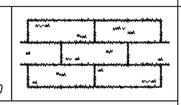
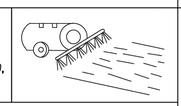
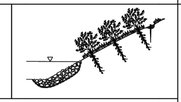
DRAWING DATE	07/26/2024
DRAWING SCALE	1" = 20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	51-003
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\51-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

3/2/2017 11:08:40 AM GPLOT-V8 EC-L(sheets 1-7).dgn P.I. No.
cbaird gplotborder-V81-PO.tbl

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
	ORANGE BARRIER FENCE		ORANGE BARRIER FENCE DELINEATES ENVIRONMENTALLY SENSITIVE AREAS WHERE THE CONTRACTOR SHALL NOT CLEAR, GRUB, OR PLACE CONSTRUCTION MATERIALS OR EQUIPMENT WITHIN THIS AREA.
		LINE CODE ORANGE BARRIER FENCE	
ESA	ENVIRONMENTALLY SENSITIVE AREA		AN ENVIRONMENTALLY SENSITIVE AREA (ESA) CONTAINS RESOURCES THAT ARE ENVIRONMENTALLY, CULTURALLY, OR HISTORICALLY SENSITIVE. ESAs INCLUDE, BUT ARE NOT LIMITED TO: STATE WATER BUFFERS, HISTORIC SITES, ARCHAEOLOGICAL SITES, AND PROTECTED ANIMAL AND PLANT SPECIES HABITATS. IF WORK IS AUTHORIZED IN THIS AREA, THE WORK MUST BE PERFORMED IN ACCORDANCE WITH SECTION 107 AND ANY OTHER APPLICABLE SPECIAL PROVISIONS AND APPLICABLE PLAN NOTES.
		LINE CODE ESA-25'(OR 50')STREAM BUFFER, ETC.	
Bf	BUFFER ZONE		A STRIP OF UNDISTURBED ORIGINAL VEGETATION, ENHANCED OR RESTORED EXISTING VEGETATION, OR THE RE-ESTABLISHMENT OF VEGETATION SURROUNDING AN AREA OF DISTURBANCE OR BORDERING STREAMS, PONDS, WETLANDS, LAKES, AND COASTAL WATERS. WHEN NECESSARY, BUFFER ZONES ARE TO BE PROTECTED BY ORANGE BARRIER FENCE.
		SYMBOL Bf	
Ds1	MULCH SECTION 163		THIS IS AN APPLICATION OF STRAW MULCH USED TO REDUCE SOIL EROSION AND STABILIZE THE SOIL. IT IS USED TO CONTROL EROSION IN AREAS WHERE PERMANENT VEGETATION IS OUT OF SEASON OR TO TEMPORARILY STABILIZE AREAS PRIOR TO FINAL GRADING. MULCHING REQUIREMENTS ARE ADDRESSED BY STANDARD SPECIFICATIONS AND/OR THE PROJECT ENGINEER. THE BMP SYMBOL FOR APPLICABLE AREAS AND/OR A NOTE SHALL BE INCLUDED ON APPLICABLE SHEETS IN SECTION 54.
		SYMBOL Ds1	
Ds2	TEMPORARY GRASSING SECTION 163,700		THE SOWING OF A QUICK GROWING SPECIES OF GRASS SUITABLE TO THE AREA AND SEASON. IT IS TYPICALLY USED TO CONTROL EROSION IN AREAS LONGER THAN MULCHING IS EXPECTED TO LAST. TEMPORARY GRASSING SHOULD BE USED ON ALL PROJECTS ACCORDING TO THE STANDARD SPECIFICATIONS. THE BMP SYMBOL FOR APPLICABLE AREAS AND/OR A NOTE SHALL BE INCLUDED ON APPLICABLE SHEETS IN SECTION 54.
		SYMBOL Ds2	

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Ds3	PERMANENT GRASSING SECTION 700		THE SOWING OF PERMANENT VEGETATION, SUCH AS GRASS, SUITABLE TO THE AREA AND SEASON. PERMANENT VEGETATION SHALL BE USED ON ALL PROJECTS ACCORDING TO THE STANDARD SPECIFICATION. THE BMP SYMBOL FOR APPLICABLE AREAS AND/OR A NOTE SHALL BE INCLUDED ON APPLICABLE SHEETS IN SECTION 54.
		SYMBOL Ds3	
Ds4	SODDING CONSTRUCTION DETAIL D-54 SECTION 700, 890		THE INSTALLATION OF A SPECIES OF GRASS SODDING SUITABLE TO THE AREA AND SEASON TO PROVIDE IMMEDIATE PERMANENT VEGETATION. SODDING MAY BE SHOWN FOR HIGHLY SENSITIVE AREAS, TO IMPROVE AESTHETICS, OR FOR SPECIAL PLANTING REQUIREMENTS ON THE BASIS OF ENVIRONMENTAL COMMITMENTS OR LANDSCAPING REQUIREMENTS. THE BMP PATTERN FOR APPLICABLE AREAS AND/OR A NOTE SHALL BE INCLUDED ON APPLICABLE SHEETS IN SECTION 54.
		PATTERN Ds4	
Fl-Co	FLOCCULANTS COAGULANTS SECTION 163, 700, 895		FLOCCULANTS AND COAGULANTS ARE USED TO SETTLE SUSPENDED SEDIMENT, HEAVY METALS, AND HYDROCARBONS (TSS) IN SLOW MOVING RUNOFF FROM CONSTRUCTION SITES FOR WATER CLARIFICATION. ANIONIC POLYACRYLAMIDES (PAM) MAY BE USED IN CONJUNCTION WITH BMPs WITHIN CHANNELS UPSTREAM OF A POST-CONSTRUCTION POND, TEMPORARY SEDIMENT BASIN, OR TEMPORARY SEDIMENT TRAP. FLOCCULANTS SHALL NOT BE USED DOWNSTREAM OF AFOREMENTIONED BMPs! FLOCCULANTS/COAGULANTS ARE TO BE SHOWN ON PLANS WITH APPLICABLE BMP IF NEEDED. PAYMENT FOR PAM AS A FLOCCULANT WILL BE INCLUDED IN THE PRICE FOR THE INSTALLATION AND/OR MAINTENANCE OF THE BMP IT IS USED IN CONJUNCTION WITH. NO SEPARATE PAYMENT WILL BE MADE.
		SYMBOL Fl-Co POLYACRYLAMIDE	
Sb	STREAMBANK STABILIZATION SECTION 702		STREAMBANK STABILIZATION IS THE USE OF READILY AVAILABLE NATIVE PLANT MATERIALS TO MAINTAIN AND ENHANCE STREAMBANKS, OR TO PREVENT, OR RESTORE AND REPAIR SMALL STREAMBANK EROSION PROBLEMS. STREAMBANK STABILIZATION AREAS SHOULD BE SHOWN ON THE PLANS WHEN APPLICABLE TO THE PROJECT. REFER TO THE PROJECT'S STREAM AND STREAM BUFFER MITIGATION PLANS FOR PLANT SPECIES, LOCATIONS, AND OTHER PLANTING DETAILS.
		PATTERN Sb	

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA".

7/31/2015 GPLN

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 1 OF 7

CHECKED: D. EAGLETON DATE: 01/01/16 DRAWING No. 52-0001
BACKCHECKED: DATE:
CORRECTED: DATE:
VERIFIED: DATE:

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

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GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

24 HOUR CONTACT
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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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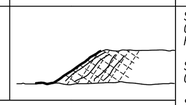
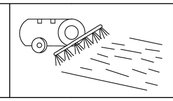
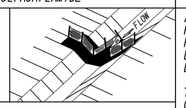
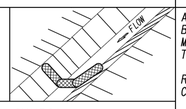
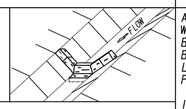
DRAWING TITLE
EROSION CONTROL LEGEND AND UNIFORM CODES

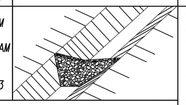
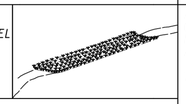
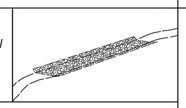
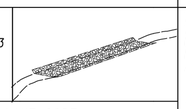
DATE:

DRAWING DATE 07/26/2024	DRAWN BY TAL		
DRAWING SCALE 1"=20'	DESIGNED BY CKN		
PROJECT NUMBER 2023-0435	CHECKED BY RRM		
DRAWING NUMBER 52-001			NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

3/2/2017 11:09:18 AM GPLOT-V8 EC-Lisheets 1-7).dgn P.I. No.
cbaird gplotborder-V81-PO.tbl

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Ss	SLOPE STABILIZATION CONSTRUCTION DETAIL D-35 SECTION 716		SLOPE STABILIZATION (EROSION CONTROL MATTING) IS A PROTECTIVE COVERING USED TO PREVENT EROSION AND ESTABLISH TEMPORARY OR PERMANENT VEGETATION ON STEEP SLOPES, SHORE LINES, OR CHANNELS. SLOPE STABILIZATION MAY BE A ROLLED EROSION CONTROL PRODUCT (RECP) OR A HYDRAULIC EROSION CONTROL PRODUCT (HECP). SLOPE STABILIZATION SHALL BE USED ON ALL CUT OR FILL SLOPES OF 2.5:1 OR STEEPER AND WITHIN 50 FEET OF ALL CROSS DRAINS AND CULVERTS. NOTE: ONLY COCONUT FIBER BLANKET OR WOOD FIBER BLANKET SHALL BE USED AS SLOPE STABILIZATION WITHIN BUFFERED AREAS.
	PATTERN		
Tac	TACKIFIERS SECTION 163, 700, 895		TACKIFIERS HYDRATE IN WATER AND READILY BLEND WITH OTHER SLURRY MATERIALS AND ARE USED TO TIE-DOWN FOR SOIL, COMPOST, SEED, STRAW, HAY OR MULCH. TACKIFIERS REQUIREMENTS, SUCH AS ANIONIC POLYACRYLAMIDES (PAM) ARE ADDRESSED BY STANDARD SPECIFICATIONS AND ARE NOT TYPICALLY SHOWN ON THE PLANS. PAM IS TYPICALLY USED BY THE CONTRACTOR FOR TEMPORARY OR PERMANENT GRASSING. REFER TO THE LATEST EDITION OF THE "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA" FOR CRITERIA.
	SYMBOL Tac POLYACRYLAMIDE		
Cd-F	FABRIC CHECK DAM CONSTRUCTION DETAIL D-24D SECTION 171		A CHECK DAM COMPOSED OF SYNTHETIC FIBER FABRIC, WIRE REINFORCED, POST, OVERFLOW WEIR, AND TURF REINFORCEMENT MATTING (TRM) SPLASHPAD PLACED IN DITCHES IN A SPECIAL CONFIGURATION WHICH CONTROLS ENERGY DISSIPATION AND FILTRATION OF STORM WATER. SEE CONSTRUCTION DETAIL D-24D FOR ADDITIONAL INFORMATION AND SPACING REQUIREMENTS. THIS ITEM IS SUITABLE FOR USE IN ROADSIDE DITCHES THAT ARE PART OF INFRASTRUCTURE CONSTRUCTION PROJECTS AND WITHIN THE CLEAR ZONE. IF THIS ITEM IS USED IN AN AREA WITH FLOWS GREATER THAN 2.0-CFS OR WITHOUT A SEDIMENT BASIN, A MINIMUM OF ONE ROCK FILTER DAM SHALL BE USED AT THE DOWNSTREAM DISCHARGE POINT.
	SYMBOL Cd-F		
Cd-Fs	COMPOST FILTER SOCK CHECK DAM CONSTRUCTION DETAIL D-52 SECTION 163		A COMPOST FILTER SOCK CHECK DAM IS COMPOSED OF A PHOTODEGRADABLE OR BIODEGRADABLE KNITTED MESH MATERIAL CONTAINING A WEED FREE FILLER MATERIAL DERIVED FROM A WELL-DECOMPOSED SOURCE OF ORGANIC MATTER. THEY SHALL BE PROPERLY STAKED FOR DITCH APPLICATIONS. REFER TO THE LATEST EDITION OF THE "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA" FOR MATERIAL SPECIFICATIONS. IF THIS ITEM IS USED IN AN AREA WITH FLOWS GREATER THAN 2.0-CFS OR WITHOUT A SEDIMENT BASIN, A MINIMUM OF ONE ROCK FILTER DAM SHALL BE USED AT THE DOWNSTREAM DISCHARGE POINT.
	SYMBOL Cd-Fs		
Cd-Hb	BALED STRAW CHECK DAM CONSTRUCTION DETAIL D-52 SECTION 163		A BALE STRAW CHECK DAM IS COMPOSED OF BALES PREFERABLY BOUND WITH WIRE OR NYLON INSTEAD OF TWINE. BALES SHOULD BE PLACED IN ROWS WITH BALE ENDS TIGHTLY ABUTTING ADJACENT BALES. THE DOWNSTREAM ROW OF BALES SHALL BE PLACED IN A TRENCH TO ALLOW THE TOP OF THE BALE'S LONG, WIDE SIDE TO BE LEVEL WITH THE GROUND AS A NON-ERODIBLE SPLASH PAD. PROPER STAKING IS ALSO REQUIRED FOR DITCH APPLICATIONS. IF THIS ITEM IS USED IN AN AREA WITH FLOWS GREATER THAN 2.0-CFS OR WITHOUT A SEDIMENT BASIN, A MINIMUM OF ONE ROCK FILTER DAM SHALL BE USED AT THE DOWNSTREAM DISCHARGE POINT.
	SYMBOL Cd-Hb		

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Cd-S	STONE CHECK DAM OR SANDBAG CHECK DAM GA. STD 1031 SECTION 163, 603		STONE CHECK DAMS ARE CONSTRUCTED OF TYPE-3 RIP-RAP WITH GEOTEXTILE UNDERLINER. STONE CHECK DAMS ARE PREFERRED IN ROADWAY DITCHES OUTSIDE THE CLEAR ZONE. CONSIDERATION SHOULD BE GIVEN TO USING OTHER APPROPRIATE CHECK DAMS AND/OR BMPs WITHIN THE CLEAR ZONE. SANDBAG CHECK DAMS ARE RECOMMENDED IN CONCRETE LINED CHANNELS FOR TEMPORARY VELOCITY CONTROL ONLY. ENSURE DISCHARGE POINT IS PROPERLY STABILIZED AND INCLUDE APPROPRIATE BMPs FOR SEDIMENT STORAGE UPSTREAM AND/OR DOWNSTREAM OF CONCRETE LINED CHANNELS. IF THIS ITEM IS USED IN AN AREA WITH FLOWS GREATER THAN 2.0-CFS OR WITHOUT A SEDIMENT BASIN, A MINIMUM OF ONE ROCK FILTER DAM SHALL BE USED AT THE DOWNSTREAM DISCHARGE POINT.
	SYMBOL Cd-S		
Ch-I	VEGETATED CHANNEL STABILIZATION SECTION 700		A NEW OR EXISTING CHANNEL MAY BE LINED WITH PERMANENT VEGETATION ONLY FOR VELOCITIES UP TO 5.0 fps. THIS MEASURE SHALL BE DESIGNED IN ACCORDANCE WITH THE GDOT CHANNEL LINING DESIGN PROGRAM. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED. TYPICALLY NOT SHOWN IN PLANS.
	LINE CODE Ch-I		
Ch-2R1	CHANNEL STABILIZATION RIP-RAP, TYPE 1 CONSTRUCTION DETAIL D-49 SECTION 603		THIS ITEM CONSISTS OF LINING A CHANNEL WITH TYPE 1 RIP-RAP 24" THICK (UNLESS SPECIFIED OTHERWISE) PLACED ON TOP OF A GEOTEXTILE UNDERLINER. THE RIP-RAP SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH "Dp" RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED. "Dp" SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
	LINE CODE Ch-2R1		
Ch-2R3	CHANNEL STABILIZATION RIP-RAP, TYPE 3 CONSTRUCTION DETAIL D-49 SECTION 603		THIS ITEM CONSISTS OF LINING A CHANNEL WITH TYPE 3 RIP-RAP 24" THICK (UNLESS SPECIFIED OTHERWISE) PLACED ON TOP OF A GEOTEXTILE UNDERLINER. THE RIP-RAP SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH "Dp" RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED. "Dp" SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
	LINE CODE Ch-2R3		

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA".

1/31/2015 GPLN

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 2 OF 7

CHECKED:	D. EAGLETON	DATE: 01/01/16	DRAWING No.
BACKCHECKED:		DATE:	52-0002
CORRECTED:		DATE:	
VERIFIED:		DATE:	

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

GEORGIA811 www.Georgia811.com Know what's below. Call before you dig.

ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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DRAWING TITLE: EROSION CONTROL LEGEND AND UNIFORM CODES

DRAWN BY: TAL
DESIGNED BY: CKN
CHECKED BY: RRM
DRAWING DATE: 07/26/2024
DRAWING SCALE: 1" = 20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 52-002
DATE:

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

3/2/2017 cbolrd | 11:09:40 AM | GPLOT-V8 gplotborder-V81-PG.tbl | EC-Lisheets 1-7i.dgn | GDOT | P.I. No.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Ch-2T1	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T1	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-2 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-2T2	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T2	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-4 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-2T3	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T3	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-6 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-2T4	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T4	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-8 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-2T5	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T5	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-10 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-2T6	TURF REINFORCEMENT MAT (TRM) CONSTRUCTION DETAIL D-35 SECTION 711	LINE CODE Ch-2T6	THIS THREE DIMENSIONAL EROSION CONTROL MAT IS USED IN CONJUNCTION WITH PERMANENT VEGETATION IN CHANNELS TO STABILIZE THE SOIL BY REINFORCING THE GRASS ROOTS TO PROVIDE LONG-TERM PROTECTION FOR SHEAR STRESSES 0-12 psf. THE TRM SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN.
Ch-3	CONCRETE CHANNEL STABILIZATION CONSTRUCTION DETAIL D-10, D-49 SECTION 441	LINE CODE Ch-3	CHANNELS ARE LINED WITH CONCRETE FOR VELOCITIES >/= 10 fps. THIS ITEM CONSISTS OF CONSTRUCTING A 4" THICK CONCRETE CHANNEL. THE CONCRETE SHALL PROTECT THE CHANNEL FLOWING TO A DEPTH 'Dp' RECOMMENDED BY THE GDOT CHANNEL LINING PROGRAM. 'Dp' SHALL BE IDENTIFIED IN A TABLE LOCATED ON THE SUMMARY OF QUANTITIES SHEETS AND IN THE EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLAN. RIP-RAP SHOULD BE USED TO DISSIPATE ENERGY DOWNSTREAM OF CONCRETE LINED CHANNELS.
Co	CONSTRUCTION EXIT CONSTRUCTION DETAIL D-41 SECTION 163, 800	SYMBOL Co	A CONSTRUCTION EXIT IS A STONE STABILIZED PAD THAT REDUCES OR ELIMINATES THE TRANSPORT OF MUD FROM CONSTRUCTION AREAS ONTO PUBLIC ROADS BY EQUIPMENT OR RUNOFF. BEST USED AT ACCESS POINTS, i.e. NEW LOCATION PROJECTS, BORROW PITS, WASTE PITS, ACCESS ROADS, ETC. SHOULD BE MINIMUM 20' WIDE, 50' LONG, 6" THICK, AND REQUIRES A GEOTEXTILE UNDERLINER. ON SITES WHERE THE GRADE TOWARD A PAVED AREA IS GREATER THAN 2%, A FULL WIDTH DIVERSION RIDGE 6" TO 8" HIGH WITH 3:1 SLOPES SHALL BE CONSTRUCTED APPROXIMATELY 15' UPSTREAM OF PAVED AREA. A TIRE WASHING AREA TO REMOVE MUD MAY ALSO BE REQUIRED PRIOR TO ENTRANCE ONTO PUBLIC ROADWAYS. ALL CONSTRUCTION EXIT REQUIREMENTS ARE INCLUDED IN THE PRICE OF THE CONSTRUCTION EXIT.
Dc-A	STREAM DIVERSION CHANNEL GEOTEXTILE, POLYETHYLENE FILM SECTION 163	LINE CODE D—D—D—Dc-A—D—D—D	A TEMPORARY CHANNEL CONSTRUCTED TO CONVEY FLOW AROUND A CONSTRUCTION SITE WHILE A PERMANENT DRAINAGE STRUCTURE IS BEING CONSTRUCTED IN A NATURAL STREAM. THIS IS A MEASURE USED TO PROTECT STREAM BEDS FROM EROSION. LINE THE CHANNEL WITH GEOTEXTILE OR POLYETHYLENE FILM. INSTALL TWO ROWS OF Sd1-S PARALLEL TO THE CHANNEL TO PREVENT SEDIMENT LADEN RUNOFF FROM ENTERING THE STREAM. THE SIZE OF THE CHANNEL WILL DEPEND ON THE DISCHARGE, CHANNEL GEOMETRY, CHANNEL SLOPE AND ROUGHNESS. IT IS ACCEPTABLE FOR VELOCITIES BETWEEN 0 - 2.5 fps. THE DRAINAGE AREA SHALL BE NOT GREATER THAN 1 SQUARE MILE. CONSTRUCTION OF THE DIVERSION CHANNEL IS INCLUDED IN THE COST OF THE STRUCTURE.

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA'.

7/31/2015 GPLN

GDOT

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 3 OF 7

CHECKED:	D. EAGLETON	DATE:	01/01/16
BACKCHECKED:		DATE:	
CORRECTED:		DATE:	
VERIFIED:		DATE:	

DRAWING No. 52-0003

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

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ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

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ATLANTA, GEORGIA 30327

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
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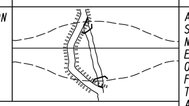
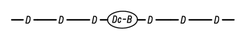
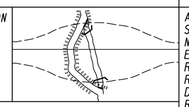
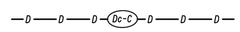
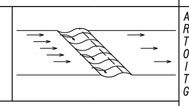
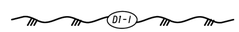
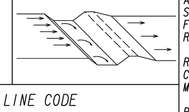
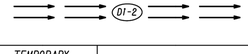
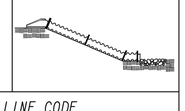
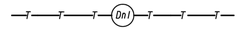
DRAWN BY: TAL	DESIGNED BY: CKN	DRAWING DATE: 07/26/2024	DRAWING SCALE: 1"=20'
CHECKED BY: RRM	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 52-003	

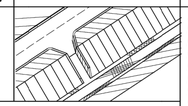
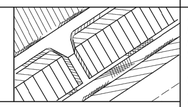
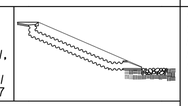
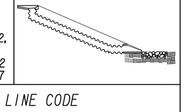
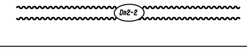
DATE:

NOT TO BE USED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

3/2/2017 11:10:01 AM cbeird | GPLOT-V8 gplotborder-V81-PO.tbl | EC-Lsheets 1-7l.dgn | GDOT | P.I. No.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Dc-B	STREAM DIVERSION CHANNEL GEOTEXTILE ONLY SECTION 163	 LINE CODE 	A TEMPORARY CHANNEL CONSTRUCTED TO CONVEY FLOW AROUND A CONSTRUCTION SITE WHILE A PERMANENT DRAINAGE STRUCTURE IS BEING CONSTRUCTED IN A NATURAL STREAM. THIS IS A MEASURE USED TO PROTECT STREAM BEDS FROM EROSION. LINE THE CHANNEL WITH GEOTEXTILE ONLY. INSTALL TWO ROWS OF Sdl-S PARALLEL TO THE CHANNEL TO PREVENT SEDIMENT LADEN RUNOFF FROM ENTERING THE STREAM. THE SIZE OF THE CHANNEL WILL DEPEND ON THE DISCHARGE, CHANNEL GEOMETRY, CHANNEL SLOPE AND ROUGHNESS. IT IS ACCEPTABLE FOR VELOCITIES BETWEEN 2.5 - 9.0 fps. THE DRAINAGE AREA SHALL BE NOT GREATER THAN 1 SQUARE MILE. CONSTRUCTION OF THE DIVERSION CHANNEL IS INCLUDED IN THE COST OF THE STRUCTURE.
Dc-C	STREAM DIVERSION CHANNEL RIP-RAP & GEOTEXTILE SECTION 163	 LINE CODE 	A TEMPORARY CHANNEL CONSTRUCTED TO CONVEY FLOW AROUND A CONSTRUCTION SITE WHILE A PERMANENT DRAINAGE STRUCTURE IS BEING CONSTRUCTED IN A NATURAL STREAM. THIS IS A MEASURE USED TO PROTECT STREAM BEDS FROM EROSION. LINE THE CHANNEL WITH RIP-RAP AND GEOTEXTILE. INSTALL TWO ROWS OF Sdl-S PARALLEL TO THE CHANNEL TO PREVENT SEDIMENT LADEN RUNOFF FROM ENTERING THE STREAM. THE SIZE OF THE CHANNEL WILL DEPEND ON THE DISCHARGE, CHANNEL GEOMETRY, CHANNEL SLOPE AND ROUGHNESS. IT IS ACCEPTABLE FOR VELOCITIES BETWEEN 9.0 - 13.0 fps. THE DRAINAGE AREA SHALL BE NOT GREATER THAN 1 SQUARE MILE. CONSTRUCTION OF THE DIVERSION CHANNEL IS INCLUDED IN THE COST OF THE STRUCTURE.
Dl-1	DIVERSION BERM CONSTRUCTION DETAIL D-47 SECTION 205	 LINE CODE 	A NON-DESIGNED TEMPORARY EARTHEN BERM WITH A COMPACTED SUPPORTING RIDGE ON THE LOWER SIDE TO BE USED AT THE EDGE OF EMBANKMENT DURING THE GRADING OPERATION. THE BERMS ARE ALSO CONSTRUCTED ABOVE, ACROSS OR BELOW A SLOPE TO REDUCE THE LENGTH OF A SLOPE. THEY ARE USED TO INTERCEPT RUNOFF, PREVENTING SLOPE EROSION AND TO DIRECT THE RUNOFF TO A STABLE OUTLET, DOWN DRAINS 'Dnl'OR CATCHMENT AREAS AND ON ALL GRADING PROJECTS.
Dl-2	DIVERSION CHANNEL SECTION 205	 LINE CODE 	A DESIGNED TEMPORARY OR PERMANENT CHANNEL WITH A COMPACTED SUPPORTING RIDGE ON THE LOWER SIDE TO DIVERT OFFSITE RUNOFF AWAY FROM DISTURBED AREAS WITHIN THE PROJECT AREA. CHANNEL FOR OFFSITE RUNOFF SHALL BE STABILIZED WITH APPROPRIATE CHANNEL STABILIZATION. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR DESIGN CRITERIA. A DIVERSION CHANNEL DETAIL MUST ALSO BE PROVIDED IN THE ESPCP. RUNOFF FROM DISTURBED AREAS WITHIN THE PROJECT AREA SHALL NOT BE ALLOWED TO CONVERGE WITH OFFSITE RUNOFF WITHIN THIS DIVERSION.
Dnl	TEMPORARY DOWNDRAIN STRUCTURE FLEXIBLE CONSTRUCTION DETAIL D-19 SECTION 163	 LINE CODE 	A TEMPORARY PIPE SLOPE DRAIN IS A PLASTIC FLEXIBLE PIPE TO CARRY WATER FROM THE WORK AREA TO A LOWER ELEVATION. TEMPORARY SLOPE DRAINS SHOULD BE PLACED AT INTERVALS OF 350 FEET ON 0% - 2% GRADES, 200 FEET ON STEEPER GRADES AND MORE FREQUENTLY AS DICTATED BY FIELD CONDITIONS. THE TYPICAL PIPE SIZE IS A CORRUGATED 10". THE PIPE WILL BE ANCHORED WITH STAKES AT INTERVALS NOT TO EXCEED 10'. THE OUTLET AREA SHALL BE STABILIZED FOR VELOCITY DISSIPATION AND EROSION CONTROL.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Dn2-A	PERMANENT DOWNDRAIN STRUCTURE CONCRETE CONSTRUCTION DETAIL D-9 SECTION 441	 LINE CODE 	A CONCRETE FLUME TYPE 'A' IS USED TO DIRECT SURFACE RUNOFF DOWN A ROADWAY SLOPE INTO ANOTHER FORM OF CONTROL. IT IS USED IN ALL DEPRESSED AREAS WHERE WATER WILL FLOW DOWN THE SLOPE. IT IS DESIGNED FOR A 25-YEAR STORM AND MUST HAVE SOME FORM OF OUTLET PROTECTION. ADDITIONAL LABELING IS NOT REQUIRED IF SHOWN AS A PERMANENT DRAINAGE STRUCTURE ON THE CONSTRUCTION PLANS. INLETS SHALL BE SPACED ACCORDING TO GDOT GUIDELINES (REGARDING GUTTER SPREAD AND OTHER CRITERIA).
Dn2-B	PERMANENT DOWNDRAIN STRUCTURE CONCRETE CONSTRUCTION DETAIL D-9 SECTION 441	 LINE CODE 	A CONCRETE FLUME TYPE 'B' IS USED TO DIRECT SURFACE DITCH RUNOFF DOWN A BACK SLOPE INTO ANOTHER FORM OF CONTROL. IT IS USED IN DEPRESSED AREAS WHERE CONCENTRATED OFFSITE WATER REACHES THE CUT SLOPE. IT IS DESIGNED TO SAFELY CONVEY WATER DOWN THE CUT SLOPE. IT IS DESIGNED FOR A 25-YEAR STORM AND MUST HAVE SOME FORM OF OUTLET PROTECTION. ADDITIONAL LABELING IS NOT REQUIRED IF SHOWN AS A PERMANENT DRAINAGE STRUCTURE ON THE CONSTRUCTION PLANS. INLETS SHALL BE SPACED ACCORDING TO GDOT GUIDELINES (REGARDING GUTTER SPREAD AND OR OTHER CRITERIA).
Dn2-1	PERMANENT DOWNDRAIN STRUCTURE GA. STD 9013 TP1, 9017J TP1, DETAIL D-26 TP1 SECTION 576, 577	 LINE CODE 	CONCRETE DRAIN INLET WITH METAL PIPE IS USED TO DRAIN CURBS, ON A GRADE, DOWN TO A LOWER ELEVATION. THIS IS A PERMANENT STRUCTURE, REQUIRING OUTLET PROTECTION, TEMPORARY AND PERMANENT. INLETS SHALL BE SPACED ACCORDING TO GDOT GUIDELINES (REGARDING GUTTER SPREAD AND OR OTHER CRITERIA).
Dn2-2	PERMANENT DOWNDRAIN STRUCTURE GA. STD 9013 TP2, 9017J TP2, DETAIL D-26 TP2 SECTION 576, 577	 LINE CODE 	CONCRETE DRAIN INLET AND METAL PIPE IS USED TO DRAIN CURB, IN A SAG, DOWN TO A LOWER ELEVATION. THIS IS A PERMANENT STRUCTURE, REQUIRING OUTLET PROTECTION, TEMPORARY AND PERMANENT. INLETS SHALL BE SPACED ACCORDING TO GDOT GUIDELINES (REGARDING GUTTER SPREAD AND OR OTHER CRITERIA).

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA'.

7/31/2015 GPLN

GDOT

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 4 OF 7

CHECKED: D. EAGLETON DATE: 01/07/16 | DRAWING No. 52-0004
BACKCHECKED: DATE:
CORRECTED: DATE:
VERIFIED: DATE:

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

GEORGIA811 www.Georgia811.com Know what's below. Call before you dig.

ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

24 HOUR CONTACT
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PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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DATE:

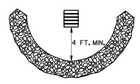
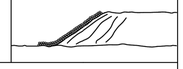
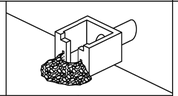
DRAWING TITLE: EROSION CONTROL LEGEND AND UNIFORM CODES

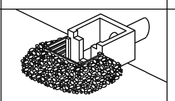
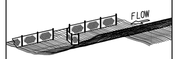
DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE: 07/26/2024
DRAWING SCALE: 1"=20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 52-004

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Fr	FILTER RING CONSTRUCTION DETAIL D-46 SECTION 163	 SYMBOL Fr	A TEMPORARY STONE BARRIER CONSTRUCTED AT DRAINAGE STRUCTURE INLETS AND POST-CONSTRUCTION POND OUTLETS. IT REDUCES RUNOFF VELOCITY AND HELPS PREVENT SEDIMENT FROM LEAVING SITE PRIOR TO PERMANENT STABILIZATION OF THE DISTURBED AREA. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR ADDITIONAL INFORMATION ON USAGE.
Rd	ROCK FILTER DAM CONSTRUCTION DETAIL D-43 SECTION 163, 603	 SYMBOL Rd	ROCK FILTER DAMS ARE CONSTRUCTED OF TYPE 3 STONE RIP-RAP FACED WITH #57 STONE ON THE UPSTREAM SIDE. THEY ARE PLACED ACROSS DRAINAGEWAYS WHICH DRAIN 50 ACRES OR LESS. GEOTEXTILE UNDERLINER SHALL BE USED WHEN PLACING ROCK FILTER DAMS. THE DAM SHOULD NOT BE HIGHER THAN THE CHANNEL BANKS. ROCK FILTER DAMS SHOULD BE USED IN DITCHES PRIOR TO DISCHARGING INTO STREAMS, WETLANDS, OPEN-WATERS, OR OTHER ESAs.
Rd-B	STONE FILTER BERM CONSTRUCTION DETAIL D-50 SECTION 163, 603	 LINE CODE —Rd-B—	STONE FILTER BERMS ARE CONSTRUCTED SIMILAR TO ROCK FILTER DAMS FOR A LINEAR APPLICATION. THEY ARE CONSTRUCTED OF TYPE-3 STONE RIP-RAP FACED WITH #57 STONE ON THE UPSTREAM SIDE. GEOTEXTILE UNDERLINER SHALL BE USED WHEN PLACING STONE FILTER BERMS. STONE FILTER BERMS ARE IDEAL ALONG THE PERIMETER FOR SHEET FLOW AND/OR SHALLOW CONCENTRATED FLOW TO A COMMON LOW AREA WHERE PERIMETER SILT FENCE ALONE MAY BE INSUFFICIENT. THERE IS NO WELL-DEFINED CHANNEL FOR A STANDARD ROCK FILTER DAM, AND/OR CONSTRUCTING A ROCK OUTLET TEMPORARY SEDIMENT TRAP IS NOT APPLICABLE.
Rp	RIP-RAP SECTION 603	 PATTERN Rp	RIP-RAP IS A FLEXIBLE PERMANENT BLANKET FOR PROTECTION OF FILL SLOPES AND BRIDGE END ROLLS. RIP-RAP TYPE-I SHOULD BE PLACED ON TOP OF A GEOTEXTILE UNDERLINER AT A MINIMUM 24' THICKNESS OR AS INDICATED ON THE PLANS. RIP-RAP MAY ALSO BE USED AT DRAINAGE STRUCTURE OUTLETS WITHIN THE RIGHT-OF-WAY. HOWEVER, APPROPRIATE OUTLET PROTECTION SHOULD BE PROVIDED AT OUTFALLS. REFER TO STORM DRAIN OUTLET PROTECTION FOR ADDITIONAL INFORMATION ON USING RIP-RAP AT OUTFALLS.
Rt-P	RETROFITTING PERFORATED HALF-ROUND PIPE CONSTRUCTION DETAIL D-44 SECTION 163	 SYMBOL Rt-P	A PERFORATED HALF-ROUND PIPE WITH STONE FILTER PLACED IN FRONT OF A PERMANENT STORMWATER DETENTION POND OUTLET STRUCTURE TO SERVE AS A TEMPORARY SEDIMENT FILTER. SHOULD BE USED ONLY IN DETENTION PONDS WITH LESS THAN 30 ACRES TOTAL DRAINAGE AREA. SHALL ONLY BE USED IN DETENTION BASINS LARGE ENOUGH TO STORE 67 CUBIC YARDS OF SEDIMENT PER ACRE OF DISTURBED AREA. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR DESIGN CRITERIA.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Rt-B	RETROFITTING SLOTTED BOARD DAM CONSTRUCTION DETAIL D-45 SECTION 163	 SYMBOL Rt-B	A SLOTTED BOARD DAM CONSISTS OF STONE AND/OR FILTER FABRIC AND BOARDS WITH 0.5' - 1.0' SPACING TO SERVE AS A TEMPORARY SEDIMENT FILTER. PERMANENT STORMWATER DETENTION POND OUTLET: -DRAINAGE AREA UP TO 100 ACRES -DETENTION BASINS LARGE ENOUGH TO STORE 67 CUBIC YARDS OF SEDIMENT PER ACRE OF DISTURBED AREA ROADWAY DRAINAGE STRUCTURE: -OPEN END PIPES, WINGED HEADWALLS, OR CONCRETE WEIR OUTLETS WITH DRAINAGE AREA LESS THAN 30 ACRES REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR DESIGN CRITERIA.
Rt-Sg1 Rt-Sg2 Rt-Sg3	RETROFITTING SILT CONTROL GATES CONSTRUCTION DETAIL D-20 SECTION 163	 SYMBOL Rt-Sg1 Rt-Sg2 Rt-Sg3	A SILT CONTROL GATE CONSISTS OF BOARDS WITHOUT SPACING AND FILTER FABRIC TO BE USED FOR TEMPORARY SEDIMENT STORAGE ON ROADWAY PROJECTS AT THE INLET OF STRUCTURES WITH A DRAINAGE AREA UP TO 50 ACRES. THE DISTURBED AREA WITHIN THE DRAINAGE AREA SHALL NOT EXCEED 5 ACRES. SILT CONTROL GATES SHOULD NOT BE USED ALONE, BUT WITH ANOTHER BMP DOWNSTREAM PRIOR TO DISCHARGE LEAVING PROJECT AREA. DO NOT USE SILT GATES IN STATE WATERS. Rt-Sg1=TYPE 1: USED ON BOX CULVERTS Rt-Sg2=TYPE 2: USED ON STRAIGHT HEADWALLS Rt-Sg3=TYPE 3: USED ON FLARED END SECTIONS AND TAPERED HEADWALLS
Sdi-NS	SEDIMENT BARRIER (NON-SENSITIVE) SILT FENCE TYPE A CONSTRUCTION DETAIL D-24 SECTION 171	 LINE CODE —A—A—A—Sdi-NS—A—A—A—	SEDIMENT BARRIERS MINIMIZE AND PREVENT SEDIMENT CARRIED BY SHEET FLOW FROM LEAVING THE PROJECT AREA BY CAUSING DEPOSITION AND/OR FILTRATION OF SEDIMENT. SILT FENCE USED AS PERIMETER CONTROL SHALL NOT BE INSTALLED ACROSS CONCENTRATED FLOW. TYPE-A SILT FENCE IS TYPICALLY USED IN NON-ENVIRONMENTALLY SENSITIVE AREAS (ESAs) OR IN AREAS WITH FILLS LESS THAN 10'. IT SHOULD BE PLACED A MINIMUM OF 10' FROM CONSTRUCTION LIMITS OR ALONG THE RIGHT-OF-WAY LINE.
Sdi-S	SEDIMENT BARRIER (SENSITIVE) SILT FENCE TYPE C CONSTRUCTION DETAIL D-24 SECTION 171	 LINE CODE —C—C—C—Sdi-S—C—C—C—	SEDIMENT BARRIERS MINIMIZE AND PREVENT SEDIMENT CARRIED BY SHEET FLOW FROM LEAVING THE PROJECT AREA BY CAUSING DEPOSITION AND/OR FILTRATION OF SEDIMENT. SILT FENCE USED AS PERIMETER CONTROL SHALL NOT BE INSTALLED ACROSS CONCENTRATED FLOW. TYPE-C SILT FENCE IS TYPICALLY USED IN ENVIRONMENTALLY SENSITIVE AREAS (ESAs) OR IN AREAS WITH FILLS 10' AND GREATER. ALL ENVIRONMENTALLY SENSITIVE AREAS (ESAs) SHALL BE PROTECTED WITH A DOUBLE-ROW OF TYPE-C SILT FENCE REGARDLESS OF FILL HEIGHT. A SINGLE-ROW MAY BE USED FOR OTHER APPLICATIONS. IT SHOULD BE PLACED A MINIMUM OF 10' FROM CONSTRUCTION LIMITS OR ALONG THE RIGHT-OF-WAY LINE.

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA'.

3/2/2017 11:10:19 AM GPLOT-V8
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EC-Lisheets 1-7i.dgn
P.I. No.

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 5 OF 7

CHECKED:	D. EAGLETON	DATE:	01/01/16
BACKCHECKED:		DATE:	
CORRECTED:		DATE:	
VERIFIED:		DATE:	

DRAWING No. 52-0005

7/31/2015 GPLN

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

GEORGIA811 www.Georgia811.com Know what's Below. Call before you dig.

ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

24 HOUR CONTACT
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PRIME ENGINEERING® INCORPORATED
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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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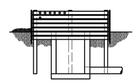
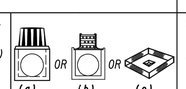
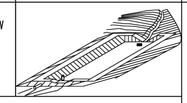
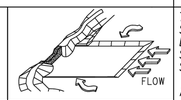
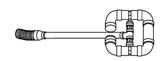
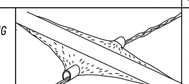
DRAWING TITLE: EROSION CONTROL LEGEND AND UNIFORM CODES

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY	DATE:
07/26/2024	TAL	CKN	RRM	
DRAWING SCALE				
1"=20'				
PROJECT NUMBER				
2023-0435				
DRAWING NUMBER				
52-005				

NOT ISSUED FOR CONSTRUCTION

3/2/2017 11:10:41 AM GPLOT-V8 EC-Lisheets 1-7).dgn P.I. No.
cbolrd galotborder-V81-PD.tbl

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Sd1-BB	SEDIMENT BARRIER BRUSH BARRIER CONSTRUCTION DETAIL D-24B SECTION 201 LINE CODE * * * SH-BB * * *		THIS ITEM CONSISTS OF INTERMINGLED BRUSH, LOGS, ETC. SO AS NOT TO FORM A SOLID DAM. CONSTRUCTED AT THE TOE OF FILL SLOPES ONLY DURING THE CLEARING AND GRUBBING OPERATION. THE BARRIER SHOULD BE USED AT THE TOE OF FILL SLOPES ON GRADING PROJECTS IN RURAL AREAS WHERE SUFFICIENT RIGHT OF WAY OR EASEMENT IS AVAILABLE (10 FEET OR MORE). THE BARRIER SHOULD RUN ROUGHLY PERPENDICULAR TO THE FLOW OF WATER WHERE THIS DOES NOT CONFLICT WITH RIGHT-OF-WAY OR EASEMENT LIMITS. THEY WILL NOT BE PLACED IN WETLANDS. TYPICALLY NOT SHOWN ON PLANS. PAYMENT FOR THIS ITEM IS INCLUDED IN THE CLEARING AND GRUBBING COST. NO SEPARATE PAYMENT SHALL BE MADE.
Sd2-B	INLET SEDIMENT TRAP (BAFFLE BOX) CONSTRUCTION DETAIL D-42 SECTION 163 SYMBOL Sd2-B		BAFFLE BOX INLET SEDIMENT TRAP USED FOR INLETS RECEIVING HIGH FLOW RATE AND/OR VELOCITY. A GUIDE FOR USE WILL BE FOR AN INLET RECEIVING FLOW RATES 7 cfs AND GREATER.
Sd2-Bg	INLET SEDIMENT TRAP (BLOCK & GRAVEL) CONSTRUCTION DETAIL D-42 SECTION 163 SYMBOL Sd2-Bg		BLOCK AND GRAVEL DROP INLET PROTECTION USED FOR WHERE HEAVY FLOWS ARE EXPECTED AND WHERE OVERFLOW CAPACITY IS NECESSARY TO PREVENT EXCESSIVE PONDING AROUND THE STRUCTURE. CAN BE USED AT CULVERT INLETS. A GUIDE FOR USE WILL BE FOR AN INLET RECEIVING FLOW RATES THAT RANGE FROM 5 - 7 cfs.
Sd2-F	INLET SEDIMENT TRAP (FILTER FABRIC) CONSTRUCTION DETAIL D-42 SECTION 163 SYMBOL Sd2-F	 (a) OR (b) OR (c)	(a) A SEDIMENT BARRIER CONSISTING OF A PREFABRICATED FRAME WITH FILTER FABRIC USED AROUND A DROP INLET OR CATCH BASIN. (b) A SEDIMENT BARRIER CONSISTING OF A PERFORATED METAL STAND PIPE WITH FILTER FABRIC USED AROUND A DROP INLET OR CATCH BASIN. (c) TYPE C SILT FENCE WITH SUPPORTING FRAME CAN BE USED AS AN ALTERNATE TO INLET SEDIMENT TRAP FOR AREAS WITH SLOPES < 5%. THIS ITEM IS USED TO PREVENT SILT FROM ENTERING THE PIPE SYSTEM. SHALL NOT APPLY TO INLETS RECEIVING CONCENTRATED FLOWS. RECOMMENDED FOR INLET RECEIVING FLOW RATES THAT RANGE FROM 0 - 4 cfs.
Sd2-G	INLET SEDIMENT TRAP (GRAVEL) CONSTRUCTION DETAIL D42 SECTION 163 SYMBOL Sd2-G		GRAVEL DROP INLET PROTECTION USED WHERE HEAVY CONCENTRATED FLOWS ARE EXPECTED. STONE AND GRAVEL ARE USED TO TRAP SEDIMENT. THE SLOPE TOWARD THE INLET SHALL BE NO MORE THAN 3:1. A GUIDE FOR USE WILL BE FOR AN INLET RECEIVING FLOW RATES THAT RANGE FROM 3 - 5 cfs.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
Sd3	TEMPORARY SEDIMENT BASIN CONSTRUCTION DETAIL D-22A, D-22B SECTION 163 SYMBOL Sd3		A BASIN CREATED BY EXCAVATING AN AREA, DAMMING CONCENTRATED FLOW, OR A COMBINATION OF BOTH. THE BASIN IS DESIGNED TO STORE 67 CUBIC YARDS OF SEDIMENT PER ACRE OF DRAINAGE AREA. THE DRAINAGE AREA SHOULD NOT EXCEED 150 ACRES. BASINS TYPICALLY CONSISTS OF A DAM, PRINCIPAL SPILLWAY, AND AN EMERGENCY SPILLWAY. A FLOATING SURFACE SKIMMER SHALL BE REQUIRED AS PART OF THE PRINCIPAL SPILLWAY UNLESS INFEASIBLE. SUFFICIENT RIGHT-OF-WAY OR EASEMENT IS NEEDED FOR BASIN CONSTRUCTION AND MAINTENANCE ACCESS. SEDIMENT BASINS SHALL BE CONSIDERED ON ALL PROJECTS, BUT MAY NOT BE PRACTICAL. BASINS SHOULD BE LOCATED TO MINIMIZE INTERFERENCE WITH CONSTRUCTION ACTIVITIES AND UTILITIES. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR DESIGN CRITERIA.
Sd4-C	ROCK OUTLET TEMPORARY SEDIMENT TRAP CONSTRUCTION DETAIL D-53 SECTION 163 SYMBOL Sd4-C	 FLOW	TEMPORARY POND WITH ROCK OUTLET DESIGNED TO STORE 67 CUBIC YARDS OF SEDIMENT PER DRAINAGE AREA. DRAINAGE AREA SHALL NOT EXCEED 5 ACRES. DISTINGUISHED FROM TEMPORARY SEDIMENT BASIN BY LACK OF PRINCIPAL SPILLWAY. MAXIMUM POND DEPTH FROM BOTTOM OF POND TO EMERGENCY SPILLWAY IS 4 FEET. A TEMPORARY SEDIMENT BASIN SHALL BE EVALUATED PRIOR TO CONSIDERING A TEMPORARY SEDIMENT TRAP. A TEMPORARY SEDIMENT TRAP IS IDEAL FOR SMALL AREAS WITH NO UNUSUAL DRAINAGE FEATURES AND EFFECTIVE AGAINST COARSE SEDIMENT, BUT NOT AGAINST SILT OR CLAY PARTICLES THAT REMAIN SUSPENDED. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR DESIGN CRITERIA.
Sk	FLOATING SURFACE SKIMMER CONSTRUCTION DETAIL D-22A, D-22B SECTION 163 SYMBOL Sk		A BUOYANT DEVICE THAT DRAINS WATER FROM THE SURFACE OF A TEMPORARY SEDIMENT BASIN AT A CONTROLLED FLOW RATE. THE INLET/ORIFICE SIZE IS DESIGNED TO DRAIN THE BASIN WITHIN 24 - 48 HOURS. THE SKIMMER INFORMATION SHALL BE PROVIDED IN CONJUNCTION WITH THE SEDIMENT BASIN INFORMATION IN PLANS. IF A SKIMMER IS INFEASIBLE, THE DESIGNER SHALL PROVIDE A WRITTEN JUSTIFICATION IN THE PLANS. SKIMMERS ARE ATTACHED TO A RISER WITHOUT PERFORATIONS AND ACTS AS THE PRIMARY SPILLWAY. THE SKIMMER BMP SYMBOL SHALL BE SHOWN IN CONJUNCTION WITH THE TEMPORARY SEDIMENT BASIN BMP SYMBOL WHEN APPLICABLE. REFER TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA' FOR ADDITIONAL INFORMATION.
Sr	TEMPORARY STREAM CROSSING SECTION 107 SYMBOL Sr		A TEMPORARY STRUCTURE INSTALLED ACROSS A FLOWING STREAM OR WATERCOURSE FOR USE BY CONSTRUCTION EQUIPMENT. THIS BMP PROVIDES A MEANS TO CROSS STREAMS OR WATERCOURSES WITHOUT MOVING SEDIMENT INTO STREAMS, DAMAGING THE STREAM BED OR CHANNEL, OR CAUSING FLOODING. THIS BMP SHOULD NOT BE USED ON STREAMS WITH DRAINAGE AREAS GREATER THAN ONE SQUARE MILE, UNLESS SPECIFICALLY DESIGNED TO ACCOMMODATE THE ADDITIONAL DRAINAGE AREA BY THE DESIGN PROFESSIONAL. A CERTIFICATION STATEMENT AND SIGNATURE SHALL ACCOMPANY THE DESIGN. THIS BMP SHALL BE DESIGNED ACCORDING TO THE LATEST EDITION OF THE 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA'. FOR CONTRACTOR'S USE ONLY!

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, 'MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA'.

7/31/2015 GPLN

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 6 OF 7

CHECKED: D. EAGLETON DATE: 01/01/16
BACKCHECKED: DATE:
CORRECTED: DATE:
VERIFIED: DATE:

DRAWING No. 52-0006

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

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ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

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DATE:

DRAWING TITLE: EROSION CONTROL LEGEND AND UNIFORM CODES

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE: 07/26/2024
DRAWING SCALE: 1"=20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 52-006

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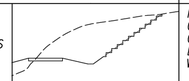
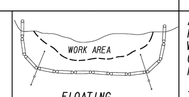
R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\52-001 - 2023-0435.dwg Mon, 07/22/24 8:38 AM

3/2/2017 11:10:58 AM GPLOT-V8 EC-Lisheets 1-71.dgn P.I. No.
cbolrd gplotborder-V81-PO.tbl

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION
St	STORM DRAIN OUTLET PROTECTION GA. STD. 1125 & 2332	 SYMBOL St	A PIPE OR BOX CULVERT OUTLET HEADWALL WITH AN APRON AND DISSIPATOR BLOCKS IS USED TO REDUCE VELOCITY AT THE OUTLET OF A PIPE PRIOR TO ENTERING AN EXISTING STREAM OR PUBLICLY MAINTAINED DRAINAGE SYSTEM. IT IS USED ON THE OUTLET OF ALL BOX CULVERTS AND ON 48" AND LARGER PIPES. MAY BE USED ON INLET FOR FLOWING STREAMS. USE ON SMALL PIPES WHEN OUTLET VELOCITY OF THE 25-YEAR STORM IS 12 fps AND GREATER.
St-Rp	STORM DRAIN OUTLET PROTECTION (RIP-RAP) CONSTRUCTION DETAIL D-55 SECTION 603	 PATTERN FLAT AREA St-Rp OR St-Rp WELL-DEFINED CHANNEL	RIP-RAP OUTLET PROTECTION IS USED TO REDUCE VELOCITY AT THE OUTLET OF A PIPE, CHANNEL, OR STRUCTURE PRIOR TO ENTERING AN EXISTING STREAM OR PUBLICLY MAINTAINED DRAINAGE SYSTEM. THE MINIMUM DESIGN OF RIP-RAP OUTLET PROTECTION SHALL BE THE 25-YEAR STORM PEAK FLOW, BUT LARGER STORMS ARE RECOMMENDED. TYPE-I RIP-RAP AT A DEPTH OF 36" AND PLACED ON FILTER FABRIC IS PREFERRED FOR ALL d50 </= 1.2 FEET. TYPE-3 RIP-RAP AT A DEPTH OF 18" AND PLACED ON FILTER FABRIC MAY BE USED FOR d50 </= 0.7 FEET. REFER TO THE LATEST EDITION OF THE "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA" FOR REQUIRED DESIGN DIMENSIONS AND OTHER INFORMATION TO BE INCLUDED IN THE PLANS.
Su	SURFACE ROUGHENING SERRATED SLOPES CONSTRUCTION DETAIL S-7 SECTION 205	 LINE CODE Su	PROVIDING A ROUGH SOIL SURFACE WITH HORIZONTAL DEPRESSIONS. BY OPERATING A CLEATED DOZER ON THE SLOPE IN A VERTICAL DIRECTION. CREATING SERRATED SLOPES IN THE GRADING PROCESS TO CONSTRUCT BENCHES WILL REDUCE RUNOFF VELOCITY AND INCREASE INFILTRATION OF WATER. IN MOST CASES THIS BMP IS NOT REQUIRED TO BE SHOWN ON THE PLANS, BUT REQUIRED TO BE COMPLETED BY THE CONTRACTOR UNDER ALL PROJECTS. IF SERRATED SLOPES ARE SPECIFIED BY THE SOIL SURVEY, THEN THIS BMP SHALL BE SHOWN ON THE PLANS WHERE SERRATED SLOPES ARE TO BE USED.
Tc-F	TURBIDITY CURTAIN FLOATING CONSTRUCTION DETAIL D-51 SECTION 170	 WORK AREA FLOATING LINE CODE Tc-F	A FLOATING TURBIDITY CURTAIN IS USED TO PREVENT SEDIMENT FROM MOVING IN WATER BY ALLOWING IT TO DROP OUT OF SUSPENSION AND REMAIN WITHIN THE CONSTRUCTION AREA. IT IS TYPICALLY USED WHERE CONSTRUCTION IS REQUIRED IN A LARGE BODY OF WATER SUCH AS LAKES AND RIVERS. IT SHOULD BE USED AS DIRECTED BY THE ENGINEER. THIS BMP IS ONLY TO BE USED WHEN PERMITTED FILL IS BEING PLACED INTO A STATE WATER, OR AS A SUPPLEMENT TO ADEQUATELY PLACED PERIMETER BMPs. IT MAY ALSO BE REFERRED TO AS A FLOATING BOOM, SILT BARRIER, OR SILT CURTAIN.
Tc-S	TURBIDITY CURTAIN STAKED CONSTRUCTION DETAIL D-51 SECTION 170	 WORK AREA STAKED LINE CODE Tc-S	A STAKED TURBIDITY CURTAIN IS USED TO PREVENT SEDIMENT FROM MOVING IN WATER BY ALLOWING IT TO DROP OUT OF SUSPENSION AND REMAIN WITHIN THE CONSTRUCTION AREA. IT IS TYPICALLY USED IN SHALLOW (UNDATED AREAS. IT MAY BE USED TO PROTECT A SMALL STREAM BEING REALIGNED OR RESTORED. IN THIS CASE, CURTAIN SHOULD EXTEND TO BOTTOM OF STREAMBED. THE HEIGHT SHOULD BE LIMITED TO 5 FEET UNLESS DIRECTED AND EXTEND 2 FEET ABOVE NORMAL WATER ELEVATION. IT SHOULD BE USED AS DIRECTED BY THE ENGINEER. THIS BMP IS ONLY TO BE USED WHEN PERMITTED FILL IS BEING PLACED INTO A STATE WATER, OR AS A SUPPLEMENT TO ADEQUATELY PLACED PERIMETER BMPs. IT MAY BE REFERRED TO AS A SILT BARRIER OR SILT CURTAIN.

CODE	PRACTICE STD OR DETAIL SPEC. SECT.	DETAIL	DESCRIPTION

NOTE:

1. DO NOT USE EROSION CONTROL ITEMS IN A FLOWING STREAM OR IN A TIDAL AREA BELOW HIGH TIDE.
2. FOR ADDITIONAL INFORMATION ON THE DESIGN AND APPLICATION OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs), REFER TO THE LATEST EDITION OF THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION'S, "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA".

7/31/2015 GPLN

NO SCALE

REVISION DATES
3/2/2017

EROSION CONTROL LEGEND
UNIFORM CODE SHEET
SHEET 7 OF 7

CHECKED: D. EAGLETON DATE: 01/01/16 DRAWING No.
BACKCHECKED: DATE:
CORRECTED: DATE:
VERIFIED: DATE: 52-0007

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E

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ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

24 HOUR CONTACT
PRIME ENGINEERING, INC.
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CNYAKWELA@PRIME-ENG.COM

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

SEAL

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DRAWING TITLE: EROSION CONTROL LEGEND AND UNIFORM CODES

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE: 1"=20'
PROJECT NUMBER: 2023-0435
DRAWING NUMBER: 52-007

DATE:

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NOTES: (#19)

THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO LAND DISTURBING ACTIVITIES.

EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE. (#20)

ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.

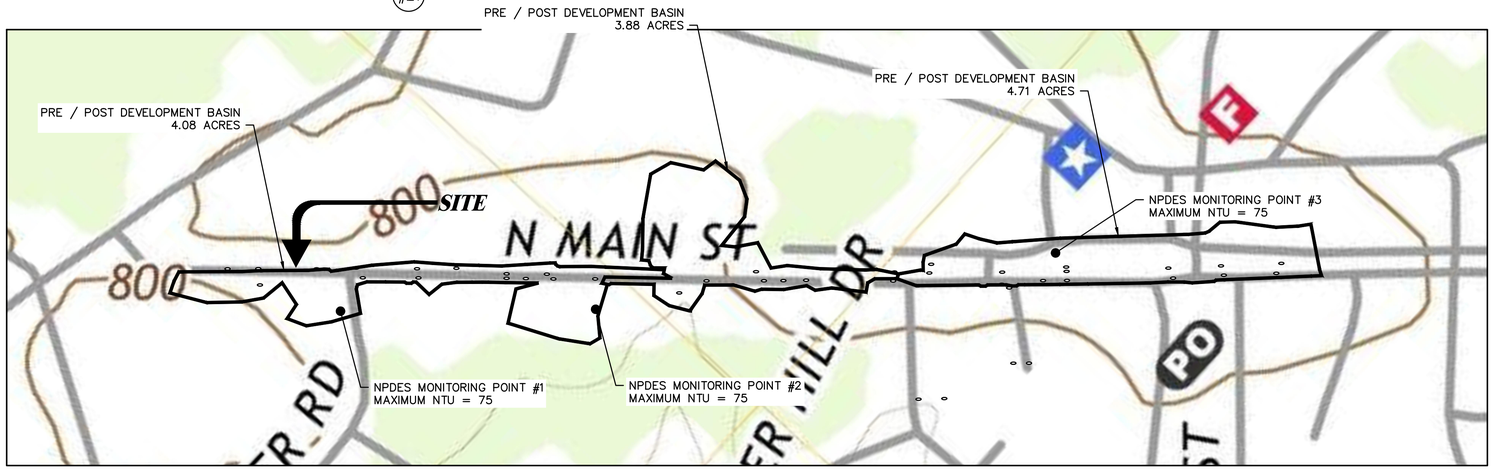
EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSPECTED AT LEAST WEEKLY, AFTER EACH RAIN, AND REPAIRED AS NECESSARY.

ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED IF DETERMINED NECESSARY BY ON-SITE INSPECTION.

SILT FENCE SHALL MEET THE REQUIREMENTS OF SECTION 171 - TYPE C TEMPORARY SILT FENCE OF THE GEORGIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 1993 EDITION.

(#44)
(#47)

(#21)



1 / 53-001 DRAINAGE MAP
SCALE: 1" = 250'

GRAPHIC SCALE
250 0 125 250
(IN FEET)
1 inch = 250 ft.

HIXON

COMPREHENSIVE MONITORING PLAN (CMP)

RECEIVING WATERS AND SAMPLE LOCATIONS (#35)

Storm water runoff from the proposed site will flow to the Flint River. Water samples of the receiving waters will be collected for turbidity analysis at 2 locations.

NPDES Monitoring Point #1: Upstream point is the North Oconee River.
NPDES Monitoring Point #2: Downstream point is the North Oconee River.

METHODS AND PROCEDURES FOR SAMPLE COLLECTION (#33)

All sampling shall be collected by "grab samples" and the analysis of these samples must be conducted in accordance with methodology and test procedures established by 40 CFR Part 136, the guidance document titled "NPDES Storm Water Sampling Guidance Document, EPA 833-B-92-001". Samples will be collected in large mouth glass or plastic bottles. Sample containers shall be labeled prior to collecting the samples. All bottles will be thoroughly cleaned and rinsed with turbidity free water. Between 0.5-1.0 liter will be collected at each site, sufficient volume to insure a representative sample, and to replicate analysis (if required).

No cooling or chemical preservation is required.

Samples will be analyzed as soon as possible and no later than 48 hours, after collection.

Samples taken will be representative of the monitored activity and representative of the water quality of the receiving waters using the following guidelines: The upstream sample must be taken immediately upstream of the confluence of the first storm water discharge from the development but downstream of any other storm water discharges not associated with the development. Where appropriate, several upstream samples from across the receiving waters may need to be taken and the arithmetic average of the turbidity of these samples used for the upstream turbidity value.

The downstream sample must be taken downstream of the confluence of the last storm water discharge from the development but upstream of an other storm water discharges not associated with the development. Where appropriate, several downstream samples from across the receiving waters may need to be taken and the arithmetic average of the turbidity of these samples used for the downstream turbidity value.

Care should be taken to avoid stirring the bottom sediments in the receiving water channel.

The sampling container should be held so that the opening faces upstream. Then samples should be kept free from floating debris.

RAINFALL DATA

Measurement of rainfall, at the development, will be recorded daily (once each twenty-four hour period).

PERMITTING REQUIREMENTS

Notes on inspections, record keeping, sampling frequency, and reporting are provided on sheet EC-003.

APPENDIX B RATIONALE (#34)

NTU Limits = 75
Construction site size = 3.08 Acres
Surface water drainage area = 3.08 Acres
Receiving waters are the North Oconee River.

24 HOUR CONTACT
PRIME ENGINEERING, INC.
CDI NYAKWELA, P.E.
(#3) **404-425-7100**
(#2) **GASWCC LEVEL II**
CERT. # 0126

WATERS OF THE STATE EXIST WITHIN 200 FEET OF THIS SITE.

NO WETLANDS EXIST WITHIN 200 FEET OF THIS SITE.

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3 / 53-001 CONSTRUCTION SCHEDULE (#29)
SCALE: N.T.S.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE: DRAINAGE MAP

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	53-001

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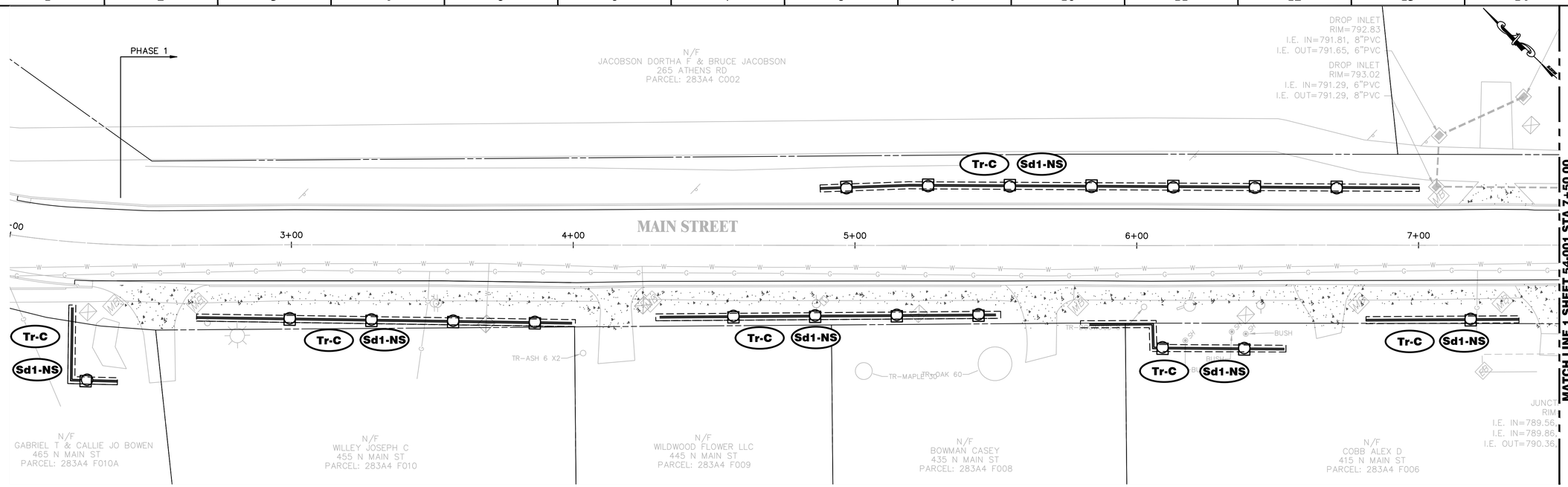
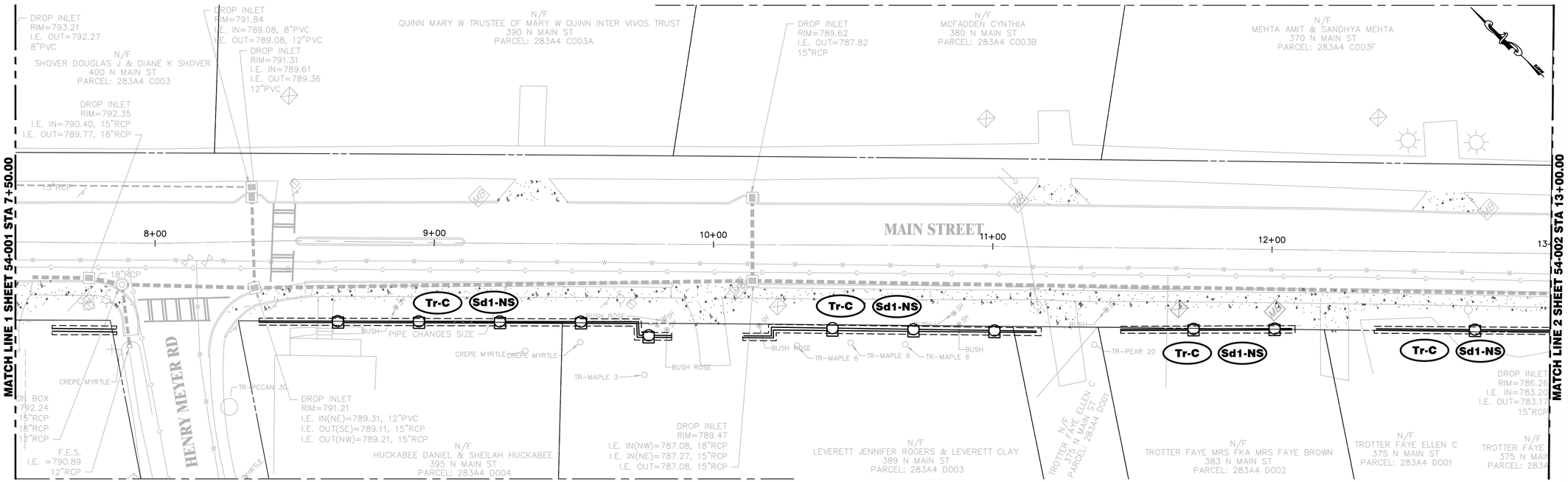


1 54-001 **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 54-001 **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE: BMP LOCATION DETAILS - INITIAL PHASE

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	CHECKED BY RRM
DRAWING SCALE 1"=20'	PROJECT NUMBER 2023-0435	DRAWING NUMBER 54-001	

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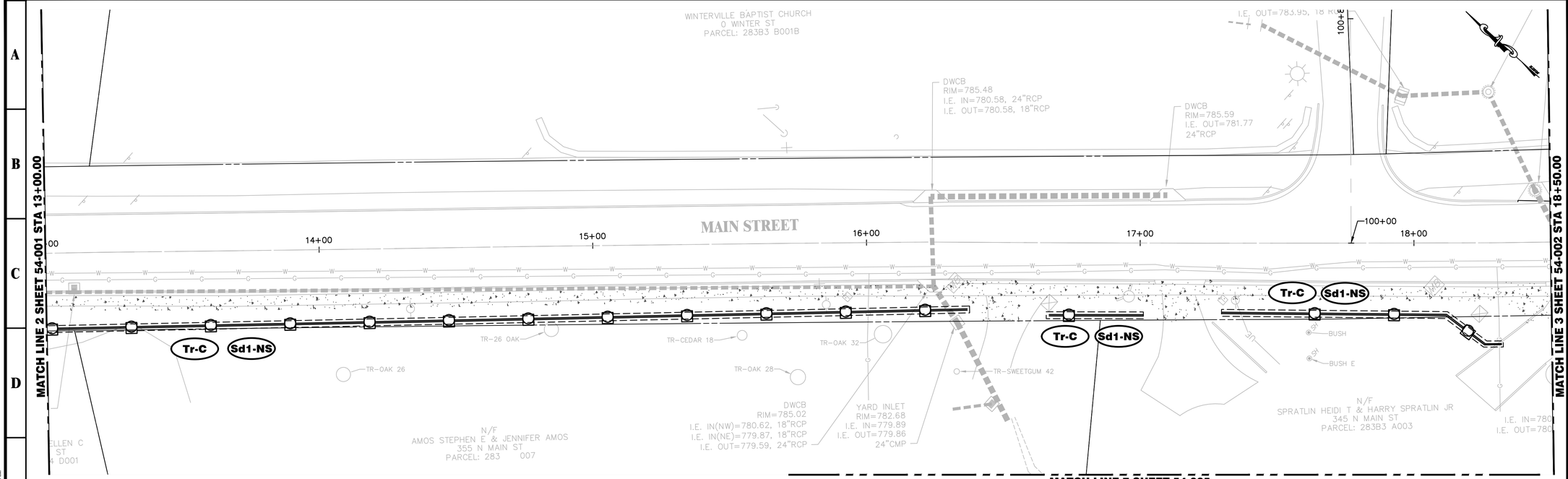
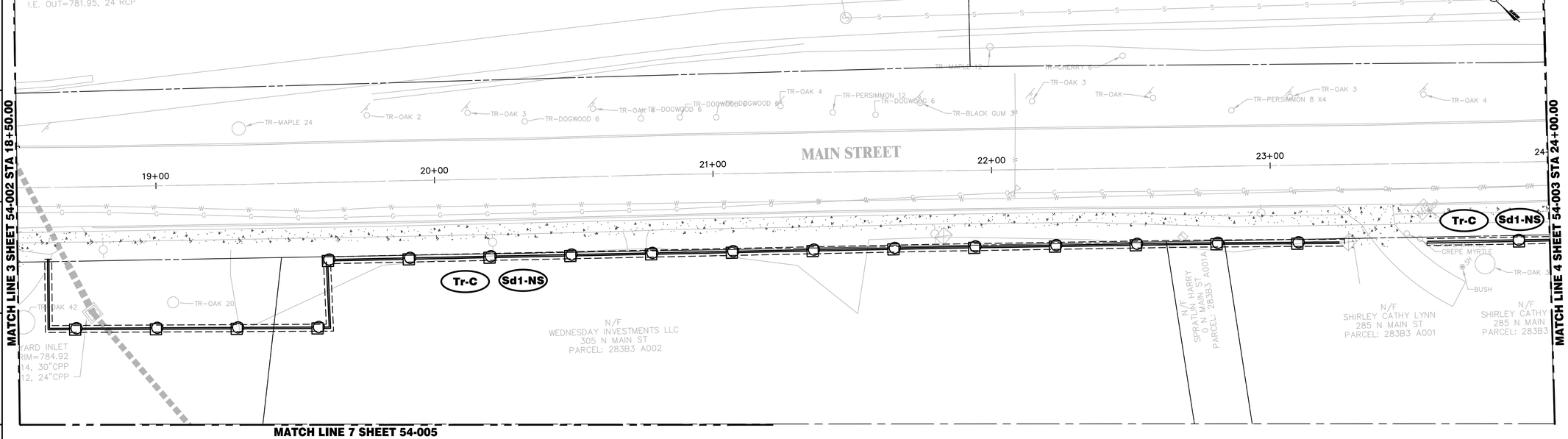


1 (54-002) **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 (54-002) **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 - 4 2 5 - 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

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DRAWING TITLE
BMP LOCATION DETAILS - INITIAL PHASE

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	CHECKED BY RRM
DRAWING SCALE 1"=20'	PROJECT NUMBER 2023-0435	DRAWING NUMBER 54-002	

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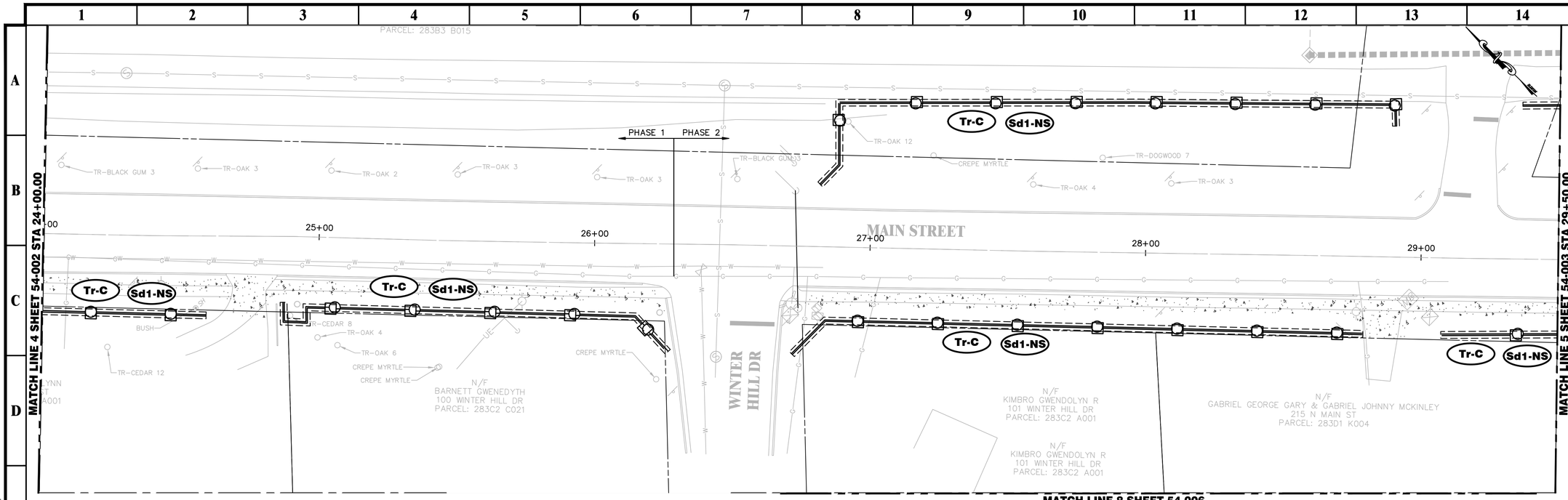
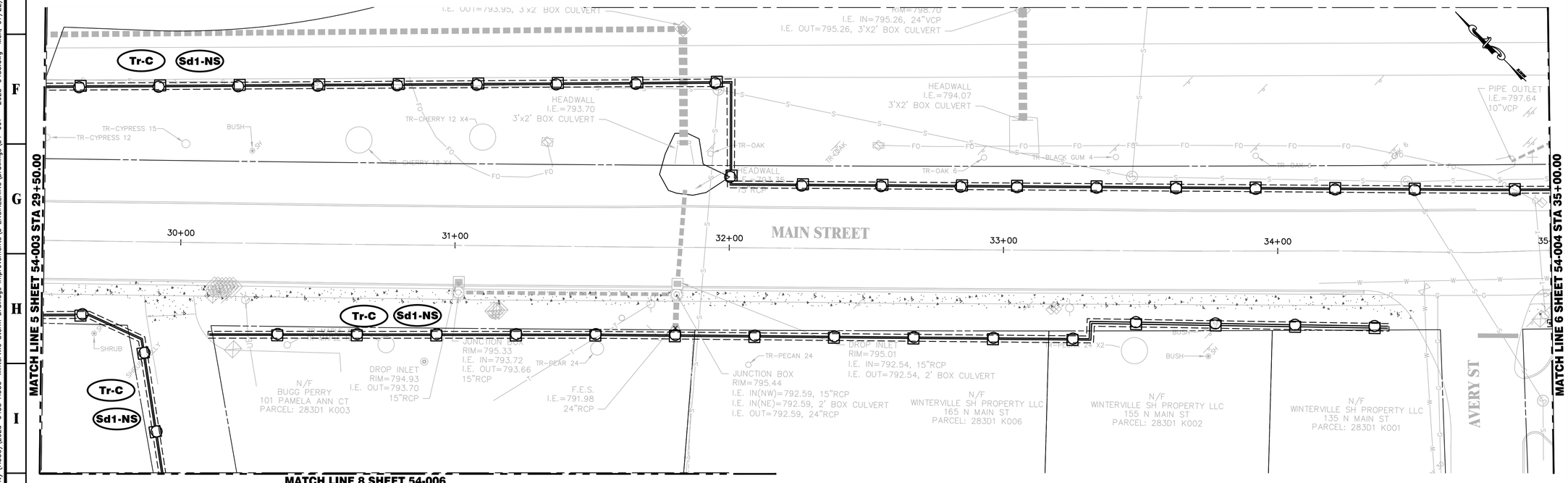


1 BMP LOCATION DETAILS - INITIAL PHASE
54-003 SCALE: 1"=20'



2 BMP LOCATION DETAILS - INITIAL PHASE
54-003 SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

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REVISIONS

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DRAWING TITLE: BMP LOCATION DETAILS - INITIAL PHASE

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	CHECKED BY RRM
DRAWING SCALE 1"=20'	PROJECT NUMBER 2023-0435	DRAWING NUMBER 54-003	

NOT ISSUED FOR CONSTRUCTION

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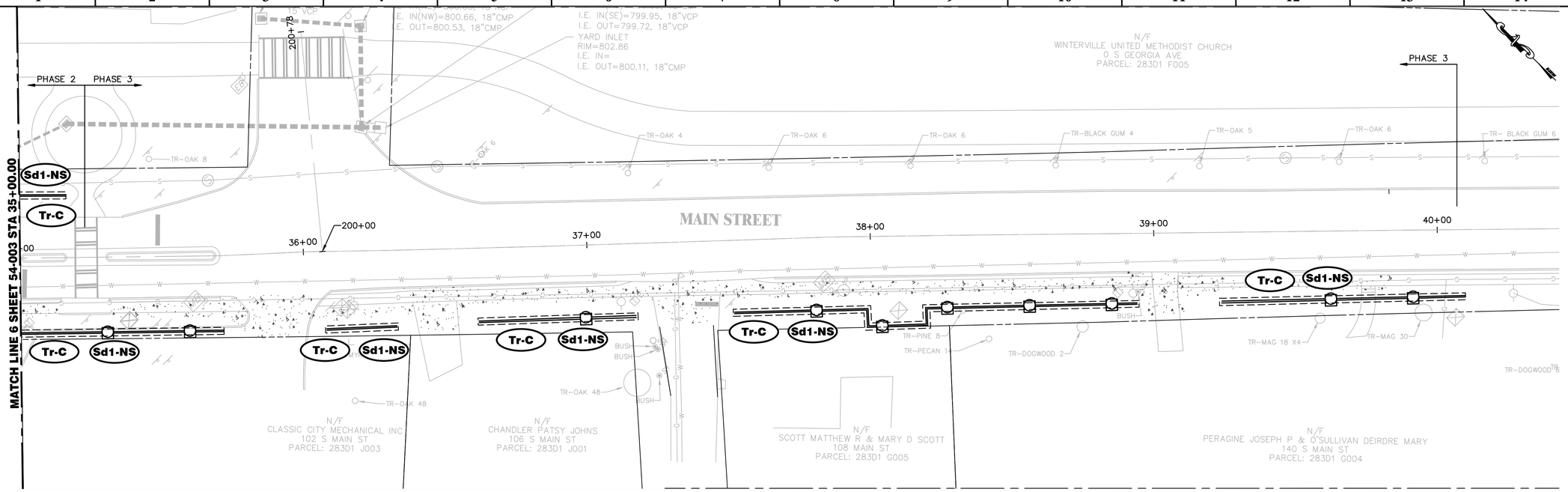

1 / 54-004 **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

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NO.	DATE	DESCRIPTION

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DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - INITIAL PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-004

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MATCH LINE 7 SHEET 54-002

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 54-005 BMP LOCATION DETAILS - INITIAL PHASE
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PROJECT:
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DRAWING TITLE
BMP LOCATION DETAILS - INITIAL PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-005

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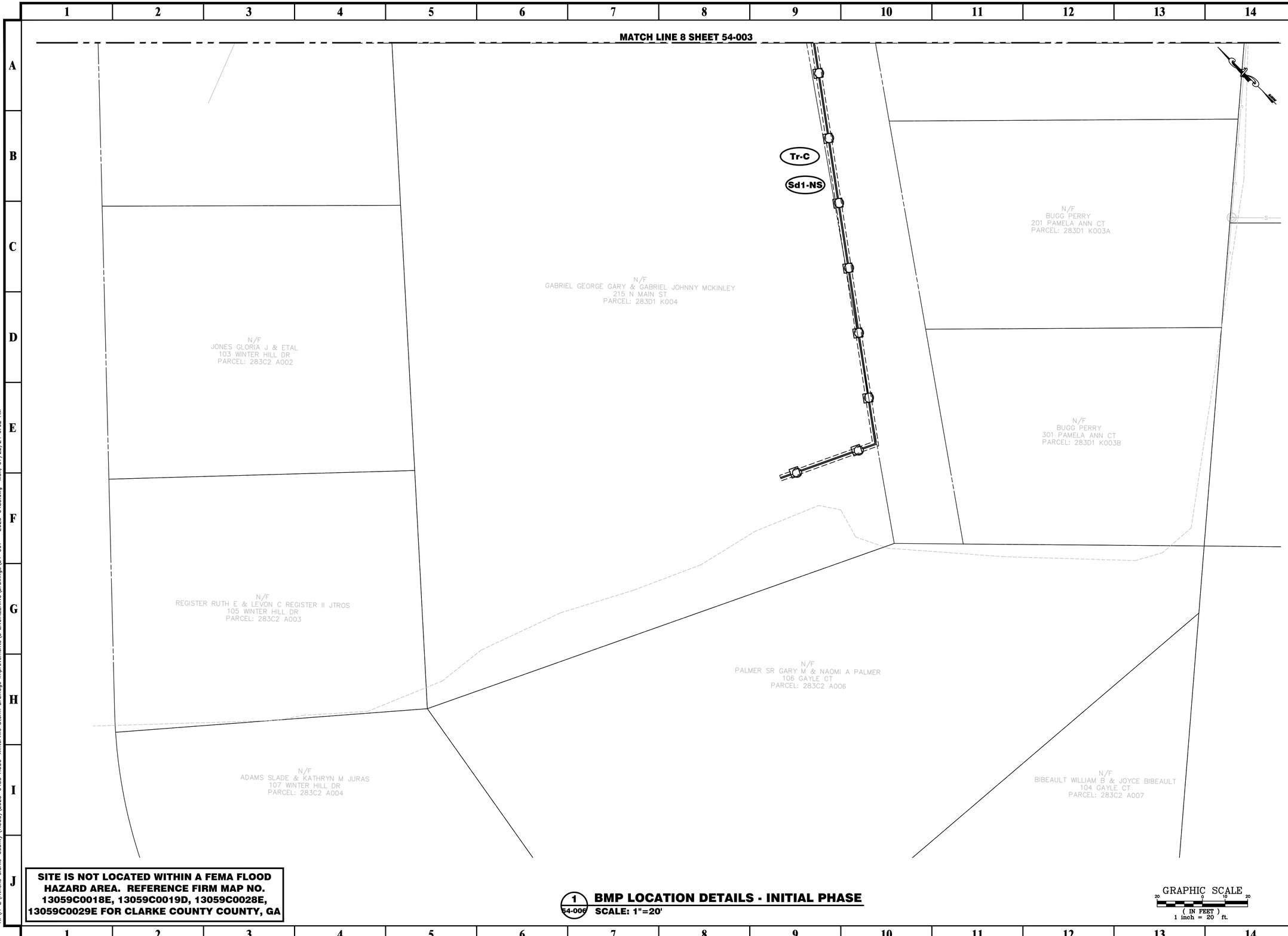

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 54-006 **BMP LOCATION DETAILS - INITIAL PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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ATLANTA, GEORGIA 30327
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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

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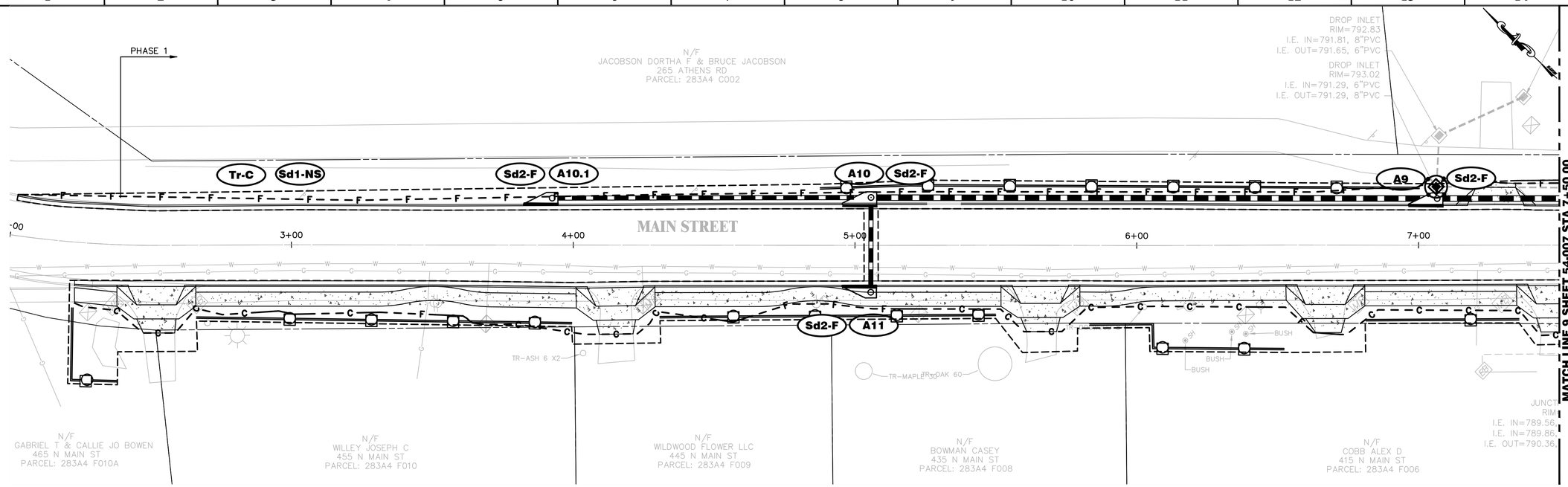
DRAWING TITLE

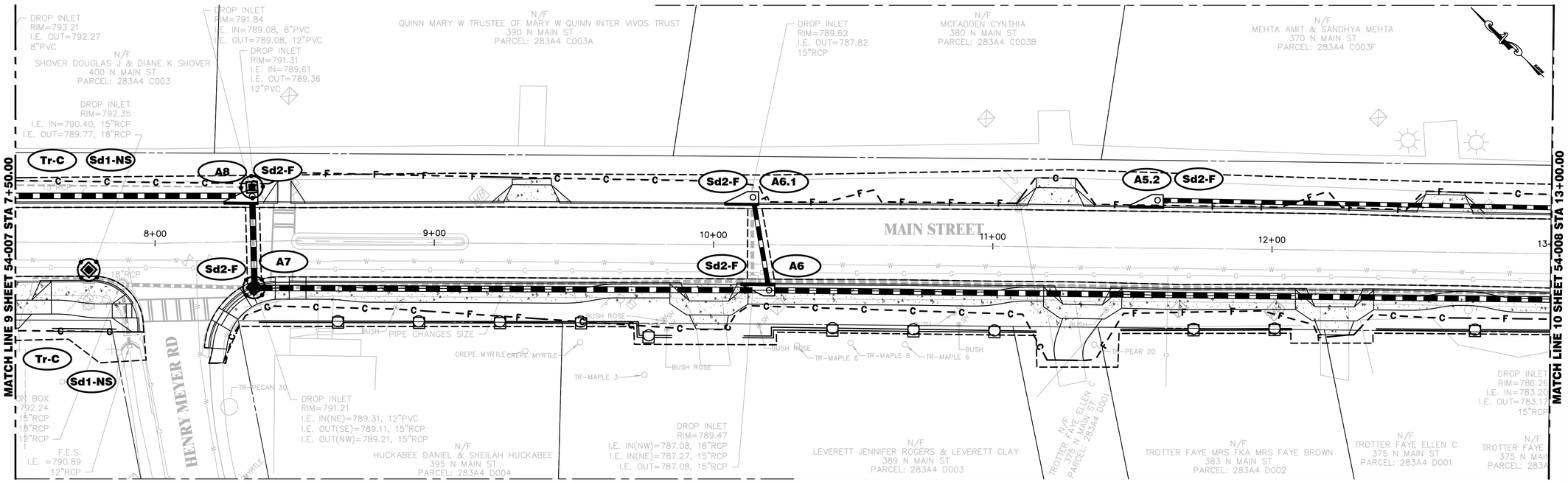
BMP LOCATION DETAILS - INITIAL PHASE

DRAWING DATE: 07/26/2024	DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM
DRAWING SCALE: 1"=20'	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 54-006	DATE:

NOT ISSUED FOR CONSTRUCTION



1 54-007 **BMP LOCATION DETAILS - INTERMEDIATE PHASE**
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 54-007 **BMP LOCATION DETAILS - INTERMEDIATE PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
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PREPARED FOR: ACCGov

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DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE		PROJECT NUMBER	
1"=20'		2023-0435	
DRAWING NUMBER			
54-007			

NOT ISSUED FOR CONSTRUCTION

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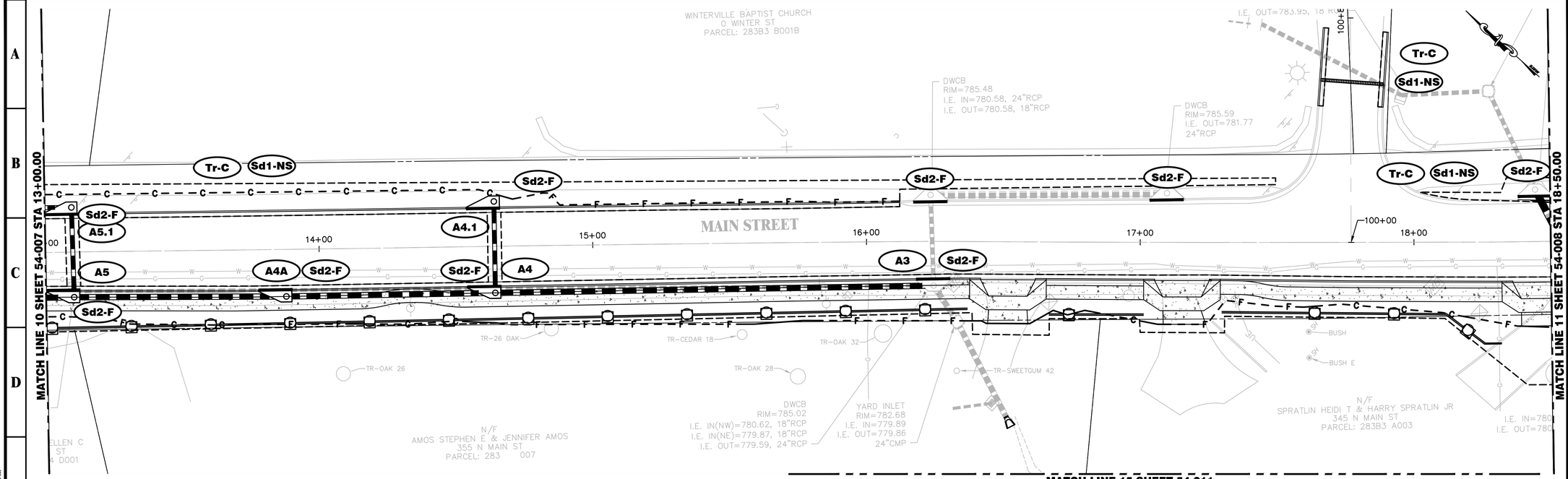

1 54-008 BMP LOCATION DETAILS - INTERMEDIATE PHASE
SCALE: 1"=20'

2 54-008 BMP LOCATION DETAILS - INTERMEDIATE PHASE
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

PRIME ENGINEERING INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

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DATE:

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DRAWING TITLE: BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	54-008

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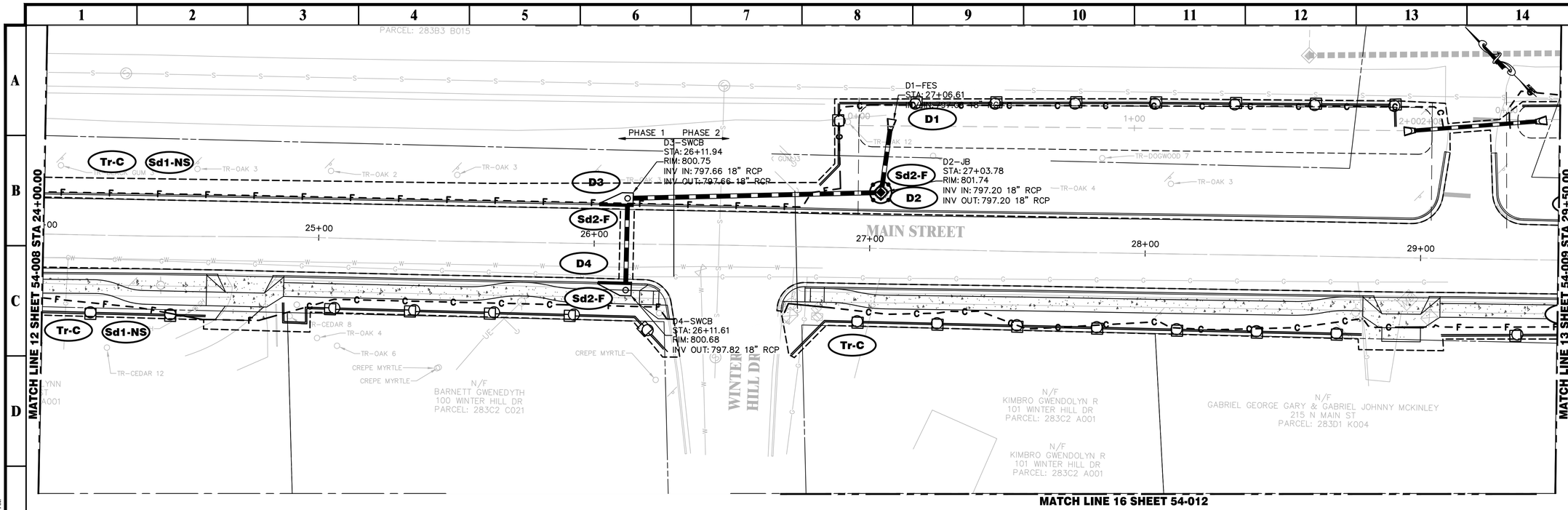
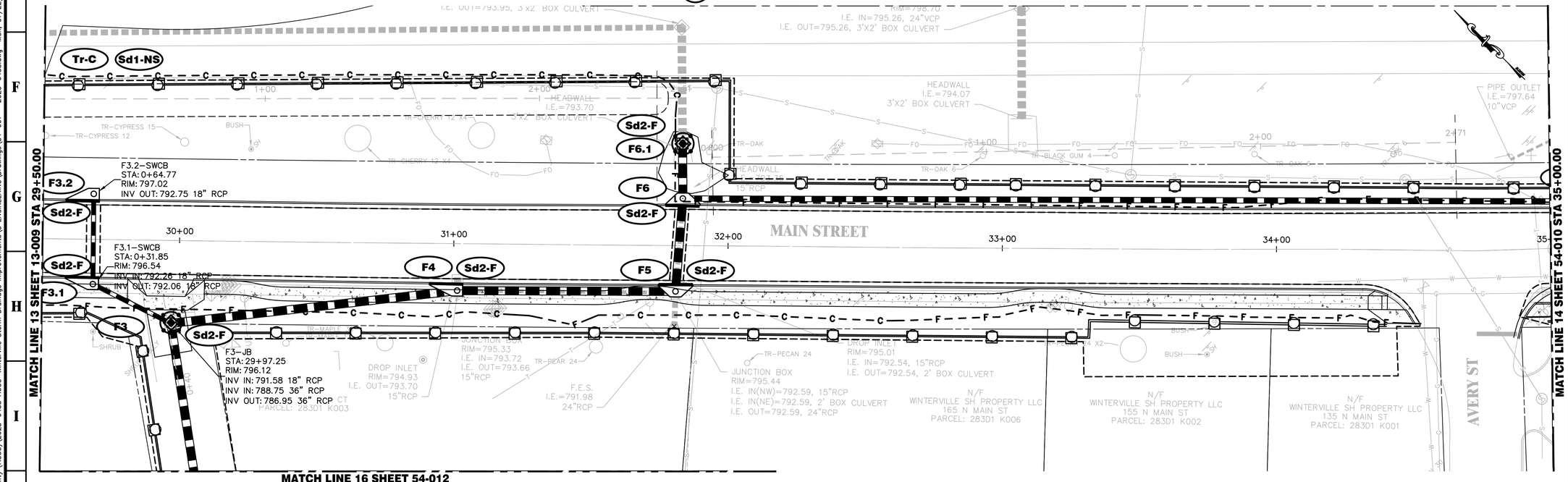


1 BMP LOCATION DETAILS - INTERMEDIATE PHASE
54-009 SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 BMP LOCATION DETAILS - INTERMEDIATE PHASE
54-009 SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

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DRAWING TITLE: BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-009

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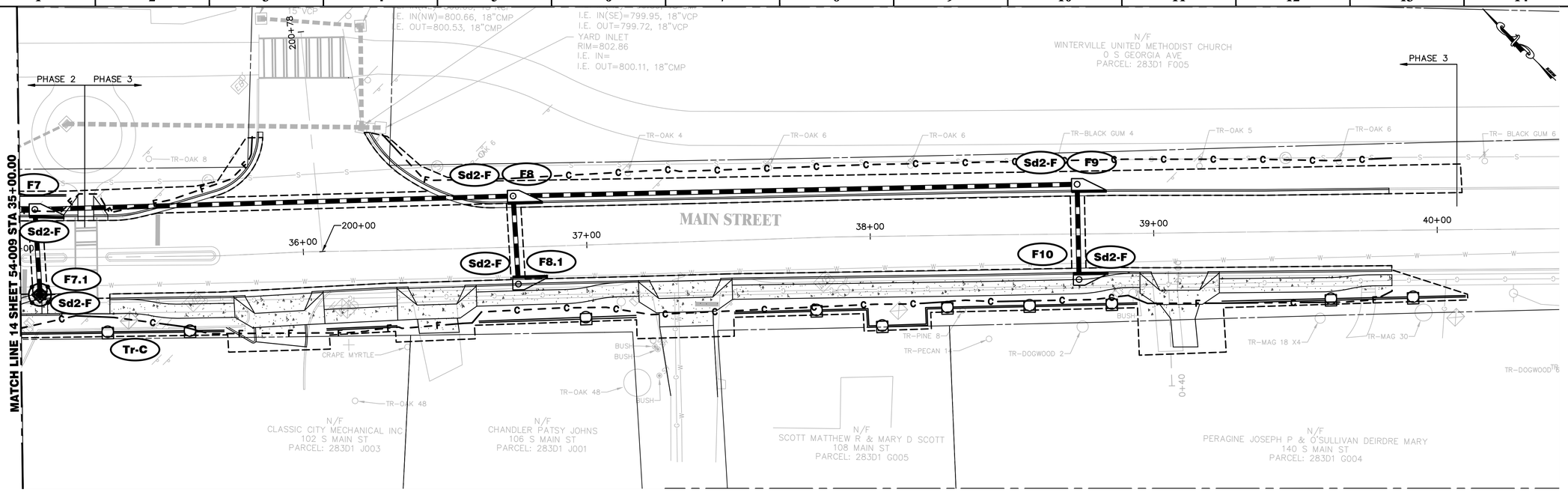

1 54-010 **BMP LOCATION DETAILS - INTERMEDIATE PHASE**
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54-001 - 2023-0435.dwg Mon, 07/22/24 9:03 AM

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

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DRAWING TITLE
BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-010

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 15 SHEET 54-008

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 54-011 BMP LOCATION DETAILS - INTERMEDIATE PHASE
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54-001 - 2023-0435.dwg Mon, 07/22/24 9:03 AM

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-011
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

R:\J--Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54-001 - 2023-0435.dwg Mon, 07/22/24 9:03 AM

MATCH LINE 16 SHEET 54-009

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

N/F
REGISTER RUTH E. & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

Tr-C
F1
F2
J2
Sd2-F
J1

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 54-012 **BMP LOCATION DETAILS - INTERMEDIATE PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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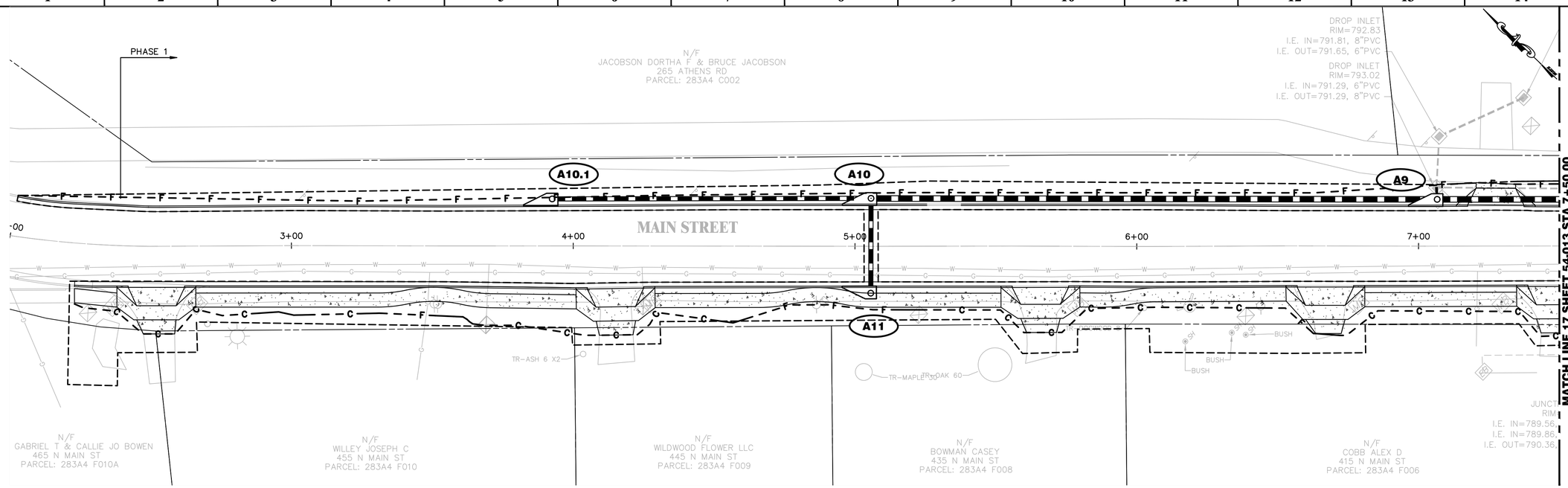
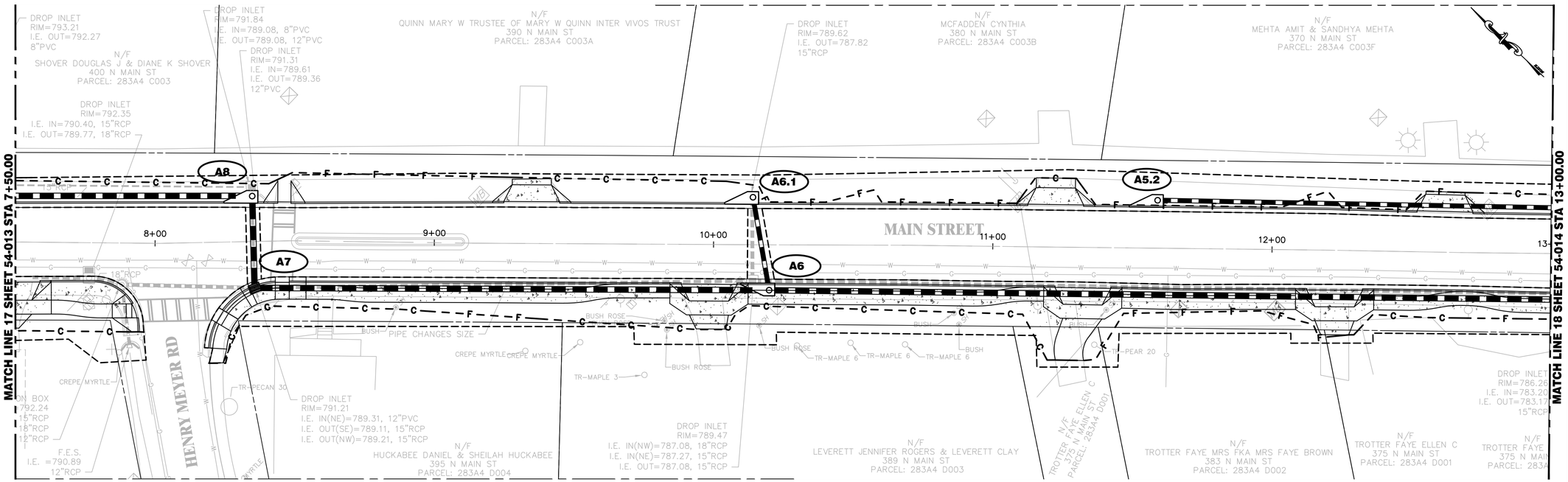
DRAWING TITLE
BMP LOCATION DETAILS - INTERMEDIATE PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-012

NOT ISSUED FOR CONSTRUCTION



1 BMP LOCATION DETAILS - FINAL PHASE
54-013 **SCALE: 1"=20'**



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 BMP LOCATION DETAILS - FINAL PHASE
54-013 **SCALE: 1"=20'**

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PRIME ENGINEERING® INCORPORATED
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ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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DATE:

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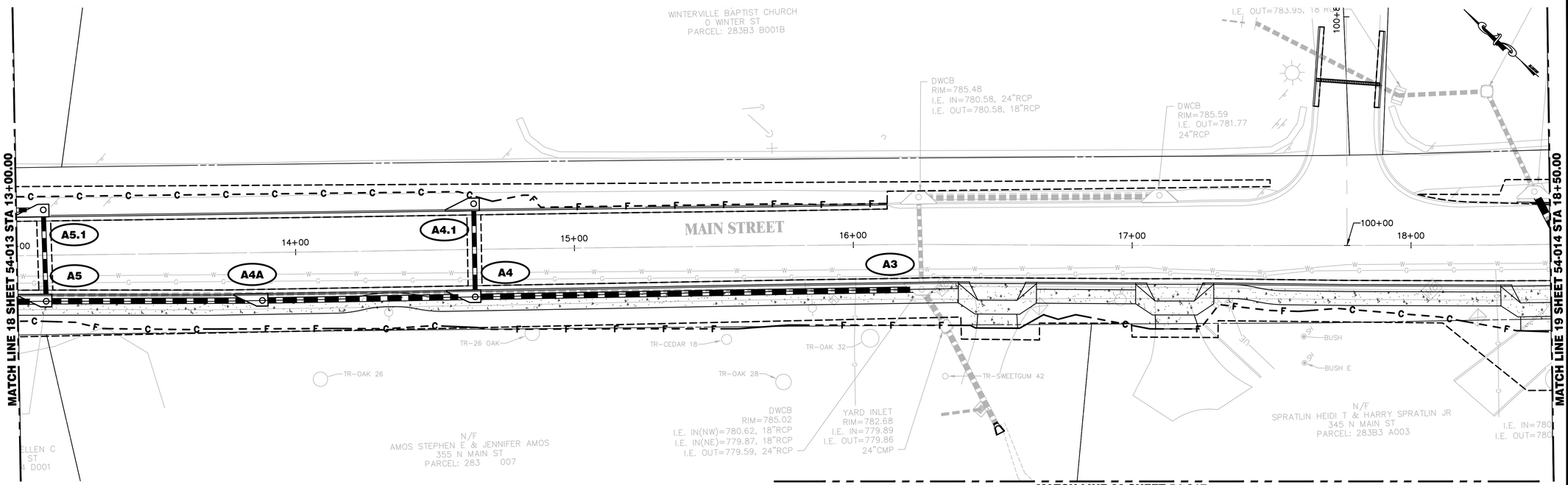
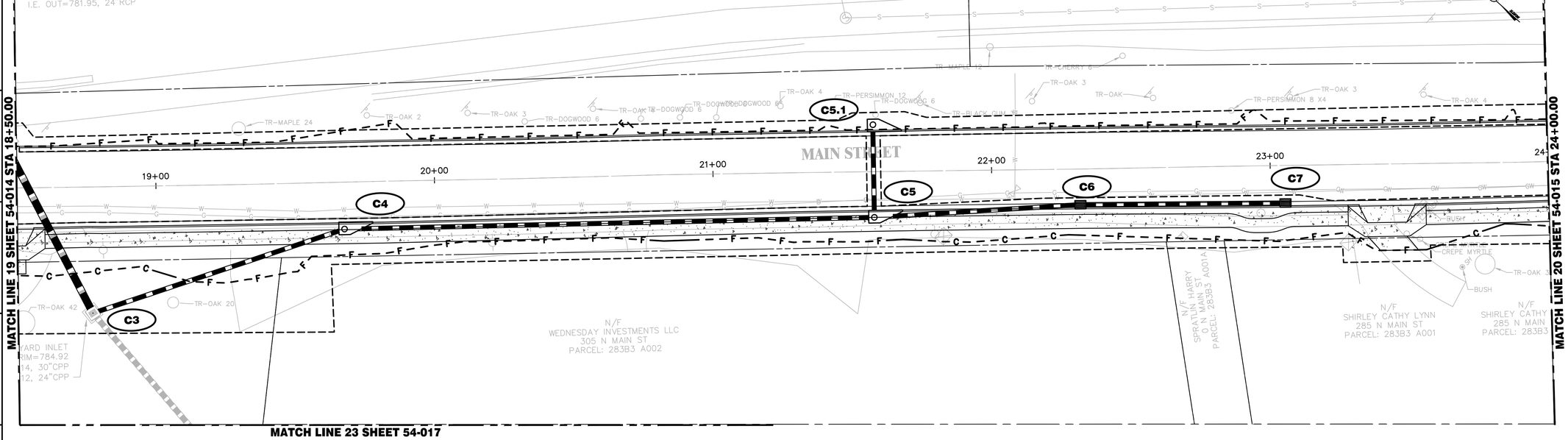
DRAWING TITLE
BMP LOCATION DETAILS - FINAL PHASE

DRAWN BY: TAL	DESIGNED BY: CKN	CHECKED BY: RRM	
DRAWING DATE: 07/26/2024	DRAWING SCALE: 1"=20'	PROJECT NUMBER: 2023-0435	DRAWING NUMBER: 54-013

NOT ISSUED FOR CONSTRUCTION



1 54-014 BMP LOCATION DETAILS - FINAL PHASE
SCALE: 1"=20'



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

2 54-014 BMP LOCATION DETAILS - FINAL PHASE
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE

BMP LOCATION DETAILS - FINAL PHASE

DRAWN BY	DESIGNED BY	CHECKED BY	
TAL	CKN	RRM	
DRAWING DATE	DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
07/26/2024	1"=20'	2023-0435	54-014

NOT ISSUED FOR CONSTRUCTION

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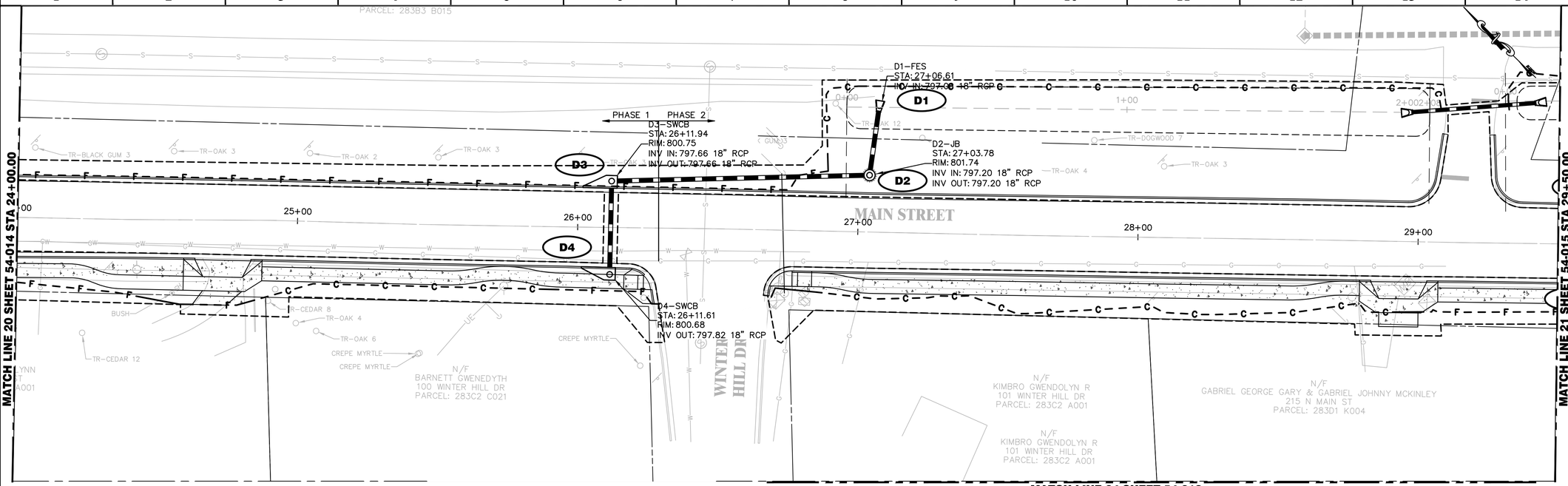
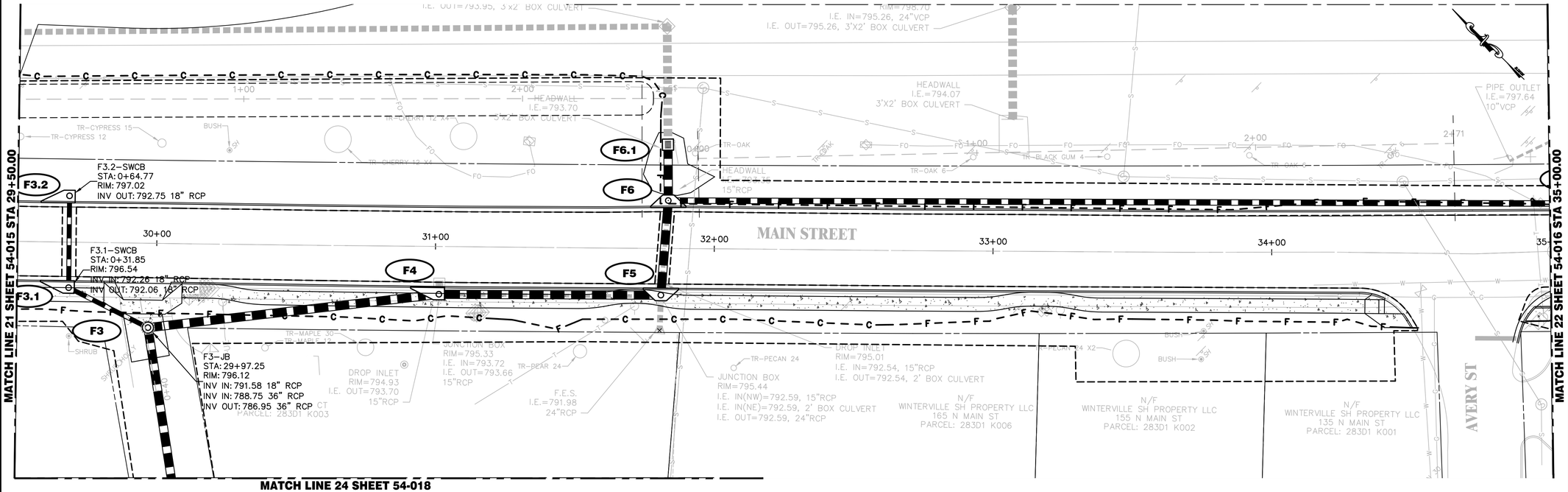


1 54-015 BMP LOCATION DETAILS - FINAL PHASE
SCALE: 1"=20'



2 54-015 BMP LOCATION DETAILS - FINAL PHASE
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A–Z\Athens Clarke–County (ACCG)\2023–0435 ACCG–Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54–001 – 2023–0435.dwg Mon, 07/22/24 9:03 AM

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300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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DATE:

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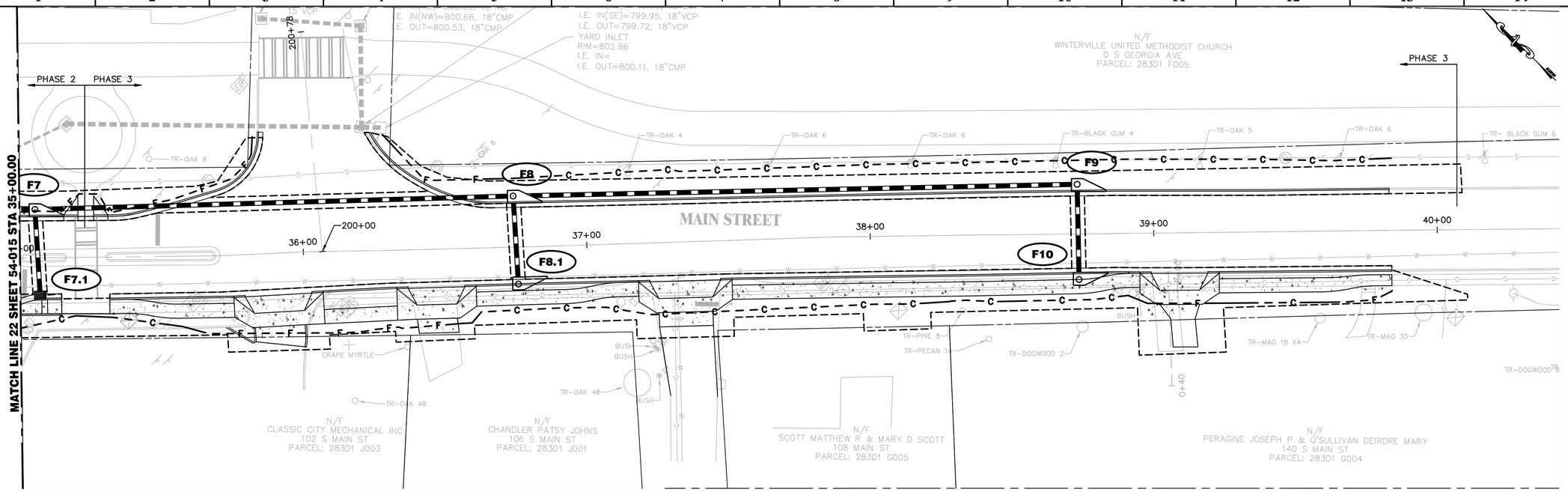
DRAWING TITLE
BMP LOCATION DETAILS - FINAL PHASE

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
1"=20'	2023-0435	54-015

NOT ISSUED FOR CONSTRUCTION



1 54-016 **BMP LOCATION DETAILS - FINAL PHASE**
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54-001 - 2023-0435.dwg Mon, 07/22/24 9:03 AM

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 . 4 2 5 . 7 1 0 0

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - FINAL PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-016

NOT ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54-001 - 2023-0435.dwg Mon, 07/22/24 9:03 AM

MATCH LINE 23 SHEET 54-014

N/F
AMOS STEPHEN E & JENNIFER AMOS
355 N MAIN ST
PARCEL: 283 007

N/F
SPRATLIN HEIDI T & HARRY SPRATLIN JR
345 N MAIN ST
PARCEL: 283B3 A003

YARD INLET
RIM=782.05
I.E. IN=779.45
I.E. OUT=779.31
24"CPP

N/F
WEDNESDAY INVESTMENTS LLC
305 N MAIN ST
PARCEL: 283B3 A002

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1
54-017
BMP LOCATION DETAILS - FINAL PHASE
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR:
ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - FINAL PHASE

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	54-017

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 24 SHEET 54-015

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

N/F
REGISTER RUTH E & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

F1 F2 J1 J2

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 54-015 **BMP LOCATION DETAILS - FINAL PHASE**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\J--Z\Athens Clarke--County (ACCG)\2023--0435 ACCG--Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\54--001 -- 2023--0435.dwg Mon, 07/22/24 9:03 AM

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
4 0 4 - 4 2 5 - 7 1 0 0

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
BMP LOCATION DETAILS - FINAL PHASE

DRAWING DATE 07/26/2024	DRAWN BY TAL	DESIGNED BY CKN	CHECKED BY RRM
DRAWING SCALE 1"=20'	PROJECT NUMBER 2023-0435	DRAWING NUMBER 54-018	

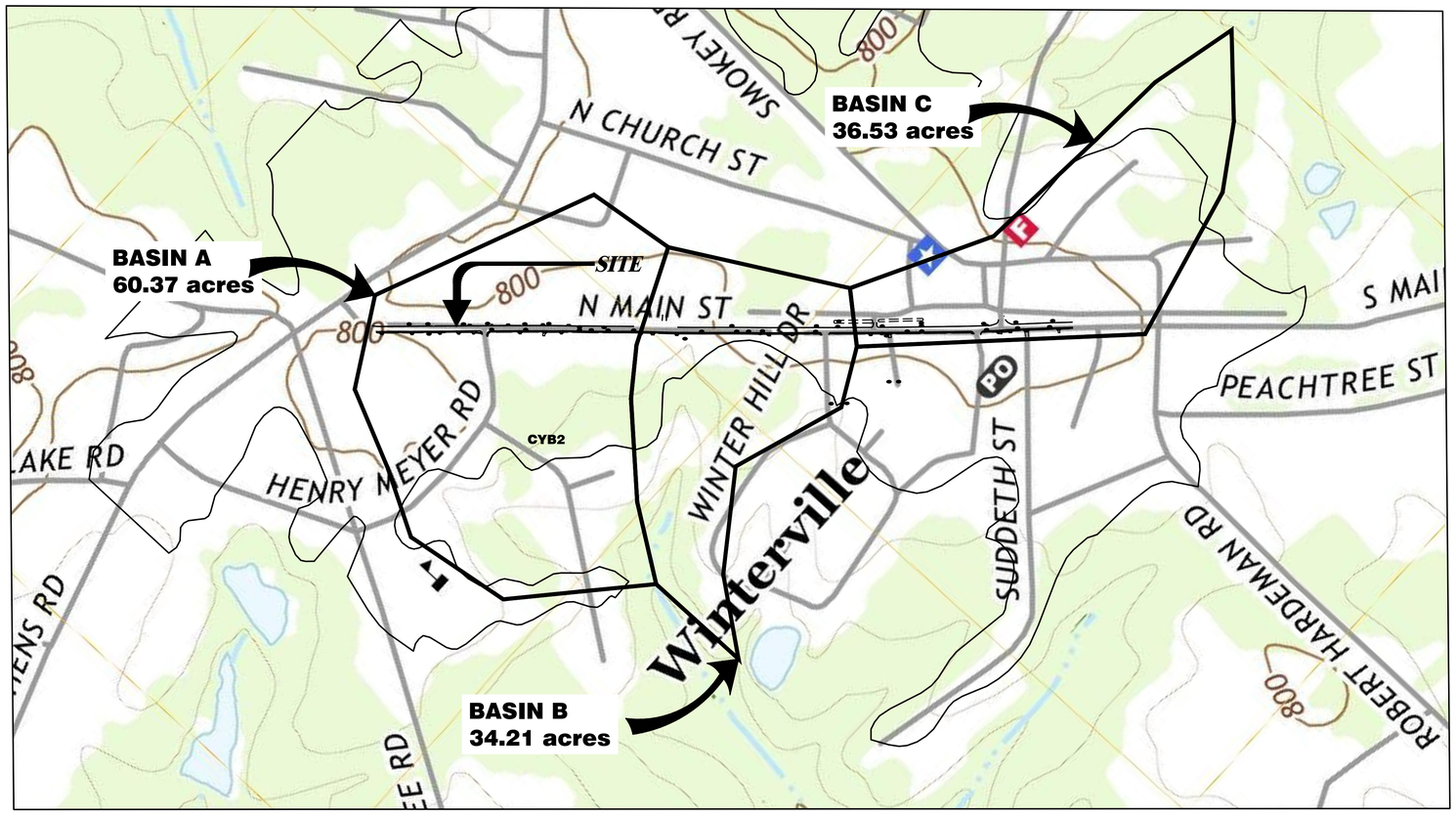
NOT ISSUED FOR CONSTRUCTION

ANTICIPATED BEGINNING OF CONSTRUCTION: 01/31/25
ANTICIPATED END OF INITIAL CONSTRUCTION: 04/30/26

(#29)

CONSTRUCTION ACTIVITY SCHEDULE

	MONTH													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
INITIAL EC BMP INSTALLATION *															
INTERMEDIATE EC BMP INSTALLATION															
FINAL PHASE E&SC BMP INSTALLATION															
MAINTENANCE OF EROSION CONTROL PRACTICES															
EXTERIOR DEMOLITION															
INTERIOR DEMOLITION															
CLEARING & GRUBBING															
GRADING															
UTILITY INSTALLATION															
INSTALLATION OF EQUIPMENT PADS															
PAINTING AND SITE CLEANUP															



(#37) 1 / 55-001 **USGS BASIN & SOILS MAP**
SCALE: 1"=400'

GRAPHIC SCALE
250 0 125 250
(IN FEET)
1 inch = 250 ft.

(#37) NORTH

SOILS LEGEND		
	SYM.	NAME
(#44)	CYB2	Cecil sandy loam, 2 to 6 percent slopes, moderately eroded

1. PROJECT DATA:
   SURVEYOR / ENGINEER:
   PRIME ENGINEERING
   3715 NORTHSIDE PKWY, NW
   ATLANTA, GA 30327
2. THE HORIZONTAL DATA SHOW HEREON IS BASED ON THE GEORGIA STATE PLANE COORDINATE SYSTEM, WEST ZONE.
3. THE ELEVATIONS SHOWN HEREON ARE NAVD88 DATUM.

CERTIFICATION STATEMENT:

"I CERTIFY THAT THE PERMITTEE'S EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN PROVIDES FOR THE MONITORING OF: (A) ALL PERENNIAL AND INTERMITTENT STREAMS AND OTHER WATER BODIES SHOWN ON THE USGS TOPOGRAPHIC MAP AND ALL OTHER FIELD VERIFIED PERENNIAL AND INTERMITTENT STREAMS AND OTHER WATER BODIES, OR (B) WHERE ANY SUCH SPECIFIC IDENTIFIED PERENNIAL OR INTERMITTENT STREAM AND OTHER WATER BODY IS NOT PROPOSED TO BE SAMPLED, I HAVE DETERMINED IN MY PROFESSIONAL JUDGEMENT, UTILIZING THE FACTORS REQUIRED IN THE GENERAL NPDES PERMIT NO. GAR 1000002, THAT THE INCREASE IN WATER TURBIDITY OF EACH SPECIFIC IDENTIFIED SAMPLED RECEIVING WATER WILL BE REPRESENTATIVE OF THE INCREASE IN THE TURBIDITY OF A SPECIFIC IDENTIFIED UN-SAMPLED RECEIVING WATER."

XX/XX/2024
DESIGN PROFESSIONAL — DATE

(#35) WETLAND CERTIFICATION:

THE DESIGN PROFESSIONAL, WHOSE SEAL APPEARS HEREON, CERTIFIES THE FOLLOWING:
1. THE NATIONAL WETLAND INVENTORY MAPS HAVE BEEN CONSULTED
2. THE APPROPRIATE PLAN SHEET [] DOES / [X] DOES NOT INDICATE AREAS OF UNITED STATES ARMY CORPS OF ENGINEERS JURISDICTIONAL WETLANDS AS SHOWN ON MAPS
3. IF WETLANDS ARE INDICATED, THE LAND OWNER OF DEVELOPER HAS BEEN ADVISED THAT LAND DISTURBANCE OF PROTECTED WETLANDS SHALL NOT OCCUR UNLESS THE APPROPRIATE FEDERAL WETLANDS ALTERATIONS ("SECTION 404") PERMIT HAS BEEN OBTAINED.

(#2)
(#41) **WATERS OF THE STATE EXIST WITHIN 200 FEET OF THE LIMITS OF DISTURBANCE**

WETLANDS DO NOT EXIST WITHIN 200' OF THE LIMITS OF DISTURBANCE

(#42) **TOTAL PROJECT AREA = ± 3.08 AC**
TOTAL DISTURBED AREA = ± 3.08 AC

24 HOUR CONTACT
PRIME ENGINEERING, INC.
CDI NYAKWELA, P.E.
404-425-7100
CNYAKWELA@PRIME-ENG.COM

(#47)
ROBERT R. MACPHERSON, PE
GASWCC LEVEL II
CERTIFICATION #0126
EXPIRES 07/09/2026

PRIME ENGINEERING® INCORPORATED
3715 NORTHSIDE PARKWAY NW
300 NORTHCREEK, SUITE 200
ATLANTA, GEORGIA 30327
404-425-7100

PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**
PREPARED FOR: **ACCGov**

SEAL

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DATE:

DRAWING TITLE: **USGS BASIN & SOILS MAP**

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM
DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	
1"=20'	2023-0435	55-001	

ISSUED FOR CONSTRUCTION

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\55-001 - 2023-0435.dwg Mon, 07/22/24 8:40 AM

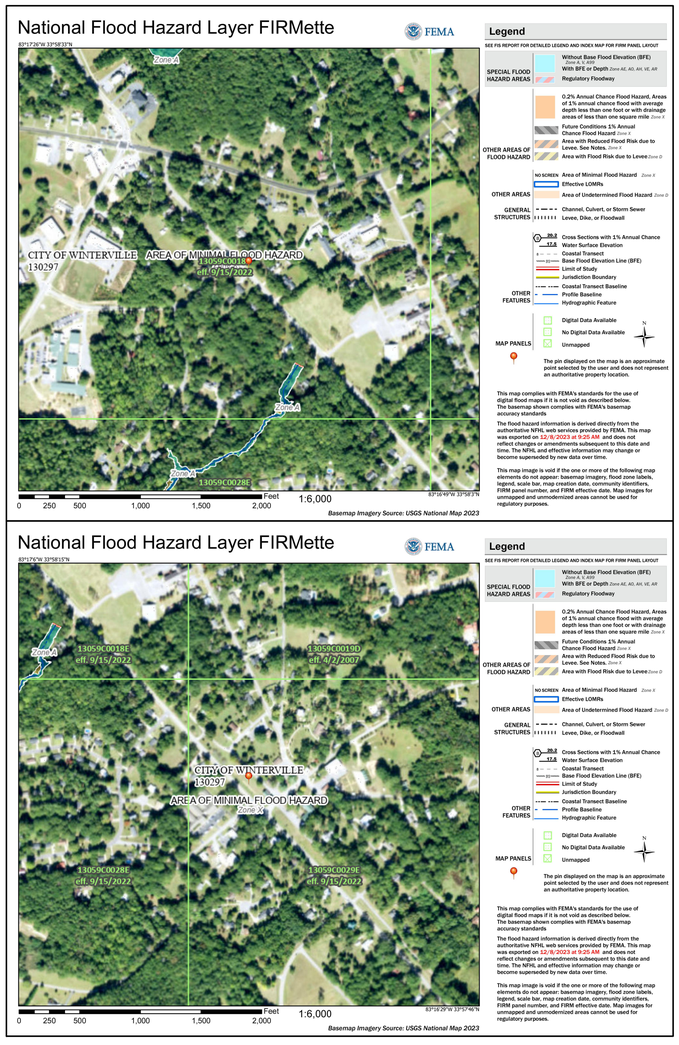
PROJECT LDP #: _____

PROJECT DESCRIPTION:

THE PROPOSED CONSTRUCTION CONSISTS OF DRAINAGE IMPROVEMENTS ALONG MAIN STREET IN THE CITY OF WINTERVILLE

PROJECT TO BE FUNDED BY ATHENS CLARKE COUNTY

GENERAL CONTRACTOR:



FIRM PANEL

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

CITY OF WINTERVILLE
DRAINAGE IMPROVEMENTS

MAIN STREET
WINTERVILLE, GA 30683

CLARKE COUNTY COUNTY,
LAND LOT 220, GMD DISTRICT
TAX PARCEL ID: 283 007, 283A4 C002, 283A4 C003, 283A4 C003A, 283A4 C003B, 283A4 C003F, 283A4 D001, 283A4 D002, 283A4 D003, 283A4 D004, 283A4 F006, 283A4 F008, 283A4 F009, 283A4 F010, 283A4 F010A, 283B3 A001, 283B3 A002, 283B3 A003, 283B3 B001B, 283B3 B014, 283B3 B015, 283C2 A001, 283C2 C021, 283D1 F005, 283D1 G005, 283D1 J001, 283D1 J003, 283D1 K001, 283D1 K002, 283D1 K003, 283D1 K004, 283D1 K006

RIGHT-OF-WAY AND PLANS
07/26/2024

VICINITY MAP
SCALE: 1"=1 MILE

NOTE:

OWNER / DEVELOPER:
ACCG
CONTACT:
DEREK DOSTER
301 COLLEGE AVE
CITY HALL SUITE 101
ATHENS, GA 30601
706-613-3025

ENGINEER:
PRIME ENGINEERING, INC.
3715 NORTHSIDE PARKWAY
BUILDING 300, SUITE 200
ATLANTA, GA 30327
PHONE: 404-425-7100
24 HR EMERGENCY CONTACT
CDI NYAKWELA, P.E.

NOTE:
EROSION CONTROL MEASURES WILL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLANS DOES NOT PROVIDE FOR EFFECTIVE EROSION CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE.

THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES.

ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.

ALL EROSION AND SEDIMENT CONTROLS, AND TREE PROTECTION MEASURES SHALL BE INSTALLED PRIOR TO GRADING.

WATERS OF THE STATE EXIST WITHIN 200 FEET OF THE LIMITS OF DISTURBANCE.
WETLANDS DO NOT EXIST WITHIN 200' OF THE LIMITS OF DISTURBANCE

NPDES FEES
TOTAL TRACT: 3.08 ACRES
DISTURBED AREA: 3.08 ACRES
GA EPD = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20
CLARKE COUNTY = ($40/DISTURBED ACRE)(3.08 ACRES) = $123.20

ACCGOV COMMISSIONERS

DISTRICT	NAME
District 1	Patrick Davenport
District 2	Melissa Link
District 3	Tiffany Taylor
District 4	Allison Wright
District 5	Dexter Fisher
District 6	Jesse Houle
District 7	John Culpepper
District 8	Carol Myers
District 9	Ovita Thornton
District 10	Mike Hamby

WINTERVILLE

DISTRICT	NAME
Mayor	Dodd Ferrelle
Councilperson	Bruce Johnson
Councilperson	Melissa Metzger
Councilperson	Tina Miller
Councilperson	Jonathan Mosley

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PROJECT NUMBER: 2023-0435

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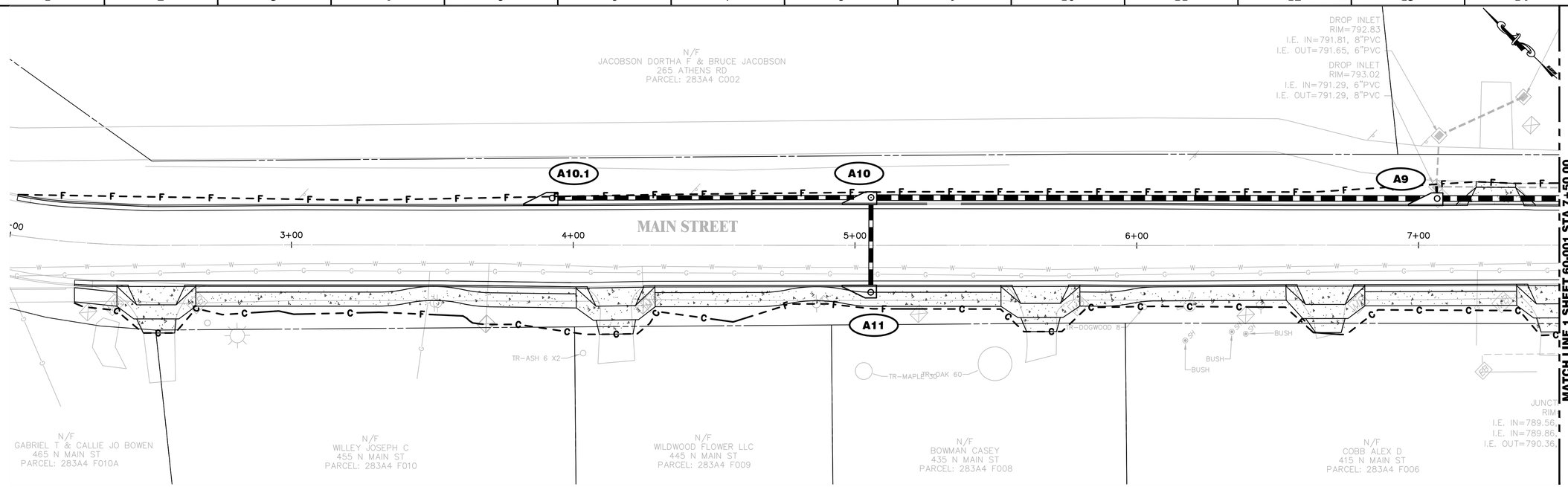
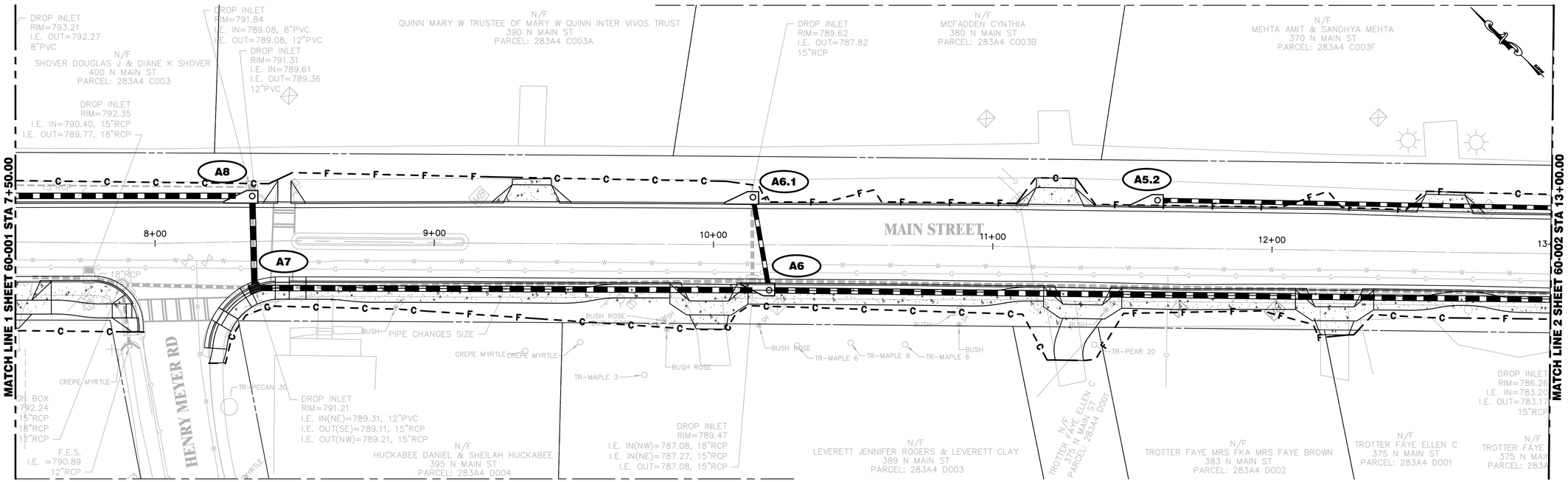


1 RIGHT-OF-WAY PLAN
60-001 **SCALE: 1"=20'**



2 RIGHT-OF-WAY PLAN
60-001 **SCALE: 1"=20'**

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

R:\A-Z\Athens Clarke-County (ACCG)\2023-0435 ACCG-Winterville Storm Drainage Improvements\3 ENGINEERING\Drawings\60-001 — 2023-0435.dwg Mon, 07/22/24 9:04 AM

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404-425-7100

PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
RIGHT-OF-WAY PLAN

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	60-001

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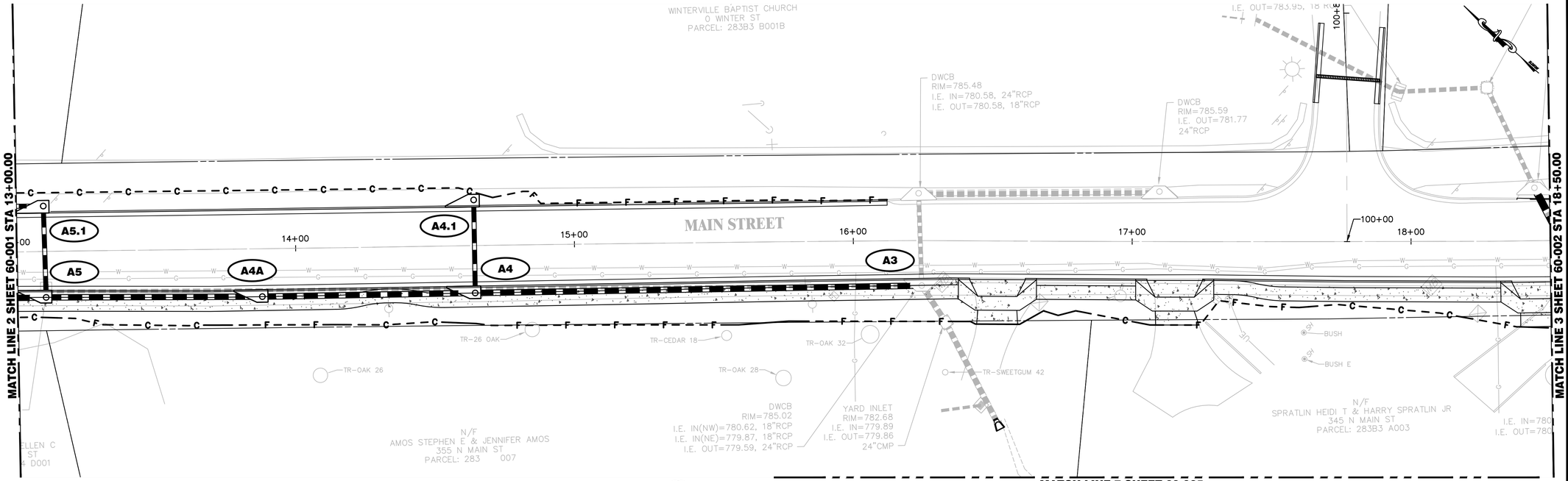
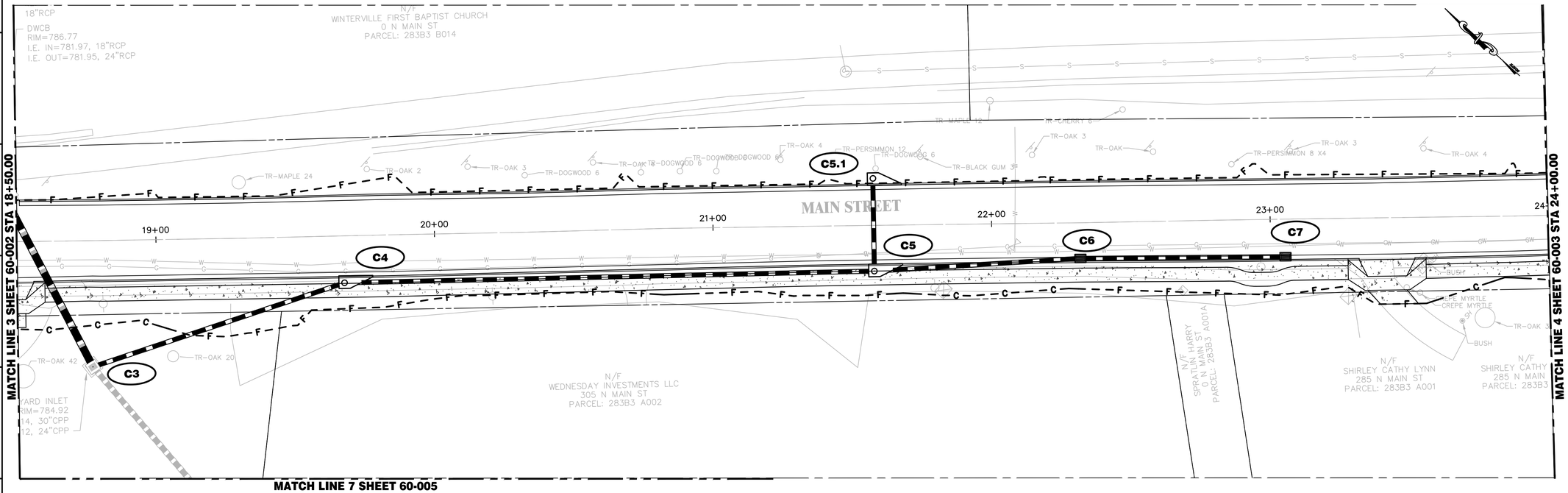


1 60-002 RIGHT-OF-WAY PLAN
SCALE: 1"=20'



2 60-002 RIGHT-OF-WAY PLAN
SCALE: 1"=20'

GRAPHIC SCALE
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(IN FEET)
1 inch = 20 ft.

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

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PREPARED FOR: ACCGov

REVISIONS

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DRAWING TITLE
RIGHT-OF-WAY PLAN

DRAWN BY	DESIGNED BY	CHECKED BY
TAL	CKN	RRM

DRAWING DATE	DRAWING SCALE	PROJECT NUMBER
07/26/2024	1"=20'	2023-0435

DRAWING NUMBER
60-002

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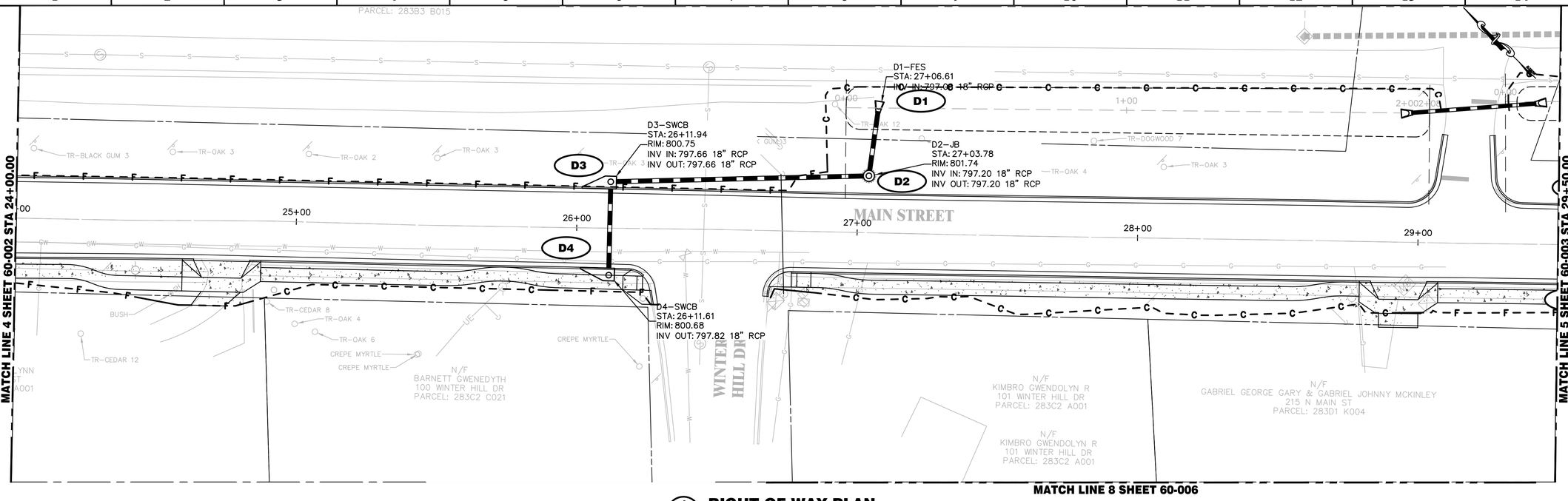
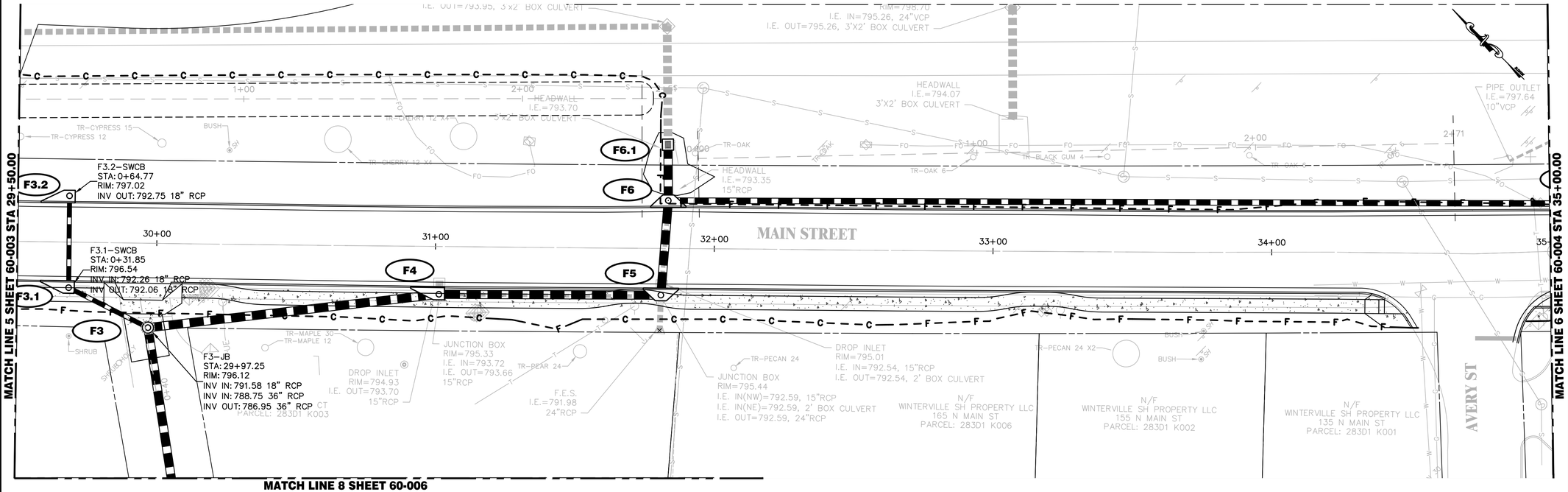


1 60-003 RIGHT-OF-WAY PLAN
SCALE: 1"=20'



2 60-003 RIGHT-OF-WAY PLAN
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

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4 0 4 . 4 2 5 . 7 1 0 0

PROJECT:
CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

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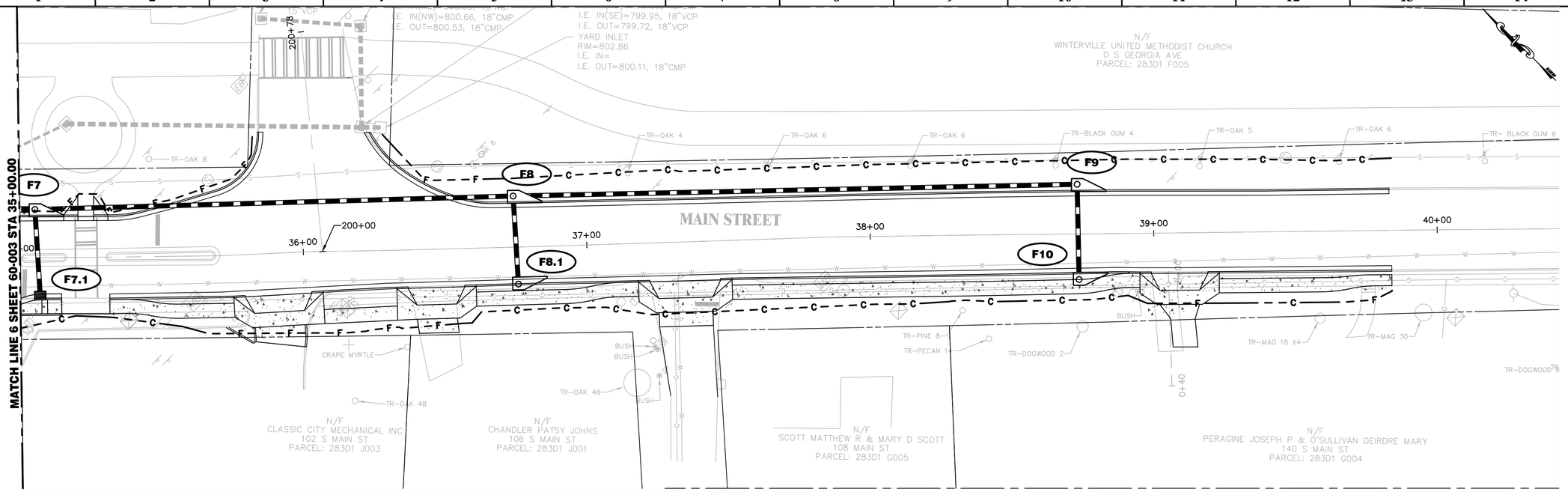
DRAWING TITLE
RIGHT-OF-WAY PLAN

DRAWING DATE	DRAWN BY	DESIGNED BY	CHECKED BY
07/26/2024	TAL	CKN	RRM

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER
1"=20'	2023-0435	60-003

NOT ISSUED FOR CONSTRUCTION



1 60-003 **RIGHT-OF-WAY PLAN**
SCALE: 1"=20'

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PROJECT: CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS

PREPARED FOR: ACCGov

REVISIONS

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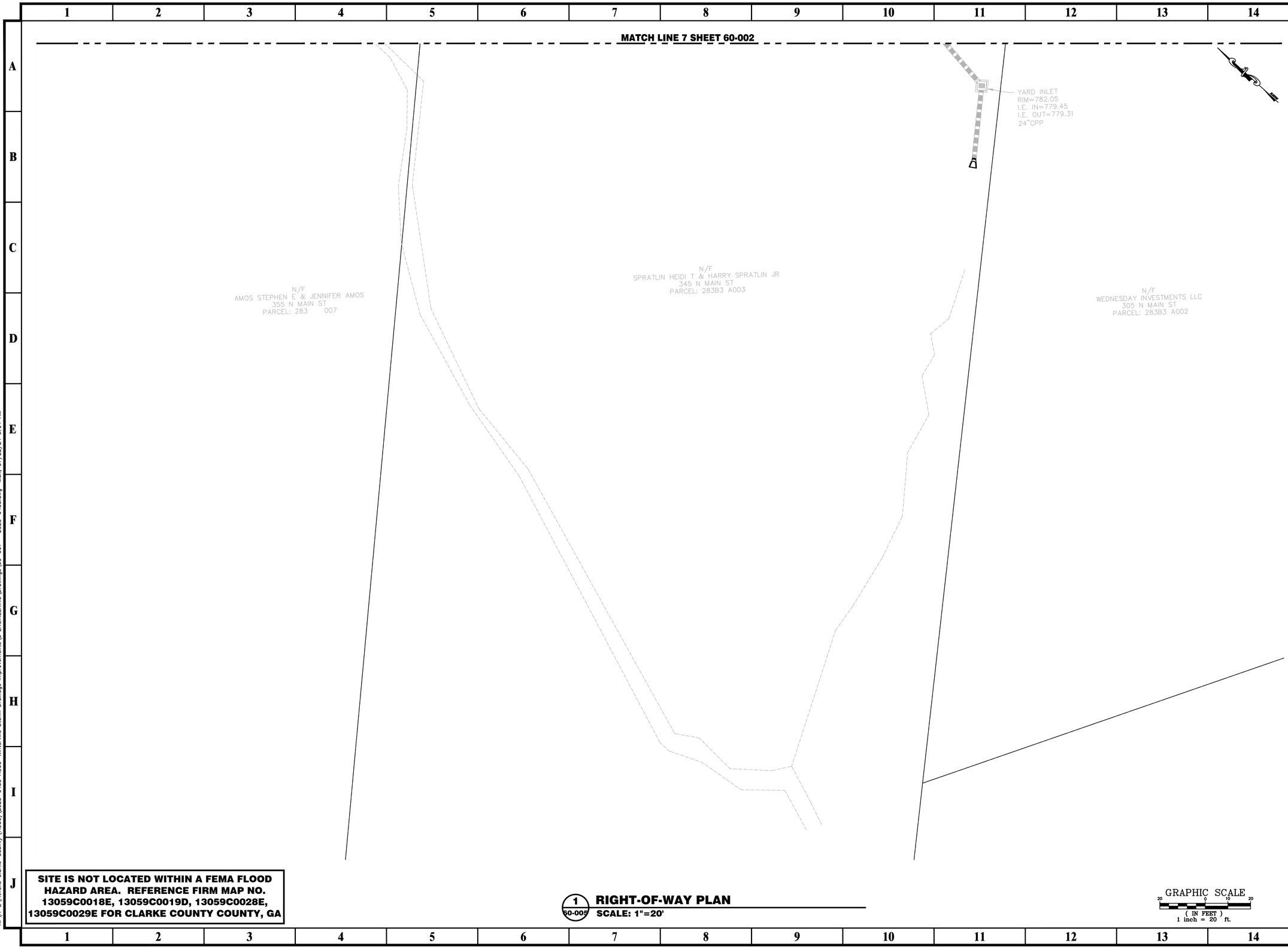
DRAWING TITLE

RIGHT-OF-WAY PLAN

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	60-004
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION



SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 60-005 **RIGHT-OF-WAY PLAN**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**
PREPARED FOR: ACCGov

REVISIONS

NO.	DATE	DESCRIPTION

SEAL

DATE:

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DRAWING TITLE
RIGHT-OF-WAY PLAN

DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	60-005
DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM

NOT ISSUED FOR CONSTRUCTION

MATCH LINE 8 SHEET 60-003

N/F
JONES GLORIA J & ETAL
103 WINTER HILL DR
PARCEL: 283C2 A002

N/F
GABRIEL GEORGE GARY & GABRIEL JOHNNY MCKINLEY
215 N MAIN ST
PARCEL: 283D1 K004

N/F
BUGG PERRY
201 PAMELA ANN CT
PARCEL: 283D1 K003A

N/F
BUGG PERRY
301 PAMELA ANN CT
PARCEL: 283D1 K003B

N/F
REGISTER RUTH E & LEVON C REGISTER II JTROS
105 WINTER HILL DR
PARCEL: 283C2 A003

N/F
PALMER SR GARY M & NAOMI A PALMER
106 GAYLE CT
PARCEL: 283C2 A006

N/F
ADAMS SLADE & KATHRYN M JURAS
107 WINTER HILL DR
PARCEL: 283C2 A004

N/F
BIBEAULT WILLIAM B & JOYCE BIBEAULT
104 GAYLE CT
PARCEL: 283C2 A007

F1
F2
J1
J2

SITE IS NOT LOCATED WITHIN A FEMA FLOOD HAZARD AREA. REFERENCE FIRM MAP NO. 13059C0018E, 13059C0019D, 13059C0028E, 13059C0029E FOR CLARKE COUNTY COUNTY, GA

1 / 60-006 **RIGHT-OF-WAY PLAN**
SCALE: 1"=20'

GRAPHIC SCALE
20 0 10 20
(IN FEET)
1 inch = 20 ft.

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PROJECT: **CITY OF WINTERVILLE MAIN STREET DRAINAGE IMPROVEMENTS**

PREPARED FOR: **ACCGov**

REVISIONS

NO.	DATE	DESCRIPTION

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DATE:

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DRAWING TITLE
RIGHT-OF-WAY PLAN

DRAWN BY	TAL
DESIGNED BY	CKN
CHECKED BY	RRM
DRAWING DATE	07/26/2024
DRAWING SCALE	1"=20'
PROJECT NUMBER	2023-0435
DRAWING NUMBER	60-006

NOT ISSUED FOR CONSTRUCTION

ATHENS Cultural Affairs COMMISSION

Feb 13, 2024

To SPLOST, Mayor & Commission,

At our February meeting (February 12, 2024), the Athens Cultural Affairs Commission (ACAC) met, discussed, and voted on the TSPLOST 2024 project list.

We find the following projects suitable for public art:
Project 2: Lexington Road Corridor Improvements
Project 3: Lexington Road Sidewalk Gap
Project 4: Atlanta Highway / W. Broad Street
Project 5: Prince Avenue / Jefferson Road
Project 6: Timothy Road / Mitchell Bridge Road Corridor
Project 11: MLK Parkway Oconee River Greenway
Project 12: E. Athens Neighborhood Greenway Connectors
Project 13: E. Athens Neighborhood Pedestrian Imp.
Project 14: N. Athens Transportation Improvements
Project 15: Sycamore Drive Pedestrian Improvements
Project 16: Westchester Neighborhood Pedestrian Imp.
Project 17: Stonehenge Neighborhood Pedestrian Imp.
Project 18: Firefly Trail Project
Project 23: Greenway Trail Safety Improvements Project
Project 25: Bicycle and Pedestrian Improvements Program
Project 26: W. Broad & Hancock Neighborhood Ped. Imp.
Project 27: Five Points Intersection Safety Improvements
Project 29: Smithonia & Smokey Road Pedestrian Imp.

We find the following projects unsuitable for public art:
Project 1: Winterville Storm Drainage Improvements
Project 7: E. Athens Neighborhood Ped. Lighting Safety
Project 8: E. Athens Neighborhood Traffic Management
Project 9: E. Athens Neighborhood Pavement Rehab.
Project 10: E. Athens Neighborhood Transit Improvements
Project 19: ACCGov Public Transit Operations Program
Project 20: Electrify the Fleet Program
Project 21: Pavement and Bridge Maintenance Program
Project 22: Culvert and Live Stream Pipe Replacement
Project 24: Historic District Street Signage Project
Project 28: College Square Pedestrian Plaza Project
Project 30: Traffic Safety Infrastructure Improvements
Project 31: Neighborhood Traffic Management Program
Project 32: Traffic Signage Replacement Program
Project 33: City of Winterville
Project 34: Town of Bogart

We thank the SPLOST Office, Mayor & Commission, and Leisure Services Arts Division for their continued advocacy, work, and support as we all work to build an Athens that reflects its community. ACAC pledges to continue its devotion to enhancing the aesthetic development of built environment throughout our county, through these TSPLOST projects and beyond.

Sincerely,

Victoria Prevatt

Victoria Prevatt
Athens Cultural Affairs Commission, Chairperson

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: TSPLOST 2023 Project 02, Lexington Road Corridor Improvements Project - Proposed Sub-Project (SP) Concepts

DATE: ~~July 18, 2024~~ August 28, 2024

EXECUTIVE SUMMARY:

This project is a continuation of the TSPLOST 2018 Project 14 Lexington Road Corridor Improvements Project and focuses on safety and connectivity. This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) Approve the Proposed SP Concepts; and, 2) authorize staff to advance the Proposed SP Concepts to the Preliminary Design Phase. Also, in keeping with the ACCGov ordinances, the agenda also request M&C approve the designation of the project as appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	8,190,000	TSPLOST 2023, Project 02 – All Tiers

EXPENSES:

CAPITAL:

$	89,258	Expensed and Encumbered
$	245,000	Land/Easement Acquisition
$	599,600	Remaining for Design
$	250,000	Designated Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03)
$	613,142	Designated Misc./PM Fees/ Testing Permitting
$	51,000	Proposed for Public Art
$	1,242,000	Designated Design & Construction Contingency
$	5,100,000	Available for Construction for Proposed SPs

OTHER: N/A

FUNDING SOURCE: TSPLOST 2023 Program Revenues

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that Mayor and Commission:

a. Approve the Proposed SP Concepts for Lexington Road Corridor Improvements Project (TSPLOST 2023 Project 02), as described in Facts & Issues #7 and generally illustrated shown on **Attachment #1**;

b. Authorize staff to advance the Proposed SP Concepts for Lexington Road Corridor Improvements Project (TSPLOST 2023 Project 02), as described in Facts & Issues #7 and generally illustrated shown on **Attachment #1** to the Preliminary Plan Phase;

c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation that the Lexington Road Corridor Project (TSPLOST 2023 Project 02) is appropriate for Public Art with a proposed budget of $51,000 as noted on **Attachment #2**; and,

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

HISTORY:

1. On September 7, 2021 the Mayor and Commission (M&C) approved the Priority Project Concepts for TSPLOST 2018 Project 14, Lexington Road Corridor Project **(Attachment #3)**.

2. On May 24, 2022, the voters of Athens-Clarke County approved a referendum for the TSPLOST 2023 Program, which included Project 02 – Lexington Road Corridor Improvements Project.

3. On February 27, 2023, a Notice of Proposed Administration Action (NOPAA) completed the current Tier Funding Schedule. The tiering schedule included funding for the Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03) during Tiers 1-6 (FY23 – FY28).

4. On August 10, 2023, a project kick-off meeting was held with the User Group. ACCGov Manager Williams appointed the User Group. The User Group members are:
   Diane Napier – Resident Member
   David Spooner – Resident Member
   Greg Davis – Resident Member/Aim Representative
   Stephen Bailey – ACCGov Transportation & Public Works Director
   Jeanne Connell – ACCGov Landscape Mgmt. Administrator
   Max Doty - ACCGov Special Projects Planner

5. On September 20, 2023, on-call engineering firm Pond & Company, led the User Group and other ACCGov Staff on a Lexington Road Safety Audit along the corridor to observe existing conditions, current traffic patterns, driver tendencies, and identify safety deficiencies and/or opportunities for potential projects.

6. Between August 2023 and March 2014, the User Group reviewed previous corridor reports, previous public engagement efforts and results, crash data (Yrs 2018-2022) conducted field inspections and site visits, and deliberated potential SPs.

7. On February 13, 2024, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for Lexington Road Corridor Project (TSPLOST 2023 Project 02) **(Attachment #2)**. Based on the nature of the project scope, the ACAC

recommended that public art be associated with the implementation of TSPLOST 2023 Project 02.

8. On March 14, 2024, the User Group reviewed the Proposed SP Concepts and approved recommending them as noted in F&I #7 for M&Cd consideration including supporting Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03) with $250,000 from the Lexington Road Corridor Improvement Project (TSPLOST 2023 Project 02) to support a 10' wide shared use path to enhance the bike/pedestrian facility.

9. On March 26, 2024, staff presented the User Group recommendations as described in F&I #7 and generally illustrated on **Attachment #1** to Athens in Motion (AiM) during their regularly scheduled meeting. AiM supported the projects as described in F&I #7 and generally illustrated on **Attachment #1**.

10. On July 23, 2024, AiM reviewed the Proposed SP Concepts and approved recommending the Proposed SP Concepts for M&C consideration; including supporting Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03) with $250,000 from the Bicycle & Pedestrian Improvements Program (TSPLOST 2023 Project 25) to support a 10' wide shared use path to enhance the bike/pedestrian facility.

11. On July 23, 2024, ACCGov initiated an online public engaging survey to obtain resident and business patrons' opinion of use for the User Group's recommend Proposed SP Concepts. The scheduled close date of the survey is August 11, 2024.

12. On August 1, 2024, staff hosted a public engagement open house to answer questions for the community regarding the Proposed SPs.

13. On August 13, 2024, staff attended the M&C Work Session to answer questions regarding the previously work session presentation on the Proposed SP Concepts; which was provided to the public and M&C in advance of the meeting.

14. The Proposed SP Concept was presented to the TSPLOST Oversight Committee (TSOC) on August 19, 2024. The TSOC determined the Proposed Project Concept is consistent with the Initial Project Statement.

FACTS & ISSUES:

1. The Initial Project Statement for TSPLOST 2023 Project 02, Lexington Road Corridor Improvements Project reads as follows:

> ***Project 02 – Lexington Road Corridor Improvements Project:*** *This project will provide for capital improvements to the Lexington Road Corridor. Depending upon actual costs and funding availability, improvements may include, but are not limited to: additional sidewalks, multiuse trails, separated bike lanes, landscaped medians, intersection improvements, lighting and/or other safety improvements along the corridor and connecting streets. This project is a continuation of the TSPLOST 2018 Project 14 Lexington Road Corridor Improvements Project. 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.

2. The Lexington Road Corridor has the following characteristics:
    - A four-lane principal arterial that has an approximate annual average daily traffic (AADT) of 24,600 – 32,300 vehicles per day (vpd);
    - Divided by a center two-way left-turn lane (TWLTL);
    - Has a posted speed limit of 45 mph;
    - Approximately 8% of the traffic is comprised of heavy vehicles;
    - Adjacent land uses consist of retail and residential areas; and,
    - Provides direct access to various government facilities.

3. The M&C approved (History #1) Priority SP Concepts **(Attachment #3)** for the TSPLOST 2018 Project 14, Lexington Road Corridor Improvements were only partially funded by TSPLOST 2018. TSPLOST 2018 Project 14, SP #1, will provide sidewalk connectivity along Lexington Road between Johnson Drive (end of current GDOT project effort) and Gaines School Road **(Attachment #3)**. This SP #1 is currently in the land acquisition phase, with a target completion date of December 2024 for land acquisition. Only a portion of the TSPLOST 2018 Project 14 SPs are funded with TSPLOST 2018. Some of the TSPLOST 2018 Project 14 SPs are proposed to be funded as part of this TSPLOST 2023 Project 02, Lexington Road Corridor Improvements Project.

4. On-call engineering firm, Pond & Company, led the User Group and other ACCGov Staff on a Lexington Road Safety Audit (History #5) along the corridor to observe existing conditions, current traffic patterns, driver tendencies, and identify safety deficiencies and/or opportunities for potential projects. Key takeaways from the Safety Audit investigation include:

    - Lack of bicycle infrastructure along the corridor. No bicycle lanes/multiuse path along the multilane roadway with a speed limit of 45 MPH, the corridor conditions do not accommodate cyclists outside the vehicular traffic lanes.

    - The sidewalk coverage along the corridor is incomplete, with significant gaps in coverage along both sides. A sidewalk on the south side of Lexington Road is programmed with TSPLOST 2018 Project 14, SP #1, funding to complete the sidewalk connectivity from Johnson Road to Gaines School Road (F&I #3).

    - Bicycle/Pedestrian crossing locations are infrequent, as the five existing traffic signals are the only crossing locations along approximately 3 miles of roadway. This is pronounced between Atlas Way and Cherokee Road, a nearly 1-mile stretch of roadway with no crossings. This was also identified as the section serving the highest volume of pedestrian traffic in the Travel Demand Model. Likely due to these conditions, multiple pedestrians were observed crossing the roadway outside of designated crossing locations.

- A number of potential maintenance projects were identified. For example, sidewalk and wheelchair ramps along the corridor are frequently non-compliant with ADA standards and sidewalk cracking leading to trip hazards was identified at multiple locations.

- Vehicular safety deficiencies/potential projects were also identified. These include a need for the installation of Restricted Crossing U-Turn control, locations with deficient sight distance, and potential roadway sections to install a raised median.

- Observed eastbound or left turn movements from the Mabry Drive/Hughes Street neighbourhood have difficulty due to traffic volumes.

5. The User Group, as part of the SP development, reviewed the Georgia Department of Transportation (GDOT) Project currently being constructed on Lexington Road. The GDOT project does not include separate bicycle facilities on the north side of the Lexington Road Corridor but does include typical sidewalk construction. Because of this the GDOT does not have plans to allow separated bike facility or shared use path connectivity on the north side of Lexington Road. The only shared use path being constructed as part of the GDOT project is between the Lexington Road/Inner loop on-ramp and Lexington Road/Barnett Shoals Road intersection on the south side. Thus, increasing the importance of adding a connection from the existing Firefly Trail at Winterville Road to Lexington Road to provide safer bicycle friendly facilities.

6. The User Group felt strongly that another important part of the recommendation is the User Group felt strongly that the SP priority generally be selected and implemented beginning at the end of the current GDOT effort, near the Lexington Road/Loop interchanged project, and working towards the east. Thereby, concentrating and completing projects that would remove connectivity gaps as the work progressed outward. This thought process can be seen on the recommended SP to move forward generally lying on the north & western side of the Lexington Road and SP for future funding generally lying more easterly along the corridor.

7. Building off previous TSPLOST 2018 program, past studies, previous public engagement efforts, the safety audit, the User Group identified the following SPs for implementation under the TSPLOST 2023 Project #03 program. The SP Designations (Map ID) corresponds to the Concept Plan **(Attachment #1)** and is listed below with SP description:

    - **Map Designation ID 200**: Similar to TSPLOST 2018 Pedestrian Improvements, on the south side of Lexington Road, this SP would provide for the extension of the sidewalk along the north side of Lexington Road from the sidewalk, currently being built by the GDOT, on Lexington Road/Loop 10 interchange project just east of Winterville Road to the recently completed Atlas Way/Lexington Road intersection. This 0.8-mile sidewalk extension provides a safer off-road pedestrian connection to the adjacent neighborhoods and businesses along the heavily traveled Lexington Road. This sidewalk connectivity will also provide better access to existing transit stops along the route.

    - **Map Designation ID 201**: Provides for the installation of a pedestrian hybrid beacon (pedestrian red light) near the intersections of Hughes Street or Mabry Drive and Lexington

Road to provide safer opportunities for pedestrians crossing the heavily traveled Lexington Road. Providing crossing opportunities also allows for better access to existing transit service routes depending on user needs.

- **Map Designation ID 300**: Provides for planning and land acquisition to acquire right of way on the north side of Lexington Road, at the recently completed signalized intersection of Atlas Way and Lexington Road. Securing this right of way will allow for future roadway extension connecting neighborhood streets of Hughes Street/Mabry Drive/Hollis Street/Allen Drive to the recently completed signalized intersection of Atlas Way and Lexington Road; thus, allowing safer vehicular turns that are crossing Lexington Road. This access also provides connectivity to ACCGov owned property adjacent to the airport and would provide the access for the shared use path described below in Map Designation ID 301.

- **Map Designation ID 301**: Provides for a shared use path connecting Lexington Road corridor and adjacent neighborhoods to the existing Firefly Trail. This connection allows bicyclist and pedestrians expanded commuter access and recreational opportunities off the heavily travelled Lexington Road corridor by way of connection to the Firefly Trail. The Firefly Trail allows for off road travel experience to downtown Athens on a dedicated non-vehicular pathway.

- **Map Designation ID 102**: Provides for additional funding to support TSPLOST 2023 Project 03 to create a shared use path along the north side of Lexington Road eliminating pedestrian connectivity gap connecting Cooper Road to the western drive of the Walmart shopping center. The estimated cost of completing Project 03 is larger than the budget due to GDOT requirements.

- **Map Designation ID 101b**: Provides for the installation of a pedestrian hybrid beacon (pedestrian red light) near the intersections Jail Road intersection with Lexington Road to provide safer pedestrian crossing opportunities for the adjacent neighborhoods, businesses, and supporting the ACCGov facilities in the vicinity. A pedestrian signalized crossing allows a safer opportunity to access opposite sides of the heavily traveled Lexington Road. Providing crossing opportunities also allows for better access to existing transit service routes depending on user needs.

8. The User Group also identified the determined the following SP priority recommendation for implementation which is noted below:

Sub-Project Priority	Map Designation ID	Project Type	Conceptual Cost
1	200	Sidewalk	$ 3,500,000
2	201	Pedestrian Crossing	$ 500,000
3	300	Roadway/SUP Access	$ 300,000
4	301	Shared-Use Path	$ 3,000,000
5	102	Shared-Use Path/Sidewalk	$ 250,000

6	101b	Pedestrian Crossing	$ 500,000
		Priority Sub-Total Cost	$ 8,050,000

9. The currently available project budget including design, land acquisition, permitting, construction, and contingency is $7,436,600; equating to $613,400 below the conceptual cost estimate of the proposed six priority SPs. A budget adjustment is not recommended, at this concept phase. Necessary budget adjustments can be recommended, as additional information becomes available during the preliminary design process (e.g. updated cost analysis, land values, and partnership opportunities with private development and GDOT).

10. The following additional SPs were identified for future consideration, as funding becomes available. These future SPs are also identified with a Map Designation ID# that corresponds to the Proposed Project Concept Plan **(Attachment #1)** and is listed below with SP descriptions:

    - **Map Designation ID 204**: Provides for the extension of the sidewalk along the north side of Lexington Road from the eastern part of the Walmart shopping center to Woodgrove Drive across Lexington Road from Southeast Clarke Park. Some recent development in the area has or is installing sidewalks but does not achieve complete connectivity for the area. This 0.3-mile sidewalk extension provides a safer off-road pedestrian connection to the adjacent neighborhoods and businesses along the heavily traveled Lexington Road. Sidewalk connective also provides better access to existing transit services stops along the route.

    - **Map Designation ID 101c**: Provides for the installation of a pedestrian hybrid beacon (pedestrian red light) near the intersection of Cooper Road with Lexington Road to provide safer pedestrian crossing opportunities for the adjacent neighborhoods and businesses in the vicinity. A pedestrian signalized crossing allows a safer opportunity to access opposite sides of the heavily traveled Lexington Road. Providing crossing opportunities allows for better access to existing transit service routes depending on user needs.

    - **Map Designation ID 101a**: Provides for the installation of a pedestrian hybrid beacon (pedestrian red light) near the intersection of County Farm Road with Lexington Road to provide safer pedestrian crossing opportunities for the adjacent neighborhoods, businesses, and ACCGov facilities in the vicinity. A pedestrian signalized crossing allows a safer opportunity to access opposite sides of the heavily traveled Lexington Road. Providing crossing opportunities allows for better access to existing transit service routes depending on user needs. If SP 101b is implemented, 101a would not be needed.

    - **Map Designation ID 100**: Provides for a shared use path along the north side of Lexington Road corridor between Atlas Way and Cherokee Road. This connection allows bicyclist and pedestrians expanded commuter access and recreational opportunities outside the heavily travelled Lexington Road corridor traffic lanes.

    - **Map Designation ID 202**: Provides for a shared use path along the north side of Lexington Road corridor between Cherokee Road and Cooper Road. This connection allows bicyclist

and pedestrians expanded commuter access and recreational opportunities outside the heavily travelled Lexington Road corridor traffic lanes.

- **Map Designation ID 302**: Provides two opportunities to connect Satterfield Park to Lexington for a shared use path. One section would connect along easterly property line of Athens Ben Epps airport to Satterfield Park from Lexington Road. The other opportunity is to connect a shared use path along Cherokee Road to the entrance of Satterfield Park. These connections will allow bicyclist and pedestrians to reach Satterfield Park in a safe manner and connect the area businesses.

- **Map Designation ID 203**: Provides for a shared use path along the north side of Lexington Road corridor between Walmart shopping center to Southeast Clarke Park. This 0.7-mile connection allows bicyclist and pedestrians expanded commuter access and recreational opportunities outside the heavily travelled Lexington Road corridor traffic lanes expanding access to Southeast Clarke Park.

- **Map Designation ID 303**: Provides for a new traffic signal to provide controlled vehicular/ bicycle/pedestrian access across Lexington Road at Southeast Clarke Park and Woodgrove Road.

11. The User Group recommended SPs priority for future consideration are:

Sub-Project Priority	Map Designation ID	Project Type	Conceptual Cost
7	204	Sidewalk	$300,000
8	101c	Pedestrian Crossing	$500,000
9	101a	Pedestrian Crossing	$500,000
10	100	Shared-Use Path	$6,000,000
11	202	Shared-Use Path	$2,500,000
12	302	Shared-Use Path	$1,250,000
13	203	Shared-Use Path	$2,500,000
14	303	Signalized Intersection	$750,000
		Future Sub-Total Cost	$14,300,000

12. Proposed timeline for the Proposed SP Priority projects would be as follows:

Survey & Preliminary Design	October 2025
Preliminary Design Approval for M&C Consideration	December 2025
Land Acquisition	July 2026
Construction	December 2026

13. ~~The Proposed SP Concept is to be presented to the TSPLOST Oversight Committee (TSOC) on August 19, 2024. The TSOC will review the Proposed Project Concept to determine if the Proposed Project~~

~~Concept is consistent with the Initial Project Statement. The Agenda Report will be updated prior to the voting meeting on September 3, 2024 with the results of the TSOC's determination~~.

14. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Safely Move Around Athens Goal, Strategy A: Improve, expand, maintain sidewalks, shared-use paths, and bike facilities to provide greater opportunities for residents to use active transportation safely.

OPTIONS:

1. Mayor and Commission:
    a. Approve the Proposed SP Concepts for Lexington Road Corridor Improvements Project (TSPLOST 2023 Project 02), as described in Facts & Issues #7 and generally illustrated shown on Attachment #1;

    b. Authorize staff to advance the Proposed SP Concepts for Lexington Road Corridor Improvements Project (TSPLOST 2023 Project 02), as described in Facts & Issues #7 and generally illustrated shown on Attachment #1 to the Preliminary Plan Phase;

    c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation that the Lexington Road Corridor Project (TSPLOST 2023 Project 02) is appropriate for Public Art with a proposed budget of $51,000 as noted on Attachment #2; and,

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

2. Mayor and Commission deny the approval of the Proposed SP Concepts for Lexington Road Corridor Improvements Project (TSPLOST 2023 Project 02), as described in Facts & Issues #7 and generally illustrated shown on **Attachment #1**.

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Projects Department
Prepared by: J. Derek Doster for,

Stephen Bailey, Transporation & Public Works Director — Date: 07/25/24

Josh Hawkins, Capital Projects Director — Date: 7/30/2024

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones, Acting Manager Date:

Attachment #1 – Proposed Project Concept Map
Attachment #2 – ACAC Recommendation for Public Art
Attachment #3 – TSPLOST 2018 Approved Priority Sub-Project Concepts List

Attachment #1

Lexington Road, Bike & Pedestrian Improvements

Athens-Clarke County

POND

TRANSPORTATION & PUBLIC WORKS ATHENS, GA

SEE DETAIL MAP

END GDOT PROJECT

301

200

300

201

101b

102

Firefly Trail

Oak Street

GA-10 Loop

Lexington Road

Oconee River Greenway

Johnson Drive

Barnett Shoals Road

North Oconee River

Athens-Ben Epps Airport

Jail

Diversion Center

Police Department

Tag Office

Satterfield Park

Sonny Perdue Drive

Mimosa Drive

Gaines School Road

Mahaffey Road

Oak Drive

Hull Street

Whitlows Road

Southeast Clarke Park

Lexington Road

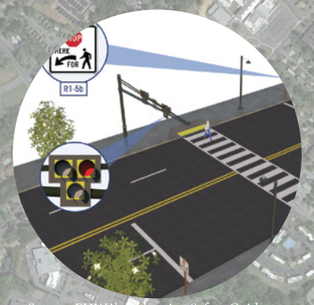
LEGEND:

- Existing Shared-Use Path
- Proposed Shared-Use Path
- City/County Services
- Parks/Open Space
- Parcels
- Bus Stop
- Proposed Mid-Block Crossing
- Existing Traffic Signals
- Future Traffic Signals
- Future Roadway
- Programmed Sidewalk
- Proposed Sidewalk
- 000 Project ID

CONTEXT MAP

Shared-Use Path Along Roadway

Mid-Block Crossing



Source: FHWA's Pedestrian Safety Guide

Sidewalks

Source: FHWA's Pedestrian Safety Guide

Shared-Use Path in Open Areas (Greenway)

Source: Fresh Take Georgia

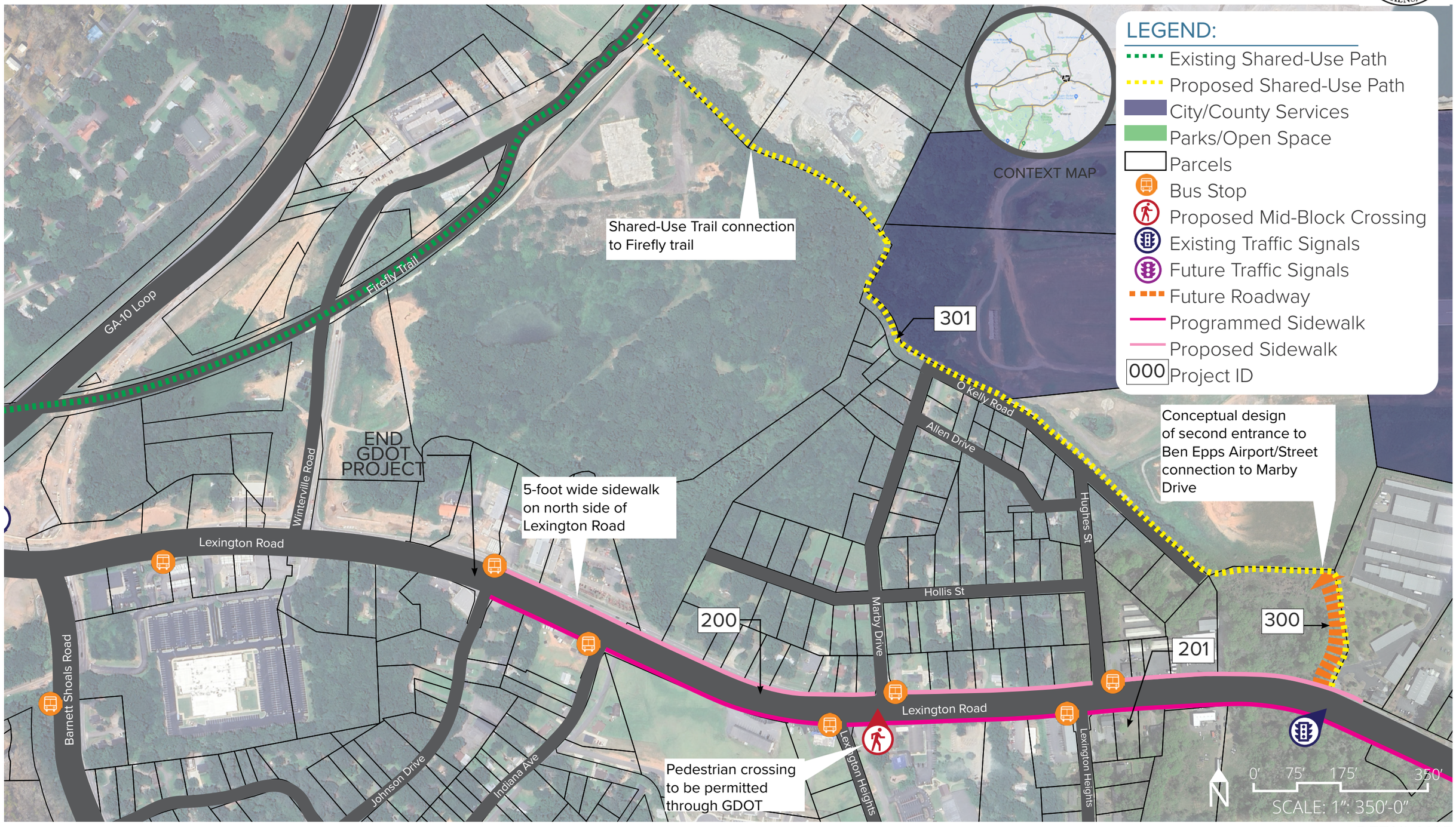
Attachment #1 - con't.

Lexington Road, Bike & Pedestrian Improvements

Athens-Clarke County

POND

TRANSPORTATION & PUBLIC WORKS ATHENS, GA



DETAIL MAP

ATHENS Cultural Affairs COMMISSION

Feb 13, 2024

To SPLOST, Mayor & Commission,

At our February meeting (February 12, 2024), the Athens Cultural Affairs Commission (ACAC) met, discussed, and voted on the TSPLOST 2024 project list.

We find the following projects suitable for public art:
Project 2: Lexington Road Corridor Improvements
Project 3: Lexington Road Sidewalk Gap
Project 4: Atlanta Highway / W. Broad Street
Project 5: Prince Avenue / Jefferson Road
Project 6: Timothy Road / Mitchell Bridge Road Corridor
Project 11: MLK Parkway Oconee River Greenway
Project 12: E. Athens Neighborhood Greenway Connectors
Project 13: E. Athens Neighborhood Pedestrian Imp.
Project 14: N. Athens Transportation Improvements
Project 15: Sycamore Drive Pedestrian Improvements
Project 16: Westchester Neighborhood Pedestrian Imp.
Project 17: Stonehenge Neighborhood Pedestrian Imp.
Project 18: Firefly Trail Project
Project 23: Greenway Trail Safety Improvements Project
Project 25: Bicycle and Pedestrian Improvements Program
Project 26: W. Broad & Hancock Neighborhood Ped. Imp.
Project 27: Five Points Intersection Safety Improvements
Project 29: Smithonia & Smokey Road Pedestrian Imp.

We find the following projects unsuitable for public art:
Project 1: Winterville Storm Drainage Improvements
Project 7: E. Athens Neighborhood Ped. Lighting Safety
Project 8: E. Athens Neighborhood Traffic Management
Project 9: E. Athens Neighborhood Pavement Rehab.
Project 10: E. Athens Neighborhood Transit Improvements
Project 19: ACCGov Public Transit Operations Program
Project 20: Electrify the Fleet Program
Project 21: Pavement and Bridge Maintenance Program
Project 22: Culvert and Live Stream Pipe Replacement
Project 24: Historic District Street Signage Project
Project 28: College Square Pedestrian Plaza Project
Project 30: Traffic Safety Infrastructure Improvements
Project 31: Neighborhood Traffic Management Program
Project 32: Traffic Signage Replacement Program
Project 33: City of Winterville
Project 34: Town of Bogart

We thank the SPLOST Office, Mayor & Commission, and Leisure Services Arts Division for their continued advocacy, work, and support as we all work to build an Athens that reflects its community. ACAC pledges to continue its devotion to enhancing the aesthetic development of built environment throughout our county, through these TSPLOST projects and beyond.

Sincerely,

Victoria Prevatt

Victoria Prevatt
Athens Cultural Affairs Commission, Chairperson

Attachment 3

Priority Project Concepts		Funding Sources		
Previous TSPLOST 2018 Pedestrian & Bike Projects and/or continuation with TSPLOST 2023	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
TSPLOST 2018 - Designations L14-L18 Filling in all Sidewalks Gaps on the south side of Lexington from Indiana Avenue (end of GDOT Project) to Gaines School Road	1 - 5	✔		
TSPLOST 2018 - Designations L19 Filling Sidewalk Gaps on the north side of Lexington from Diversion Center to Cherokee Road	6	✔		
TSPLOST 2018 – Designation L20 Multiuse Trail from Satterfield Park (TSPLOST 2023 would only include the portion from Cooper Road) to Southeast Clarke Park on north side of Lexington **TSPLOST 2023 – Map Designation ID 102**	7		✔ - partially through support of TSPLOST 2023 Project 3	✔
TSPLOST 2018 – Designation L21 Multiuse Trail - Satterfield Park: Phase 1 Only	8			✔
TSPLOST 2018 – Designation L21 Multiuse Trail - Satterfield Park: Phases 1, 2 and 3 - **TSPLOST 2023 – Map Designation ID: 302**	9			✔
New TSPLOST 2023 Pedestrian & Bike Projects	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
TSPLOST 2023 – Map Designation ID 200 Filling in all Sidewalks Gaps on the north side of Lexington from Indiana Avenue (end of GDOT Project) to Atlas Way	1		✔	
TSPLOST 2023 – Map Designation ID 301 Multiuse Trail from Firefly Trail to Intersection of Lexington Road at Atlas Way	4		✔	
TSPLOST 2023 – Map Designation ID: 204 Multiuse Trail on north side of Lexington from Walmart to SE Clarke Park Entrance	7			✔
TSPLOST 2023 – Map Designation ID: 100 Multiuse Trail on north side of Lexington from Atlas Way (end of 2018 Designation L19) to Diversion Center	7			✔

TSPLOST 2023 – Map Designation ID: 202 Multiuse Trail on north side of Lexington from Satterfield Park to Cooper Road (thus completing the of 2018 Designation L20 – multiuse from Satterfield Park to SE Clarke Park)	11			✔
TSPLOST 2023 – Map Designation ID: 203 Multiuse Trail from Walmart across Lexington Road down Whit Davis to SE Clarke Park Entrance	13			✔
Previous TSPLOST 2018 Intersection Improvements Projects and/or continuation with TSPLOST 2023	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
TSPLOST 2018 – Designation L12: Gaines School Road/Cherokee Road/Lexington Road - **TSPLOST 2023 – Map Designation ID 302**	1			✔
TSPLOST 2018 – Designation L10: Lexington Road at Jail Road (ACCGov Tag Office and Police Precinct) **TSPLOST 2023 – Map Designation ID 101b**	2		✔ - Pedestrian Crossing Improvements Only	✔ - for vehicular intersection improvements
TSPLOST 2018 – Designation L13: Whit Davis Road and Lexington Road	3			✔
TSPLOST 2018 – Designation L11: Cooper Road and Lexington Road	4			✔
New TSPLOST 2023 Intersection Improvements Projects	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
TSPLOST 2023 – Map Designation ID 201: Intersection of Lexington Road at Hughes Street or Mabry Drive	2		✔ - Pedestrian Crossing Improvements Only	✔ - for vehicular intersection improvements
TSPLOST 2023 – Map Designation ID 101c: Intersection of Lexington Road at Cooper Road	8			✔ - Pedestrian Crossing Improvements Only
TSPLOST 2023 – Map Designation ID 101a: Intersection of Lexington Road at County Farm Road - Not needed if Project 101b is implemented.	9			✔ - Pedestrian Crossing Improvements Only
TSPLOST 2023 – Map Designation ID 303: Signalized Intersection Improvements at				✔

Lexington Road and the Entrance to SE Clarke Park				
TSPLOST 2018 Transit Stop Improvements Projects and/or continuation with TSPLOST 2023	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
TSPLOST 2018 – Designation L3: Bus Stop ID 10646 (Joy Joy Beauty & America Home)	1	✔		
TSPLOST 2018 – Designation L4: Bus Stop ID 100233 (Thornton's Plaza)	2	✔		
TSPLOST 2018 – Designation L5: Bus Stop ID 10229 (Georgian Park Offices)	3	✔		
TSPLOST 2018 – Designation L8: Bus Stop ID 10226 – north side of Lexington Road - (Across from Living Hope Church) **TSPLOST 2023 Map Designation ID 200**	4		✔	
TSPLOST 2018 – Designation L9: Bus Stop ID 1029 – north side of Lexington Road - (Sunset Finance & Top Dog Auto Repair) **TSPLOST 2023 Map Designation ID 200**	4		✔	
TSPLOST 2018 – Designation L6: Bus Stop ID 10220 (Across from Mahindra Tractor)	6	✔		
TSPLOST 2018 – Designation L7: Bus Stop ID 10223 (Chevron Gas Station)	6	✔		
TSPLOST 2018 Airport Projects and/or continuation with TSPLOST 2023	**Priority**	**TSPLOST 2018**	**TSPLOST 2023**	**Future**
Early Action Project: Airport Way Finding Signs		Completed		
TSPLOST 2018 – Designation L2: New Airport Entry Road from Lexington Highway - **TSPLOST 2023 Map Designation ID 300**	1		✔ - Recommended – ROW acquisition only	
L1: Airport Monument Sign on Lexington	2			✔

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: TSPLOST 2023 Project 03, Lexington Road Sidewalk Gap - Proposed Project Concept

DATE: ~~July 18, 2024~~ August 28, 2024

EXECUTIVE SUMMARY:

This project is a continuation of the TSPLOST 2018 Project 14 Lexington Road Corridor Improvements Project and focuses on pedestrian safety. This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) Approve the Proposed Project Concept; and, 2) authorize staff to advance the Proposed Project Concept to the Preliminary Design Phase. Also, in keeping with the ACCGov ordinances, the agenda also request M&C approve the designation of the project as appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	532,000	TSPLOST 2023, Project 03 – All Tiers
$	250,000	TSPLOST 2023, Project 02
$	250,000	TSPLOST 2023, Project 25
$	1,032,000	Total Revenues

EXPENSES:

CAPITAL:

$	66,548	Expensed and Encumbered
$	46,000	Land/Easement Acquisition
$	54,624	Remaining for Design
$	57,828	Designated Misc./PM Fees/ Testing Permitting
$	3,000	Proposed for Public Art
$	85,000	Designated Design & Construction Contingency
$	715,000	Available for Construction

OTHER: N/A

FUNDING SOURCE: TSPLOST 2023 Program Revenues

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that Mayor and Commission:

a. Approve the Proposed Project Concept for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03), as generally shown on **Attachment #1**;

b. Authorize staff to advance the Proposed Project Concept for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03), as generally shown on **Attachment #1,** to the Preliminary Plan Phase;

c. Approve the Athens Cultural Affairs Commission's (ACAC) recommendation (**Attachment #2**) that the Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03) is appropriate for Public Art with a proposed budget of $3,000; and,

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

HISTORY:

1. On May 24, 2022, the voters of Athens-Clarke County approved a referendum for the TSPLOST 2023 Program, which included Project 03 – Lexington Road Sidewalk Gap.

2. On February 27, 2023, a Notice of Proposed Administration Action (NOPAA) completed the current Tier Funding Schedule. The tiering schedule included funding for the Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03) during Tiers 1-2 (FY23 – FY24).

3. On August 10, 2023, a project kick-off meeting was held with the User Group. Due to the specific nature of the project and collaborative project type with the Lexington Road Corridor Improvement Project (TSPLOST 2023 Project 02), ACCGov Manager Williams appointed the User Group responsibilities for both projects. For collaborative purposes, the User Group agreed to progress the both projects together during the Concept Phase. The User Group members are:

   Diane Napier – Resident Member
   David Spooner – Resident Member
   Greg Davis – Resident Member/Aim Representative
   Stephen Bailey – ACCGov Transportation & Public Works Director
   Jeanne Connell – ACCGov Landscape Mgmt. Administrator
   Max Doty - ACCGov Special Projects Planner

4. Between August 2023 and March 2024, the User Group reviewed previous corridor reports, conducted field inspections, and site visits.

5. On February 13, 2024, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03) **(Attachment #2)**. Based on the nature of the project scope, the ACAC recommended that public art be associated with the implementation of TSPLOST 2023 Project 03. The ACAC also recommended that the proposed Public Art budget from this project be combined with the public art funds for the TSPLOST 2023 Project 02 Lexington Corridor Improvements Project.

6. On March 14, 2024, the User Group unanimously recommended the Proposed Project Concept to Mayor and Commission (M&C) for consideration including supporting Lexington Road Sidewalk Gap (TSPLOST

2023 Project 03) with $250,000 from the Lexington Road Corridor Improvement Project (TSPLOST 2023 Project 02) to support a 10' wide shared use path to enhance the bike/pedestrian facility.

7. On July 23, 2024, Athens in Motion reviewed the Proposed Project Concept and approved recommending the Proposed Project Concept for Mayor and Commission (M&C) consideration including supporting Lexington Road Sidewalk Gap (TSPLOST 2023 Project 03) and with $250,000 from the Bicycle & Pedestrian Improvements Program (TSPLOST 2023 Project 25) to support a 10' wide shared use path to enhance the bike/pedestrian facility, instead of a 5' sidewalk.

8. On August 13, 2024, staff attended the M&C Work Session to answer any questions regarding the Proposed Project Concept that was provided in advance of the Work Session.

9. The Proposed Project Concept was presented to the TSPLOST Oversight Committee (TSOC) on August 19, 2024. The TSOC determined the Proposed Project Concept is consistent with the Initial Project Statement.

FACTS & ISSUES:

1. The Initial Project Statement for TSPLOST 2023 Project 03, Lexington Road Sidewalk Gap Project reads as follows:

   Project 03 – Lexington Road Sidewalk Gap Project: *This project will provide funding for capital improvements in the general area of the north side of Lexington Road between the intersections with Cooper Road and Whit Davis Road. Depending upon actual costs and funding availability, improvements may include, but are not limited to: sidewalks, crosswalks, and/or other pedestrian safety improvements. This project is a continuation of the TSPLOST 2018 Project 14 Lexington Road Corridor Improvements Project. 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.*

2. The Lexington Road Sidewalk Gap original request was to provide sidewalk connectivity between Cooper Road and the Walmart Shopping center. However, this section Lexington Road is also defined as a Tier 1 bicycle project by Athens in Motion.

3. As the Project Concept process matured, consideration with alignment, space, right-of-way required, and Georgia Department of Transportation (GDOT) requirements, the cost of expanding a sidewalk to a 10' side separated bike/ped facility seemed appropriate.

4. Whether a 5' sidewalk or 10' shared use path is constructed, either effort along this section of the corridor will require storm drain pipe installation in the existing roadway ditch and the installation of curb & gutter. The engineer team estimates the construction cost and contingency of the 10'

wide shared use path is approximately $800,000. In comparison, the engineering team estimated the 5' sidewalk construction cost and contingency is approximately $700,000.

5. Staff also reviewed if the existing driveway to Brighton Park Apartments on Lexington Road could be removed since GDOT installed barricades to prevent non-apartment residents from using the parking lots as a cut through road to Cooper Road. ACCGov Planning Department noted that developments with Brighton Park apartment density required 2 entrances/exits by develop code. As plans mature during the Preliminary Plan phase, staff will continue to investigate the ability to permanently close this entrance and what, if any, M&C action is required to do so.

6. To help fund the shortfall and to support expanding the project to install a shared use path instead of only a sidewalk, TSPLOST 2023 Project 02 – Lexington Road Corridor Improvements Project and TSPLOST 2023 Project 25 – Bicycle and Pedestrian Improvements Program were identified as analogous in scope and purpose. Utilizing a small amount of funding from these two projects to support a shared use path seems to better meet the stakeholder groups purposes. The initial projects statements for the supporting projects are similar to TSPLOST 2023 Project 03 Lexington Road Sidewalk Gap Initial Statement. The supporting projects initial statements read as follows:

   Project 02 – Lexington Road Corridor Improvements Project: *This project will provide for capital improvements to the Lexington Road Corridor. Depending upon actual costs and funding availability, improvements may include, but are not limited to: additional sidewalks, multiuse trails, separated bike lanes, landscaped medians, intersection improvements, lighting and/or other safety improvements along the corridor and connecting streets. This project is a continuation of the TSPLOST 2018 Project 14 Lexington Road Corridor Improvements Project. 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.*

   Project 25 – Bicycle and Pedestrian Improvements Program: *This program includes funding for capital improvements on routes for the bicycle and pedestrian projects as may be contained in the approved Athens in Motion Plan, as may be amended from time to time, and for improved pedestrian accessibility. Depending upon actual costs and funding availability, improvements may include, but are not limited to: additional roadway bicycle lanes, separate bicycle lanes, roadway pavement marking, off-road bicycle paths, trails, sidewalk improvements, pedestrian safety devices such as stamped and colorized crosswalks, flashing crosswalks, removing obstructions such as utility poles in sidewalks, refuge islands in intersections, improvements for the visually impaired, improved access to ACC Transit stops, signage, pedestrian countdown timers, and/or other safety equipment. 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.*

7. The Proposed Project Concept, as generally shown in **Attachment #1,** includes, but is not limited to, the following basic elements:
    - 0.33 miles of 10' wide concrete shared-use path
    - Traffic control/safety protocol on state route
    - Storm piping to close existing roadside swale
    - Curb inlets/catch basins
    - Installation of curb & gutter
    - Utility relocations
    - Land Acquisition
    - Landscaping
    - Commercial Driveway crossings

8. The Design Professional's (Benesch Engineering) estimated cost of construction at this conceptual phase is $715,000, not including design or construction contingency. The total needed project construction budget is $800,000, including contingency. The original budget for TSPLOST 2023 Project 03 is only a total of $532,000; which would support a construction budget & contingency of approximately $300,000.

9. The User Group and Athens-in-motion (AiM) both agree to support the recommendation to request M&C approve supplementing the Lexington Road Sidewalk Gap Project (TSPLOST Project 03) budget with an additional $250,000 from Lexington Road Corridor Improvements (TSPLOST 2023 Project 02) and with an additional $250,000 from the Bicycle & Pedestrian Improvements Program (TSPLOST 2023 Project 25). In part the additional funding, from the other two projects, would help both complete the original project but also support installing 10' wide shared use path to enhance the bike/pedestrian facility, instead of a 5' sidewalk. Supplementing the Lexington Road Sidewalk Gap Project (TSPLOST Project 03) budget in this way would provide a construction budget of $715,000 plus a 12% contingency.

~~10. The Proposed Project Concept will be presented to the TSPLOST Oversight Committee (TSOC) on August 19, 2024. The TSOC will review the Proposed Project Concept to determine if the Proposed Project Concept is consistent with the Initial Project Statement. The Agenda Report will be updated prior to the September 3, 2024 voting meeting with the results of the TSOC's determination.~~

11. Proposed timeline for the remaining elements:

Preliminary Design Approval for M&C Consideration	December 2024
Land Acquisition	January - March 2025
Bidding and Contractor Award	May 2025
Start Project Construction Phase	June 2025
Project Completion	August 2025

12. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Safely Move Around Athens Goal, Strategy A: *Improve, expand, maintain sidewalks, shared-*

use paths, and bike facilities to provide greater opportunities for residents to use active transportation safely.

OPTIONS:

1. Mayor and Commission:
   a. Approve the Proposed Project Concept for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03), as generally shown on **Attachment #1**;

   b. Authorize staff to advance the Proposed Project Concept for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03), as generally shown on **Attachment #1**, to the Preliminary Plan Phase;

   c. Approve the Athens Cultural Affairs Commission's (ACAC) recommendation (**Attachment #2**) that the Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03) is appropriate for Public Art with a proposed budget of $3,000; and,

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

2. Mayor and Commission deny the approval of the Proposed Project Concept for Lexington Road Sidewalk Gap Project (TSPLOST 2023 Project 03), as generally shown on **Attachment #1**.

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Projects Department
Prepared by: J. Derek Doster for,

Stephen Bailey, Transporation & Public Works Director — Date: 07/25/24

Josh Hawkins, Capital Projects Director — Date: 7/30/2024

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones, Acting Manager Date:

Attachment #1 – Proposed Project Concept
Attachment #2 – ACAC Public Art TSPLSOT 2023 Public Art Recommendation

Attachment #1

COOPER ROAD (50' R/W)

BEGIN SHARED USE PATH PROJECT STA: 10+00

10+00

PROPOSED SHARED USE PATH

CREEK PROPERTIES LLC
DB 4110, PG 135

PROPOSED CROSSWALK

PROPOSED CURB AND GUTTER

15+00

PROPOSED SHARED USE PATH

EAST ATHENS BAPTIST CHURCH
PB 21, PG 45

PROPOSED CURB AND GUTTER

20+00

PROPOSED CROSSWALK

LORD AND STEPHENS INC.

LEXINGTON ROAD SR 10, US 78 (VARIABLE R/W)

PROPOSED SHARED USE PATH

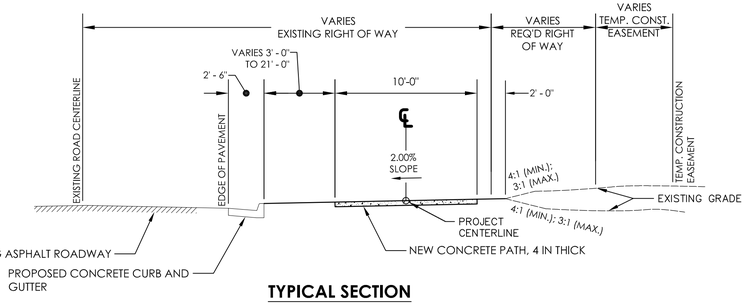
END SHARED USE PATH PROJECT STA: 27+50

25+00

WAL-MART STORES INC. #8194
DB 1798, PG 926

27+50

PROPOSED CROSSWALK



TYPICAL SECTION

benesch
Alfred Benesch & Company
1005 Broad Street, Suite 200
Augusta, GA 30901
P 706.722.4114
www.benesch.com

REVISION BLOCK		
REV. NO.	DATE	DESCRIPTION

ATHENS-CLARKE COUNTY, GA

SHEET TITLE: CONCEPT SHARED USE PATH LAYOUT

PROJECT NAME: LEXINGTON ROAD CORRIDOR SHARED USE PATH GAP PROJECT

SCALE: 60 0 60 IN FEET

PROJECT INFORMATION
JOB NO: 19022041.03
DRAWN BY: KC
CHECKED BY: VC
DRAWING FILE: 19022041.03E.DWG
DRAWING SCALE: 1" = 60'
ORIGINAL RELEASE DATE: JULY 10, 2024

Sheet: 1

ATHENS Cultural Affairs COMMISSION

Feb 13, 2024

To SPLOST, Mayor & Commission,

At our February meeting (February 12, 2024), the Athens Cultural Affairs Commission (ACAC) met, discussed, and voted on the TSPLOST 2024 project list.

We find the following projects suitable for public art:
Project 2: Lexington Road Corridor Improvements
Project 3: Lexington Road Sidewalk Gap
Project 4: Atlanta Highway / W. Broad Street
Project 5: Prince Avenue / Jefferson Road
Project 6: Timothy Road / Mitchell Bridge Road Corridor
Project 11: MLK Parkway Oconee River Greenway
Project 12: E. Athens Neighborhood Greenway Connectors
Project 13: E. Athens Neighborhood Pedestrian Imp.
Project 14: N. Athens Transportation Improvements
Project 15: Sycamore Drive Pedestrian Improvements
Project 16: Westchester Neighborhood Pedestrian Imp.
Project 17: Stonehenge Neighborhood Pedestrian Imp.
Project 18: Firefly Trail Project
Project 23: Greenway Trail Safety Improvements Project
Project 25: Bicycle and Pedestrian Improvements Program
Project 26: W. Broad & Hancock Neighborhood Ped. Imp.
Project 27: Five Points Intersection Safety Improvements
Project 29: Smithonia & Smokey Road Pedestrian Imp.

We find the following projects unsuitable for public art:
Project 1: Winterville Storm Drainage Improvements
Project 7: E. Athens Neighborhood Ped. Lighting Safety
Project 8: E. Athens Neighborhood Traffic Management
Project 9: E. Athens Neighborhood Pavement Rehab.
Project 10: E. Athens Neighborhood Transit Improvements
Project 19: ACCGov Public Transit Operations Program
Project 20: Electrify the Fleet Program
Project 21: Pavement and Bridge Maintenance Program
Project 22: Culvert and Live Stream Pipe Replacement
Project 24: Historic District Street Signage Project
Project 28: College Square Pedestrian Plaza Project
Project 30: Traffic Safety Infrastructure Improvements
Project 31: Neighborhood Traffic Management Program
Project 32: Traffic Signage Replacement Program
Project 33: City of Winterville
Project 34: Town of Bogart

We thank the SPLOST Office, Mayor & Commission, and Leisure Services Arts Division for their continued advocacy, work, and support as we all work to build an Athens that reflects its community. ACAC pledges to continue its devotion to enhancing the aesthetic development of built environment throughout our county, through these TSPLOST projects and beyond.

Sincerely,

Victoria Prevatt

Victoria Prevatt
Athens Cultural Affairs Commission, Chairperson

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Replacement of Water & Sewer Mains for the GDOT SR10/US78 @ North Oconee River Bridge Replacement Project (PI#0013806) - Change Order

DATE: July 22, 2024

EXECUTIVE SUMMARY:

PUD is requesting approval of an additive change order in the amount of $96,890 to the Agreement with GDOT for Project PI#0013806. This project considers the replacement of water and sewer infrastructure at the GDOT SR10/US78 bridge at the North Oconee River. The request results in a net change to the project appropriation of $106,580 (includes contingency).

BUDGET INFORMATION:

CAPITAL REVENUE:	$ 806,025	Relocate Water & Sewer Lines for GDOT Capital Project Fund
CAPITAL EXPENSES:	$ 699,445	Relocate Lines for DOT Designated Projects
	$ 0	Expenditures & Encumbrances
	$ 106,580	Available for GDOT Water & Sewer Main Relocation

FUNDING SOURCE: Water & Sewer Enterprise Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission:

a. Authorize an additive change order in the amount of $96,890 to the Contract Item Agreement for the Georgia Department of Transportation (GDOT) SR10/US78 at North Oconee River Bridge Replacement Project;

b. Authorize a net change to the project appropriation of $106,580; and

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

HISTORY:

1. On August 3, 2021, Mayor and Commission approved the Standard Utility Agreement with GDOT for the North Loop at Middle Oconee River Bridge Replacement Project to relocate the existing water main.

2. On May 3, 2022, M&C approved the Standard Utility Agreement with GDOT for the Lexington Road Improvements Project to relocate water and sewer infrastructure.

3. On December 6, 2022, M&C approved an appropriation of $108,020 for relocation of the water main at this project.

4. On May 3, 2024, GDOT awarded a contract to E.R. Snell Contractor, Inc. for this bridge replacement project and the associated utility relocation work.

5. On May 10, 2024, GDOT notified the Public Utilities Department (PUD) that bid prices received were above cost estimates at $195,090 for the water main relocation **(Attachment #1)**.

FACTS & ISSUES:

1. GDOT plans to replace the bridge over the North Oconee River with a wider bridge, adding a new 12-ft wide turn lane and upsizing the multi-use path to 16 feet wide. PUD operates an 8-inch water main which currently crosses the North Oconee River along the south side of the existing bridge. Additionally, PUD operates 6" water mains and 8-inch, 12-inch, and 48-inch gravity sanitary sewer mains on either side of the existing bridge. Due to the extent of GDOT's project limits, PUD's infrastructure will be adversely impacted.

2. PUD coordinated inclusion of the water and sewer replacement project as part of the GDOT Contract to facilitate the underground utility work as part of their overall project. The coordination allows PUD to install needed infrastructure and address impacted and aged infrastructure.

3. Performing this work in-house now allows for efficiency and simplifies future GDOT permitting for this project by completing the pipe work before the bridge and roadway are finalized. This also keeps PUD from working in the GDOT right of way for the future project.

4. As part of the agreement, PUD agreed to pay 100% of the water and sewer line work completed by GDOT's contractor which is typical in this type of arrangement.

5. GDOT received the bid pricing for the entire project. The lowest bidder, E.R. Snell Contractor, Inc., bid $195,090 for the water and sewer portion of the project.

6. The change order is for an additional $96,890 to the total GDOT Contract based on actual bids received. The $106,580 net change to appropriation includes the revised 10% contingency.

7. The total change summary is:

Change Summary

Item	**Original Amount**	**Revised Amount**	**Net Change**
GDOT Contract Item	$ 98,200	$ 195,090	$ 96,860*
Contingency (10%)	$ 9,820	$ 19,510	$ 9,690
Total Amount	**$ 108,020**	**$ 214,600**	**$ 106,580****

* - Reflects the proposed change order amount.

** - Reflects the proposed total allocation, including project contingency.

8. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:

- Built and Natural Infrastructure, Strategy C: *Provide adequate funding for maintenance of existing and newly constructed infrastructure.*

OPTIONS:

1. Mayor and Commission:
   a. Authorize an additive change order in the amount of $96,890 to the Contract Item Agreement for the Georgia Department of Transportation (GDOT) SR10/US78 at North Oconee River Bridge Replacement Project;
   b. Authorize a net change to the project appropriation of $106,580; and
   c. Authorize the Mayor and appropriate 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 & c

DEPARTMENT: Public Utilities
Prepared by: Hollis Terry IV

Hollis Terry IV — July 22, 2024

Hollis Terry IV — Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a, b & c

8/14/2024

Niki Jones, Acting Manager — Date

ATTACHMENTS:
Attachment #1 - Change Order

Attachment #1

INVOICE

Invoice# INV-013682

Balance Due
$195,090.00

Georgia Department of Transportation

Bill To
Athens - Clarke County Unified Government
301 College Avenue
Suite 300
Athens, Georgia 30601

Invoice Date :	05.13.2024
Reference :	Clarke - Unified Government of Athens-Clarke County CIA
PI# :	0013806

#	Description	Qty	Rate	Amount
1	Contract ID # 48400-240-UAOUT2402102 for Water and Sewer Items Placed in GDOT contract	1.00	195,090.00	195,090.00

Sub Total	195,090.00
Total	**$195,090.00**
Balance Due	**$195,090.00**

PLEASE RETURN BOTTOM PORTION WITH YOUR PAYMENT

Athens - Clarke County Unified Government

Invoice Number	INV-013682
Invoice Date	05.13.2024
Amount Due	$195,090.00

The P.O. Box address below is for payments only

Make all checks payable to:
Georgia Department of Transportation
P.O. Box 931900
Atlanta, GA 31193-1900

Make payments by ACH or Wire to:
Routing# - 121000248
Account# - 29794840000000004

Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

May 10, 2024

Honorable Kelly Girtz
Mayor
Unified Government of Athens-Clarke County
301 College Avenue
Suite 300
Athens, Georgia 30601

SUBJECT: Project No. N/A, Clarke County
P.I. No. 0013806, Call No. 001
Contract Item Agreement Authorization – Water and Sewer Facilities

Dear Honorable Mayor Girtz:

E.R. Snell Contractor, Inc., as contractor for the Department of Transportation, was awarded a contract on **May 3, 2024,** to proceed with the proposed construction on the above numbered project.

The installation of the Unified Government of Athens-Clarke County's water and sewer facilities in conflict with the project has been included in the project as requested. Attached is an executed counterpart of the Contract Item Utility Agreement dated **April 29, 2024** addressing the Unified Government of Athens-Clarke County's reimbursement of this work to the Department. The agreement is supported by your initial estimate of **$98,200.00** not including betterment; however, the actual bid cost of the work is **$195,090.00** of which the Unified Government of Athens-Clarke County is responsible for **100%** or **$195,090.00** and the Department will bear **0%** or **$0.00**.

As outlined in Article 8, this reimbursement includes the bid cost of all items necessary to complete the work. The Unified Government of Athens-Clarke County will reimburse the Department in the amount of **$195,090.00**. Please send the Department a check to my attention in the amount of **$195,090.00** payable to the Georgia Department of Transportation, Office of Utilities, P.O. Box 931900, Atlanta, Georgia 31193-1900.

The Department will provide construction engineering and contract supervision for the water and sewer facilities included in the project contract; however, you may visit the jobsite at any time to satisfy yourself that work is proceeding according to plan; but please be reminded that only one "Final Inspection" can be conducted after the contractor notifies the Department that

work is complete and the inspection must be arranged by the Department's Area Manager. All instructions or corrective items must be given through Department personnel.

Mr. Kevin DeWitt, Area Manager, under Kelvin Mullins, District Engineer, will be responsible for the construction supervision and inspection on this project. Mr. DeWitt can be reached by telephone at 706-583-2644 or email kedewitt@dot.ga.gov or by mail addressed to 450 Old Hull Road, Athens, Georgia 30601.

You may contact Danah Bonny, Utilities Preconstruction Specialist, if further information is needed at 404-631-1709, or by mail addressed to Georgia Department of Transportation, Office of Utilities, 10th Floor, One Georgia Center, 600 West Peachtree St, NW, Atlanta, Georgia 30308 or by e-mail at dbonny@dot.ga.gov.

Very truly yours,

Shajan Joseph, P.E.
Assistant State Utilities Administrator

For: Nicholas Fields
State Utilities Administrator

NF: SPJ: MGC: DB

Attachments (Agreement, and Estimate)
cc: Patrick Allen, P.E., Director of Construction
Angela Robinson, State Financial Management Administrator
Emma DeLouis, Financial Manager
Kelvin Mullins, District 1 Engineer
Yulonda Pride-Foster, District 1 Utilities Manager
Shelley Ramey, District 1 Contracts Supervisor
Kevin DeWitt, Area 2 Manager
Frantz Boileau, Utilities Preconstruction Specialist
Abdulvahid Munshi, Utility Coordinator

P.I. 0013806 County - Clarke

Pay Item and Description		Additional Description	Unit	In-Kind Items			Betterment Items		In-Kind / Betterment Total Qty	Actual Bid Costs					Final QTY	Final Cost
				Orig Plan Total Qty	Orig Est Unit Price	Orig Est Cost	Orig Plan Total Qty	Orig Est Cost		Actual Bid Total Qty	Actual Bid Unit Price	Actual Total Bid Cost	Actual In-Kind Bid Cost	Actual Betterment Bid Cost		
611-8050	ADJUST MANHOLE TO GRADE (611-8050)		EA	2	$ 800.00	$ 1,600.00		$ -	2	2	$ 5,070.00	$ 10,140.00	$ 10,140.00	$ -		
670-1060	WATER MAIN, 6 IN * * * Requires Special	DUCTILE IRON	LF	10	$ 80.00	$ 800.00		$ -	10	10	$ 368.00	$ 3,680.00	$ 3,680.00	$ -		
670-1080	WATER MAIN, 8 IN * * * Requires Special	DUCTILE IRON	LF	450	$ 120.00	$ 54,000.00		$ -	450	450	$ 234.00	$ 105,300.00	$ 105,300.00	$ -		
670-1600	CUT & PLUG EXISTING WATER MAIN * * *		EA	2	$ 2,000.00	$ 4,000.00		$ -	2	2	$ 5,710.00	$ 11,420.00	$ 11,420.00	$ -		
670-2080	GATE VALVE, 8 IN * * * Requires Special		EA	1	$ 2,800.00	$ 2,800.00		$ -	1	1	$ 6,090.00	$ 6,090.00	$ 6,090.00	$ -		
670-2700	ABANDONMENT OF WATER VALVES * * *		EA	2	$ 500.00	$ 1,000.00		$ -	2	2	$ 2,280.00	$ 4,560.00	$ 4,560.00	$ -		
670-4510	CONCRETE THRUST COLLAR, 8 IN PIPE * *		EA	1	$ 2,000.00	$ 2,000.00		$ -	1	1	$ 3,550.00	$ 3,550.00	$ 3,550.00	$ -		
670-7000	STEEL CASING - * * * Requires Special Provision	16-INCH DIA.	LF	80	$ 250.00	$ 20,000.00		$ -	80	80	$ 304.00	$ 24,320.00	$ 24,320.00	$ -		
670-7220	INSERTION VALVE, 8 IN * * * Requires Special		EA	1	$ 12,000.00	$ 12,000.00		$ -	1	1	$ 20,900.00	$ 20,900.00	$ 20,900.00	$ -		
611-8140	ADJUST WATER VALVE BOX TO		EA*			$ -		$ -	0	3	$ 1,710.00	$ 5,130.00	$ 5,130.00	$ -		$ -
						$ -		$ -	0			$ -	$ -

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Account No. – Class: 733005-309
Department ID: 4848010000
Program No.: 4181401

STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

Georgia Project No.: N/A, Clarke County
G.D.O.T. P.I. No.: 0013806

THIS AGREEMENT, made this 4/29/2024 , by and between the Department of Transportation, an agency of the State of Georgia, hereinafter called the DEPARTMENT, first party, and the Unified Government of Athens-Clarke County, a political subdivision of the State of Georgia, hereinafter called the LOCAL AGENCY, second party;

WITNESS that:

WHEREAS, the DEPARTMENT proposes under the above numbered project to **replace the bridge on State Route 10/US 78 over the North Oconee River in Clarke** County, Georgia; and

WHEREAS, due to the construction of this project, it will become necessary to make certain adjustments or additional installation of utility facilities of the LOCAL AGENCY, the cost of which shall be determined in accordance with Articles 8, 9, & 10 below; and

WHEREAS, the LOCAL AGENCY has requested that the DEPARTMENT include the adjustment or installation of **water and sewer facilities** in its highway construction contract as shown on the attached plans; and

WHEREAS, this Agreement being for the sole purpose of providing a contractor for work performed on the LOCAL AGENCY'S **water and sewer facilities**, the LOCAL AGENCY shall bear the cost of said work to be determined as hereinafter set forth;

WHEREAS, the preliminary engineering, including preparation of detailed plans and contract estimate for adjustment of the utilities described above have been accomplished by the LOCAL AGENCY;

WHEREAS, the plans for the utility work have been approved by both the DEPARTMENT and the LOCAL AGENCY prior to commencing work;

NOW THEREFORE, in consideration of the premises and the mutual covenants of the parties hereinafter set forth, it is agreed:

1. All construction engineering and contract supervision shall be the responsibility of the DEPARTMENT and the DEPARTMENT shall be responsible to assure that all utility work is accomplished in accordance with plans and specifications and to consult with the LOCAL AGENCY or LOCAL AGENCY'S Consultant before authorizing any changes or deviations which affect the LOCAL AGENCY'S facility.

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2. The LOCAL AGENCY or the LOCAL AGENCY'S Consultant shall have the right to visit and inspect the work at any time and advise the DEPARTMENT'S Engineer of any observed discrepancies or potential problems. The DEPARTMENT agrees to notify the LOCAL AGENCY when all utility work is completed and ready for final inspection by the LOCAL AGENCY.

3. It is specifically understood that the project number shown above is for the DEPARTMENT'S identification purposes only and may be subject to change by the DEPARTMENT. In the event it becomes necessary for the DEPARTMENT to assign a different project number, the DEPARTMENT shall notify the LOCAL AGENCY of the new project designation. Such change in project designation shall have no effect whatsoever on any of the other terms of this Agreement.

4. The DEPARTMENT shall include in its contract for this project all work necessary to accomplish the adjustment of the LOCAL AGENCY'S facilities as shown on the highway plans along with the necessary specifications to assure that the work conforms to sound construction practices.

5. In the event it becomes necessary to add pay items that are not provided for in the contract, the DEPARTMENT shall negotiate prices with the contractor and enter into a supplemental agreement with the contractor for completion of the additional items. Upon notification, the LOCAL AGENCY shall furnish a check for the additional cost as determined in Article 8 below.

6. The DEPARTMENT shall furnish on the project the construction engineering inspection and testing by its own forces required to assure that the work is done in accordance with the plans, specifications and Special Provisions.

7. Upon completion of the work and upon certification by the DEPARTMENT'S engineers that the work has been completed in accordance with the aforesaid plans and specifications, the LOCAL AGENCY shall accept the adjusted and additional facilities and shall thereafter operate and maintain the adjusted and additional facilities without further cost to the DEPARTMENT or its contractor. Such maintenance and all operations and activities shall be subject to the DEPARTMENT'S rules, policies and procedures as contained in its Utility Accommodation Policy and Standards, current edition.

8. The DEPARTMENT shall include in its highway contract those items shown as "materials" for permanent installation on the aforesaid plans. The price bid for the appropriate items shall include all labor, materials and incidentals necessary to complete the work. The cost of the requested work shall be determined from unit quantities and unit prices as shown in the DEPARTMENT'S tabulation of bids. The approximate non-binding pre-let estimate, not including betterment, is **$98,200.00** based on the LOCAL AGENCY'S estimate attached hereto of which the Department shall bear **$0.00 or 0% and the LOCAL AGENCY shall bear $98,200.00 or 100%.**

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9. It is mutually agreed that as soon as practicable after the opening of bids and acceptance of a bid by the DEPARTMENT, the DEPARTMENT shall notify the LOCAL AGENCY in writing of the amount due the DEPARTMENT. The LOCAL AGENCY shall pay to the DEPARTMENT the amount due within sixty (60) days.

10. It is further mutually agreed that the final cost of the work performed on behalf of the LOCAL AGENCY shall be determined by measurement of the actual quantities of installed materials, including added items under Article 5, multiplied by the actual bid prices. Accordingly, after the project has been completed, the DEPARTMENT shall determine the final cost to be borne by the LOCAL AGENCY and, as the case may be, shall refund to the LOCAL AGENCY or shall request of the LOCAL AGENCY an additional payment in the amount of the difference between the final cost to be borne by the LOCAL AGENCY and the amount which the LOCAL AGENCY has previously paid to the DEPARTMENT. In the event additional payment is due to the DEPARTMENT, the LOCAL AGENCY agrees to pay same within sixty (60) days after the statement is received from the DEPARTMENT. In the event a refund is due the LOCAL AGENCY, the DEPARTMENT agrees to pay the LOCAL AGENCY within sixty (60) after the refund amount is determined or final acceptance is made by the DEPARTMENT.

11. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

12. Pursuant to O.C.G.A. Sec. 50-5-85, LOCAL AGENCY hereby certifies that it is not currently engaged in, and agrees that for the duration of this contract, it will not engage in a boycott of Israel.

13. It is mutually agreed between the parties hereto that this document shall be deemed to have been executed in the Fulton County, Georgia, and that all questions of interpretation and construction shall be governed by the laws of the State of Georgia.

14. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature agrees to promptly execute and deliver to the other parties an original signed Agreement upon request.

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STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals, caused this Agreement to be executed in three counterparts, each to be considered as original by their authorized representative the day and date hereinabove written.

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

BY: _____
MAYOR

Signed on behalf of the Unified Government of Athens-Clarke County pursuant to resolution dated ~~Dec. 20~~ 12-6 2022 12-6 2027
****
FEIN 58-1911146
****

BY: _____
SECRETARY/ASST.SECRETARY
(OFFICIAL SEAL)
Clerk of Commission

RECOMMENDED:

BY: _____
STATE UTILITIES ADMINISTRATOR

ACCEPTED:

DEPARTMENT OF TRANSPORTATION

BY: _____
COMMISSIONER

PROJECT NO.: N/A
COUNTY: CLARKE
G.D.O.T. P.I. NO.: 0013806
DATE: SEPTEMBER 22, 2022 DB

Signed, sealed and delivered this _____
day of 4/29/2024, 20_____,

(OFFICIAL SEAL OF THE DEPARTMENT)

I attest that the seal imprinted herein is the Official Seal of the DEPARTMENT.

BY: _____
TREASURER
OFFICIAL CUSTODIAN OF THE SEAL

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STANDARD UTILITY AGREEMENT
CONTRACT ITEM AGREEMENT

RESOLUTION

STATE OF GEORGIA

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

BE IT RESOLVED by the MAYOR and BOARD OF COMMISSIONERS of the UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, and it is hereby resolved, that the foregoing attached Agreement, relative to project N/A, P.I. No. 0013806 **to replace the bridge on State Route 10/US 78 over the North Oconee River in Clarke County and that** Mr. Kelly Girtz as Mayor and Jean Spratlin, as Clerk of Commission, be and they are, thereby authorized and directed to execute the same for and in behalf of said by the Mayor and BOARD OF COMMISSIONERS of the Unified Government of Athens-Clarke County.

Passed and adopted, this the 6 day of December, 2022

ATTEST:

COMMISSION CLERK

BY: Kelly Girtz
MAYOR

STATE OF GEORGIA,

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

I, Jean Spratlin, as Clerk of Commission, do hereby certify that I am custodian of the books and records of the same, and that the above and foregoing copy of the original is now on file in my office, and was passed by the Mayor and Board of Commissioners of the Unified Government of Athens-Clarke County.

WITNESS my hand and official signature, this the 3 day of January,

2023.

BY:
COMMISSION CLERK

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Georgia Department of Transportation

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	Unified Government of Athens-Clarke County
Solicitation/Contract No./ Call No. or Project Description:	Project No. N/A, P.I. No. 0013806, Clarke County, to replace the bridge on State Route 10/US 78 over the North Oconee River.

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation 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 applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor 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:

47452
Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

2007
Date of Authorization

Unified Govt of Athens - Clarke County
Name of Contractor

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

Lori Pollock
Printed Name (of Authorized Officer or Agent of Contractor)

Employment Administrator
Title (of Authorized Officer or Agent of Contractor)

Lori Pollock
Signature (of Authorized Officer or Agent)

9/23/2022
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 23 DAY OF September, 20 22

Stacie Norris
Notary Public

[NOTARY SEAL] STACIE NORRIS NOTARY PUBLIC CLARKE COUNTY, GEORGIA MY COMMISSION EXPIRES JULY 12, 2025

My Commission Expires: 07/12/2025

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P.I. 0013806 County - Clarke

Pay Item and Description		Additional Description	Unit	In-Kind Items			Betterment Items		In-Kind / Betterment Total Qty	Actual Bid Costs					Final QTY	Final Cost
				Orig Plan Total Qty	Orig Est Unit Price	Orig Est Cost	Orig Plan Total Qty	Orig Est Cost		Actual Bid Total Qty	Actual Bid Unit Price	Actual Total Bid Cost	Actual In-Kind Bid Cost	Actual Betterment Bid Cost		
611-8050	ADJUST MANHOLE TO GRADE (611-8050)		EA	2	$ 800.00	$ 1,600.00		$ -	2							
670-1060	WATER MAIN, 6 IN * * * Requires Special	DUCTILE IRON	LF	10	$ 80.00	$ 800.00		$ -	10							
670-1080	WATER MAIN, 8 IN * * * Requires Special	DUCTILE IRON	LF	450	$ 120.00	$ 54,000.00		$ -	450							
670-1600	CUT & PLUG EXISTING WATER MAIN * * *		EA	2	$ 2,000.00	$ 4,000.00		$ -	2							
670-2080	GATE VALVE, 8 IN * * * Requires Special		EA	1	$ 2,800.00	$ 2,800.00		$ -	1							
670-2700	ABANDONMENT OF WATER VALVES * * *		EA	2	$ 500.00	$ 1,000.00		$ -	2							
670-4510	CONCRETE THRUST COLLAR, 8 IN PIPE * *		EA	1	$ 2,000.00	$ 2,000.00		$ -	1							
670-7000	STEEL CASING - * * * Requires Special Provision	16-INCH DIA.	LF	80	$ 250.00	$ 20,000.00		$ -	80							
670-7220	INSERTION VALVE, 8 IN * * * Requires Special		EA	1	$ 12,000.00	$ 12,000.00		$ -	1							
						$ -		$ -	0			$ -	$ -	$ -		$ -

DocuSign

Certificate Of Completion

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Russell R McMurry rmcmurry@dot.ga.gov Commissioner Georgia Department of Transportation Security Level: .Email 4/29/2024 11:58:05 AM **Electronic Record and Signature Disclosure:** Accepted: 2/26/2016 9:35:33 AM ID: cd5459ce-99ae-409c-b25c-b6922ca5a283	DocuSigned by: 76D6577D00644FA... Signature Adoption: Pre-selected Style Using IP Address: 174.254.53.23	Sent: 4/19/2024 7:55:18 PM Resent: 4/29/2024 9:31:40 AM Viewed: 4/29/2024 11:58:11 AM Signed: 4/29/2024 11:58:18 AM
Angela O. Whitworth awhitworth@dot.ga.gov Treasurer Security Level: .Email ID: 93e96ffd-8ef0-4191-bbef-c3317d18d6ae 4/29/2024 1:20:11 PM **Electronic Record and Signature Disclosure:** Accepted: 2/26/2016 10:03:38 AM ID: 2a61aae5-fe62-454e-9e47-e070cdbd9d0a	DocuSigned by: 74085B5B0FAC425... Signature Adoption: Uploaded Signature Image Using IP Address: 143.100.53.14	Sent: 4/29/2024 11:58:19 AM Resent: 4/29/2024 1:19:48 PM Viewed: 4/29/2024 1:20:18 PM Signed: 4/29/2024 1:20:24 PM

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Intermediary Delivery Events	Status	Timestamp

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Carbon Copy Events	Status	Timestamp

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Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/11/2024 3:34:22 PM
Envelope Updated	Security Checked	4/29/2024 9:31:40 AM
Envelope Updated	Security Checked	4/29/2024 9:31:40 AM
Envelope Updated	Security Checked	4/29/2024 9:31:40 AM
Envelope Updated	Security Checked	4/29/2024 11:58:46 AM
Envelope Updated	Security Checked	4/29/2024 1:19:48 PM
Envelope Updated	Security Checked	4/29/2024 1:19:48 PM
Certified Delivered	Security Checked	4/29/2024 1:20:18 PM
Signing Complete	Security Checked	4/29/2024 1:20:24 PM
Completed	Security Checked	4/29/2024 1:20:24 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: gdot_contracts@dot.ga.gov

To advise Georgia Department of Transportation of your new e-mail address
To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at gdot_contracts@dot.ga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..
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To withdraw your consent with Georgia Department of Transportation
To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to gdot_contracts@dot.ga.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically
To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
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THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Utility Software Upgrade

DATE: July 22, 2024

EXECUTIVE SUMMARY:

The Public Utilities Department has procured a new billing software from SpryPoint. It will increase productivity, improve efficiency in operations and offer empowered customer service. The new billing software also addresses integration between account information, metering, customer payments, water usage, data analysis, and performance reports. This is a request to award an amount not to exceed $1,098,240 to SpryPoint to upgrade the Utility Billing Software for the Public Utilities, Solid Waste and Transportation & Public Works Departments.

BUDGET INFORMATION:

CAPITAL REVENUE:	$1,400,000	Replace and Upgrade Facilities and Equipment – CSC
CAPITAL EXPENSES:	$ 301,760	Replace and Upgrade Designated Projects
	$0	Expenditures & Encumbrances
	$1,098,240	Available for Utility Software Upgrade

FUNDING SOURCE: Water & Sewer Enterprise Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Authorize an appropriation in the amount of $1,098,240 for the Utility Billing Software Upgrade;

b. Award a one-year contract (with an option for up to four annual renewals) to the most responsive bidder, SpryPoint, in the amount of $915,200;

c. Authorize staff to approve project change orders that do not collectively exceed the overall appropriation of $1,098,240; and

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

HISTORY:

1. The Public Utilities Department (PUD) has used the H.T.E. billing software for over 28 years to bill water, sewer, solid waste and stormwater charges.
2. On February 10, 2020, an audit of the Water Business Office (WBO) was performed by the

Office of Operational Analysis. The recommendations included three main takeaways:

   a. the necessity for new billing software
   b. the need for new and improved Standard Operations procedures
   c. the requirement to upgrade bill paying options for customers.

3. On May 26, 2020, during a Mayor & Commission (M&C) work session, Public Utilities staff presented information relative to the Infrastructure Element and the Capital Improvements Element of the proposed 2020 Service Delivery Plan (SDP).
4. On August 4, 2020, the M&C approved the Infrastructure Element and the Capital Improvements Element of the 2020 SDP.
5. On February 2, 2021, the M&C approved the Financial Element of the 2020 SDP, which included Project #6-301, Billing System Project.
6. On May 3, 2022, the M&C approved the Water Utility Software Conversion – Professional Services contract to Berry Dunn.
7. On May 5, 2022, Finance issued a Notice of Award to Berry Dunn for Utility Billing Software Conversion.
8. On January 20,2023, PUD issued a Notice to Proceed (NTP) to Berry Dunn to assist with the utility billing software selection and implementation.
9. On January 25, 2024, PUD received 16 proposals for utility billing software.

FACTS & ISSUES:

1. The Public Utilities Department is self-funded by an Enterprise Fund, meaning all expenses are paid by revenues that the department collects.
2. The billing software is integral in collecting the largest percentage of revenues. The Water Business Office (WBO) uses the current billing software, H.T.E, to bill its customers. In 2023, WBO employees prepared over 476,673 bills for 42,073 water and 30,806 sewer customers. Water and Sewer revenues account for about 90% of PUD's annual revenue.
3. The current billing software has been modified and customized over the past decades of service. The specialized training that WBO employees have allow them to run queries and extract information, however it is not automated. As the years pass, data review and reconciliation, data management and performance have become complex. The billing software is clogged with unused data, and limited functionality causing work efficiency to slow down. PUD recognizes that rate payers need 24/7 access to water usage and billing information. In this age of data-driven decisions, there is an additional time factor to run reports and collect important customer information. The current software does not afford the opportunity for staff to provide this level of service efficiently or effectively.
4. The 2020 SDP Project #6-301, Billing System Project, includes two stages. In Stage 1 the steering committee, consisting of PUD, IT, Finance, SW and TPW staff engaged billing software

consultants, Berry Dunn, to organize the selection of a new customer service/billing software. Berry Dunn worked with the steering to committee to identify functional and technical requirements to develop the RFP posted. Stage 2 is the implementation of the new utility billing software.

Evaluation Process

5. Proposals from 16 software vendors were received. Berry Dunn assisted with forming a scoring committee and three rounds of scoring. Round one scoring consisted of reviewing vendor proposals and providing scores in the following categories: Functionality, Technical and Proposer Experience.
6. At the conclusion of round one, three vendors were selected to move into round two. This consisted of in -person demonstrations of the proposed utility billing software to committees and other stakeholders. The vendors were scored based on the same criteria as round one but with increased point values.
7. One vendor was eliminated in round 2, leaving two vendors moving into round 3. Round three scoring consisted of reference checks for those two vendors. Points were awarded based on Reference Feedback and Comparable References.
8. Round 3 included proposals from SpryPoint & Caytena. At the end of round three SpryPoint was identified as the most responsive and qualified vendor.

Contractor	Start Up Cost	Year 1
SpryPoint	$667,200	$248,000
Caytena	$1,667,329	$326,202

9. The new billing software offering from SpryPoint will increase productivity, improve efficiency in operations and offer empowered customer service. The new billing software addresses integration between account information, metering, customer payments, water usage, data analysis, and performance reports. Ratepayers would be able to set up service, change account information, and terminate service online. It will also streamline connections between the WBO, Finance Department, Meter Management division and other field services.
10. The requested appropriation includes start-up cost of $667,200, the first year's subscription of $248,000 and a 20% contingency, if needed for historical data conversion.
11. SpryPoint's offerings fulfilled all technical and functional requirements that were developed by the steering committee. The current system has limitations on information fields that should include email addresses and other contact information. SpryPoint offers a user-friendly customer portal that will allow customers to update account contact information, view usage, request service changes, and pay bills.
12. The proposed utility billing software will allow PUD, SW and TPW to deliver effective and efficient communication electronically to customers through the customer portal. The current customer portal, WaterSmart, offers a way to communicate with customers but it is not directly connected with the software used for billing or meter reading. SpryPoint's customer portal is a module within the utility billing software. It is able to directly connect with our current meter

reading software as well as customer accounts allowing customers to pay their bills, start/stop service and view their usage with a single sign on.

13. SpryPoint's software will also afford the opportunity to automate billing processes, extract reports, change rates, and maintain current customer information. Currently, IT has to be involved to extract reports. The need for a software update was further confirmed when the steering committee attempted to plan outreach for the proposed customer portal. The business office was unable to extract contact information for customers without involving the IT department. The old software also presents challenges in billing. One of our Top 10 customers, the University of Georgia, receives a physical printout that includes over 300 pages to detail their billing. This printout is delivered by hand to UGA and then manually entered in their financial system to produce the check for payment. The proposed software would allow that exchange to happen electronically.

Public Engagement

14. To support Mayor & Commission Strategic Plan FY23-25 Goal Area 3: Organizational Improvement Section 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." PUD hosted four opportunities for residents, students, and the Top Industrial Water Users to view and comment on the proposed customer portal.

    - Resident engagement occurred in the WBO lobby, and the ACC Library on Baxter St.
    - Student engagement involved staff visiting a general elective class on campus, tabling in campus areas, and collaborating with student groups.
    - The Top Industrial Water Users group was hosted at the Water Resources Center.

    All three groups were asked to complete a survey of the proposed new software. The proposed lowest bidder's name was not shown or displayed during this outreach. Responses from this engagement were overwhelmingly positive.

15. The scoring committee, with the input of the steering committee reviewed and evaluated the bids submitted and respectfully recommends a contract be awarded to SpryPoint, in the amount of $248,000. The purchase amount would be shared among PUD (50%), Solid Waste (25%), and Transportation & Public Works (TPW) (25%) starting in FY26.

16. TPW & PUD have agreed to split the first-year training cost 50/50($44,800 each).

Timeline

17. The PUD hopes to issue a Notice to Proceed by October 2024. Per the proposal, the following anticipated schedule for the Billing Software Phases includes:

    - Phase 1 (up to four months)
        - Implementation to start 6 weeks after contract signed
        - SaaS Environment created, and Project Kick-off
        - Analysis workshops for modules
    - Phase 2 (up to 5 months, ongoing)

- Organizational Change Management
- Data Migration
- Training
- Testing

- Phase 3 (three months)
  - GO LIVE
  - Post GO LIVE support

18. This recommendation is consistent with the M&C Strategic Commitments and Goals:
    Goal Area 3: Organizational Improvement Area 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 and Commission:
   a. Authorize an appropriation in the amount of $1,098,240 for the Utility Billing Software Upgrade;
   b. Award a one-year contract (with up to four annual renewals) to the most responsive bidder, SpryPoint, in the amount of $915,200;
   c. Authorize staff to approve project change orders that do not collectively exceed the overall appropriation of $1,098,240; and
   d. Authorize the Mayor and appropriate staff to execute all related contract documents.
2. Mayor and Commission deny the request.
3. Mayor and Commission defined option.

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

DEPARTMENT: Public Utilities
Prepared by: Hollis Terry IV

Hollis Terry III

July 22, 2024

Hollis Terry IV — Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a, b, c and d

8/14/2024

Niki Jones, Acting Manager Date

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: FY26-30 Consolidated Plan Goals for CDBG and HOME

EXECUTIVE SUMMARY: The Consolidated Plan is a five-year planning document required by HUD that details entitlement grantees' funding priorities, goals, and objectives for Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds. HCD has prepared its FY26-30 Consolidated Plan Goals in support of CDBG and HOME activities for the next five years (July 1, 2026 through June 30, 2030), and these approved goals will be effective in the FY26 CDBG and HOME RFP Application Releases for Annual Action Plan I (FY26) activities.

DATE: June 27, 2024

REVENUES: N/A

EXPENSES: N/A

FUNDING SOURCE: U.S. Department of Housing and Urban Development (HUD)

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission approve the proposed Athens-Clarke County Housing and Community Development (HCD) Department FY26-30 Consolidated Plan (ConPlan) Goals as shown in **Attachment #1**.

HISTORY:

1. In 1995, the U.S. Department of Housing and Urban Development (HUD) established the current Consolidated Planning process. The Consolidated Plan replaced previous planning and reporting requirements for individual HUD grant programs. Reporting requirements and standards were last streamlined and updated in 2006. The Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.

2. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the action activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in by the Consolidated Plan.

3. On September 3, 2019, the Mayor and Commission approved HCD's FY21-25 Consolidated Plan Goals and Objectives for HUD funding for activities conducted between July 1, 2020 through June 30, 2025.

4. On April 7, 2020, the Mayor and Commission approved the full FY21-25 Consolidated Plan and Annual Action Plan I for activities conducted between July 1, 2020 through June 30, 2021.

5. On July 1, 2024, Annual Action V began, which is the final year of programmatic activity for the FY21-25 Consolidated Plan period.

6. In March 2024, HCD staff began developing the proposed FY26-30 Consolidated Plan Goals. Staff reviewed and analyzed local community data, strategic plans, and assessments to determine themes relevant to housing and community development needs.

7. On May 31, 2024, HCD shared its draft FY26-30 ConPlan Goals with the community by posting on the ACCGov website, the HCD website, via NewsFlash notification, via extensive agency Listserv email, and through the Neighborhood Leaders program.

8. On June 5, 2024, an ad in the Athens Banner Herald was posted with notification of upcoming public input meetings providing multiple opportunities to review and discuss the proposed FY26-30 ConPlan Goals. This ad also notified the public of opportunities to review the goals on the HCD website and provide feedback or send questions through email to HCD staff.

9. Between June 6 and June 25, 2024, HCD hosted four community input meetings to present and discuss the proposed FY26-30 ConPlan Goals **(Attachment #4)**:
    - Main Library (Hancock Corridor Community and General Public)
    - Clarke County Extension Office (General Public)
    - Heard Park Community Center (East Athens Community)
    - Pinewoods Library- Spanish presentation (Latino/Latina/Latinx and General Public)

10. On July 2, 2024, HCD met with the Vision Advisory Committee to present and discuss proposed FY26-30 ConPlan Goals.

11. From July 3 through July 10, 2024, HCD staff compiled all input and feedback regarding the goals and objectives that will guide HUD funding for the years 2026-2030 **(Attachment #3)**.

12. On August 13, 2024, HCD presented the following at a Mayor and Commission Work Session:
    - The process and local data sources used to determine the proposed FY26-30 ConPlan Goals.
    - The proposed FY26-30 Consolidated Plan Goals (**Attachment #1**).
    - The FY26-30 Consolidated Plan and FY26 Annual Action Plan I schedule of Activities (**Attachment #2**).

FACTS & ISSUES:

1. HUD requires a Consolidated Plan to help communities determine where CDBG and HOME resources may fill the gap for development of affordable housing, economic development, public services and public facilities & improvements. The ConPlan is a five-year plan of needs assessment, resource review and gaps analysis. It is an assessment of affordable housing and community development needs and market conditions, and is also a tool for making data-driven, place-based investments by use of community consultation and resident participation.

2. HUD grantees are required to develop and submit a Consolidated Plan and Annual Action Plan in order to receive CDBG and HOME funding. The Unified Government of Athens-Clarke County (ACCGOV) is a HUD Entitlement grantee.

3. HCD's current FY21-25 Consolidated Plan expires at the end of fiscal year 2025 (June 30, 2025). They Mayor and Commission voted on the final FY21-25 ConPlan Goals and Annual Action Plan V on May 7, 2024.

4. Local data sources used to draft the proposed FY26-30 ConPlan Goals include:
    - Athens Affordable Housing Investment Strategy
    - Athens Strategic Plan to Reduce and Prevent Homelessness
    - ACCGov FY23-25 Strategic Plan
    - ARPA Workforce Development Strategic Plan
    - Clarke County School District 2024-2029 Strategic Plan
    - Envision Athens Action Plan 2023

5. The proposed FY26-30 ConPlan Goals (**Attachment #1**) include:
    - Affordable Housing Development and Redevelopment: *To foster an affordable housing market that meets the needs of Athens-Clarke County residents through the creation and preservation of a variety of housing needs.*
    - Public Services: *To enhance the quality of life through programs/services that meet the needs of residents of Athens-Clarke County.*
    - Economic Development: *To promote the upward economic mobility of low-to-moderate income residents through small business, entrepreneurship, and workforce development support.*
    - Public Facilities & Improvements: *To foster public infrastructure improvements that improve the lives of low-to-moderate income residents in Athens-Clarke County.*

6. The proposed FY26-30 ConPlan Goals will be used to determine priorities for FY26 CDBG and HOME funding. The FY26 HOME application is scheduled for release on September 6, 2024 and the FY26 CDBG application is scheduled for release on October 17, 2024.

7. The Mayor and Commission Voting Session on the final FY26-30 Consolidated Plan and FY26 CDBG and HOME Annual Action Plan I funding recommendations is scheduled for May 6, 2025 (**Attachment #2**).

8. These recommendations support the following ACCGov Strategic Plan Goals, Strategies, and/or initiatives:

a. Strategy 2C: Identify ways to address unaddressed community needs and develop programs, policies, and processes that facilitate community transformation.
b. Strategy 2D: Ensure existing resources reach marginalized people and those most in need through effective and accessible social service delivery, nonprofit capacity building, and problem solving with connected community partners.
c. Strategy 2E: Support diverse, innovative, and creative economy.
d. Strategy 3D: Increase resident engagement in the decision-making processes to give greater emphasis to information and power sharing, mutual respect, and reciprocity between residents and their government.
e. Strategy 4A: Support home ownership by increasing opportunities for low-and middle-income people to own a home and help people retain and remain in homes.
f. Strategy 4B: Update development codes, zoning and funding/resources resulting in diverse, affordable housing options to meet community needs.
g. Strategy 4C: Preserve and increase the supply of affordable rental housing.
h. Strategy 4D: Prevent and reduce homelessness by enabling supportive housing options that meet a variety of needs.
i. Strategy 4E: Improve equitable housing opportunities in identified disinvested or underinvested areas.
j. Strategy 4F: Provide support to tenants to improve quality of life.

OPTIONS:

1. Mayor and Commission approve the proposed Athens-Clarke County Housing and Community Development (HCD) Department FY26-30 Consolidated Plan (ConPlan) Goals as shown in **Attachment #1**.

2. Mayor and Commission deny approval of the proposed FY26-30 ConPlan Goals as shown in **Attachment #1**.

3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1

DEPARTMENT: Housing and Community Development
Prepared by: Melinda Lord

Melinda Lord

07/22/2024

Melinda Lord
HCD Interim Director

Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1

8/14/2024

Niki Jones, Acting Manager Date

ATTACHMENTS:
Attachment #1: FY26-30 Consolidated Plan Goals
Attachment #2: FY26-30 Consolidated Plan Schedule
Attachment #3: FY26-30 Consolidated Plan Goals Public Input
Attachment #4: FY26-30 Consolidated Plan Goals Engagement Schedule Flyer

Draft FY26-30 Consolidated Plan Goals		
1. Affordable Housing Development and Redevelopment	**Goal**	***To foster an affordable housing market that meets the needs of Athens-Clarke County (ACC) residents through the creation and preservation of a variety of housing models.***
	Strategies	Increase access to affordable housing through the development of quality affordable rental units by supporting LIHTC or other projects that create multi-family affordable housing units, which may include mixed-income and mixed-use developments.
		Target challenged multi-family developments for major redevelopment and preserve and develop the affordability of existing rental homes while improving their quality.
		Promote low-to-moderate household homeownership through new construction or rehabilitation of affordable homebuyer single-family units and through increased homebuyer down payment assistance.
		Expand low-to-moderate household homeowner occupied rehabilitation projects through increased minimum per-project funding.
		Support training and counseling opportunities for homebuyer and downpayment assistance program participants.
		Increase fair housing education and outreach to ensure tenants understand and can communicate their rights and responsibilities.
2. Public Services	**Goal**	***To enhance the quality of life through programs/services that meet the needs of residents in Athens Clarke County.***
	Strategies	Homelessness (Individuals and Families): • Comprehensive street outreach services • Low-barrier emergency shelter • Diversion and rapid exit programming • Supportive services • Expansion of the affordable housing market through landlord engagement programs.
		Youth Development and Violence Prevention: • Educate, train and develop young people in Athens-Clarke County so that they will graduate from high school prepared to successfully enter the workforce, continue their education and/or enlist in armed forces to better reach their full potential • Support the development of youth literacy, math, science, social and emotional learning (SEL) skills, and build stronger connections that lead to societal contributions • Develop and expand youth development programming that is accessible and equitable. • Expand youth development programs for public safety. • Provide opportunities for students to be exposed to and interact with local, hybrid or remote career options.
		Supportive Services for Affordable Housing, Economic Development and Public Facilities and Improvements programs.

		• Provide supportive services for eligible low-to-moderate income individuals in support of affordable housing, economic development, and public facilities and improvements goal driven activities.
3. Economic Development	**Goal**	***To promote the upward economic mobility of low-to-moderate-income Athens-Clarke County residents through small business, entrepreneurship, and workforce development support.***
		Create incentives to encourage revitalization of neighborhoods and commercial developments.
		Provide the facilities and services necessary to attract, incubate, and grow businesses across a variety of sectors.
		Provide business planning assistance, technical assistance, and business support services to start-ups and owners of microenterprises.
		Provide financing assistance for small businesses to expand economic opportunities.
		(As a CBDO public service) Promote workforce development through ESL programs, GED programs, youth apprenticeship programs, vocational training, and job placement.
		(As a CBDO public service) Provide financial literacy training and promote financial stability of low-and moderate-income households.
4. Public Facilities & Improvements	**Goal**	***To foster public infrastructure improvements that improve the lives of low-to-moderate income residents in Athens-Clarke County.***
	Strategies	Improve facilities for persons with special needs such as facilities for individuals experiencing homelessness, domestic violence shelters, nursing homes, assisted living for the individuals with disabilities, or mental health facilities
		Improve parks, community centers, sidewalks or other public infrastructure that increase livability, safety, and accessibility for residents in high poverty concentration areas.

Attachment #2: FY26-30 Consolidated Plan Schedule

March 1- May 30, 2024	Draft proposed FY26-30 Consolidated Plan Goals based on the AHIS, SPRPH, FY23-25 ACCGov Strategic Plan and other relevant strategic plans and assessments in Athens-Clarke County
May 31- June 25, 2024	Post FY26-30 ConPlan Goals General and host targeted and general public meetings to gather input and to solicit resident feedback for proposed goals
April 1- June 30, 2024	Contract with Athens Wellbeing Project for completion of an updated Analysis of Impediments to Affirmatively Further Fair Housing for submission with the FY26-30 Consolidated Plan
July-September 2024	Release RFP, secure and contract consultant/specialist for review and completion of an updated Neighborhood Revitalization Strategic Area plan to support FY26-30 ConPlan goal activities
August 13, 2024	Work Session to present FY26-30 Consolidated Plan Goals to M&C
August 20, 2024	M&C Agenda Setting Session to consider FY26-30 ConPlan Goals
September 2, 2024	M&C Voting Session to approve FY26-30 ConPlan Goals
September 6, 2024	FY26 HOME RFP Application Release with approved FY26-30 ConPlan Goals
October 17, 2024	FY26 CDBG RFP Application Release with approved FY26-FY30 ConPlan Goals
October 2024- February 2025	Draft all FY26-30 Consolidated Plan narratives and update data tables. Begin review and evaluation of FY26 HOME and CDBG Applications for funding recommendation consideration
February 3, 2025	HCD Advisory Vision Committee Meeting to review and finalize CDBG funding recommendations
February-April 2025	Draft Annual Action Plan I for FY26 activities in preparation of submission in IDIS by May 17, 2025
March 11, 2025	M&C Work Session for presentation of FY26-30 Consolidated Plan and Annual Action Plan I CDBG and HOME funding recommendations
***April 7- May 7, 2025	Draft of FY26-30 Consolidated Plan and AAP I made available to the public for 30-day comment period
April 15, 2025	M&C Agenda Setting Session (Public Hearing)
May 6, 2025	M&C Voting Session (Public Hearing)
***May 17, 2025	Submission of FY26-30 Consolidated Plan and AAP I in IDIS for HUD review and approval

***NOTE:** Dates are tentative and based on date of HUD announcement of FY26 CDBG and HOME funding award allocations.

FY26-30 Consolidated Plan Draft Goals
June 2024 Public Comment Period Summary

The purpose of this document is to share a summary of HCD's engagement with the public to solicit feedback on the proposed goals for the FY26-30 Consolidated Plan.

Summary of Activities

Between May 31 and July 2, 2024, residents were asked to provide input on draft goals through the following activities:

1. The accgov.com/hcd website was updated to include:
    - Summary sheet outlining proposed FY26-30 ConPlan Goals in English and Spanish
    - ACCGov FY26-30 ConPlan Goals Engagement Schedule Flyer in English and Spanish
    - ACCGov FY26-30 ConPlan Goals Community Meeting Presentation in English and Spanish
    - Description and schedule of all public input opportunities related to this plan in English and Spanish
    - As a reference, link to ACCGov FY21-25 ConPlan available for review

2. Residents were invited to email input through hcd@accgov.com.

3. Four in-person community forums whereby staff presented an overview of the drafted goals 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 the plan:
    - Forum #1: ACC Library, Thursday, June 6, 2024 (5:30 pm -7pm)
    - Forum #2: ACC Extension Office, Tuesday, June 11, 2024 (11:30am- 1pm)
    - Forum #3: Heard Park, Wednesday, June 12, 2024 (5:30pm –7:00pm)
    - Forum #4: Pinewoods Library, Tuesday, June 25, 2024 (11:00pm-12:00pm)

4. Staff presented the draft goals to the HCD Vision Committee during a virtual meeting on July 2, 2024.

All public-facing activities were promoted heavily by staff through an advertisement on *Athens Banner Herald*, ACCGov News Flash, emails to stakeholders and non-profits (including Neighborhood Leaders), social media posts, flyers. Additionally, the Pinewoods Library helped promote the event through its own social media platforms.

Public Comment Received

Over the public comment period (May 31 – June 23, 2024), ACCGov staff received a total of **103** unique comments and questions as outlined below. Residents were encouraged to participate in as many of the activities as possible, so it is difficult to discern a unique number of residents who participated in these The below tables offer an overview of the source of comments, an analysis of the sentiment of all comments received (i.e., "Is the comment in support of, against, or neutral toward the presented strategy?"), and a thematic analysis of comments received. Finally, all comments received are included for review.

Source of Comments

ACTIVITY	DATE	# OF RESIDENTS	# OF COMMENTS
Forum #1: ACC Library	6/6/2024	1	23
Forum #2: ACC Extension Office	6/11/2024	6	11
Forum #3: Heard Park	6/12/2024	7	43
Forum #4: Pinewoods Library	6/25/2024	3	23
Vision Committee Meeting	5/31/24-6/23/24	1	2
Comments Received via Email	7/2/2024	1	1
	TOTALS	**19**	**103**

Sentiment of Comments Received

Staff reviewed all recorded comments individually to determine whether the comment was in support of, against or neutral toward a presented goal or strategy. For the purposes of this analysis, if the comment was tangentially related to a strategy but fell outside of HCD's proposed activities (e.g., "Homeowner taxes are high in East Athens", expressions of gratitude/need for ACCGov to do more outreach,), that comment was marked as Neutral.

GOAL	STRATEGY	# RECEIVED	# NEUTRAL	# AGAINST	# SUPPORT	% NEUTRAL	% AGAINST	% SUPPORT
1	A	0	0	0	0	0.00%	0.00%	0.00%
	B	7	5	1	1	71.43%	14.29%	14.29%
	C	1	0	0	1	0.00%	0.00%	100.00%
	D	7	4	0	3	57.14%	0.00%	42.86%
	E	5	1	1	3	20.00%	20.00%	60.00%
	F	5	1	1	3	20.00%	20.00%	60.00%
	Goal 1 General	33	24	2	7	0.00%	0.00%	0.00%
	Total Goal 1	**58**	**35**	**5**	**18**	**60.34%**	**8.62%**	**31.03%**
2	A	1	1	0	0	100.00%	0.00%	0.00%
	B	4	2	0	2	50.00%	0.00%	50.00%
	C	1	0	1	0	0.00%	0.00%	0.00%
	Goal 2 General	0	0	0	0	0.00%	0.00%	0.00%
	Total Goal 2	**6**	**3**	**1**	**2**	**50.00%**	**16.67%**	**33.33%**
3	A	0	0	0	0	0.00%	0.00%	0.00%
	B	0	0	0	0	0.00%	0.00%	0.00%
	C	0	0	0	0	0.00%	0.00%	0.00%
	D	2	2	0	0	0.00%	0.00%	0.00%
	E	0	0	0	0	0.00%	0.00%	0.00%
	F	1	1	0	0	100.00%	0.00%	0.00%
	Goal 3 General	2	0	0	2	0.00%	0.00%	100.00%
	Total Goal 3	**5**	**3**	**0**	**2**	**60.00%**	**0.00%**	**40.00%**
4	A	3	2	0	1	66.67%	0.00%	33.33%
	B	3	1	1	1	33.33%	33.33%	33.33%
	Goal 4 General	3	2	0	1	66.67%	0.00%	33.33%
	Total Goal 4	**9**	**5**	**1**	**3**	**55.56%**	**11.11%**	**33.33%**
General	**General**	**25**	**19**	**0**	**6**	**76.00%**	**0.00%**	**24.00%**
	TOTALS	**103**	**65**	**7**	**31**	**63.11%**	**6.80%**	**30.10%**

Main Themes

Staff reviewed all comments received and identified 15 main themes, as follows:

	Theme	# of Comments
1	Increase access to funded activities for special populations, including LMI, elderly, non-English speakers	15
2	Process through which to apply for funding, including eligibility requirements	13
3	Clarifications on, and more transparency needed on completed and ongoing projects funded by ACCGov, including affordable housing	10
4	Roles and coordination of key players in affordable housing (M&C, HCD, Planning, AHA, nonprofit and for-profit developers, DCA, etc.)	9
5	Clarification on presented goals and strategies, as well as ConPlan process	9
6	Clarification on funding sources (CDBG, HOME, etc.)	8
7	Process for residents to benefit from activities, including eligibility requirements	8
8	Clarification on down payment assistance and homeowner rehab	6
9	Importance of social services, including supportive services for other 3 goals	5
10	Clarifications on CDBOs, CHDOs, NRSAs, Qualified Census Tracts	5
11	Availability of land for building affordable housing (including lots owned by AHA)	4
12	Voluntary Inclusionary Zoning policy	4
13	Policies that affect affordable housing, including taxes, zoning, rent control	3
14	Importance of youth services, parks and other resources for youth	2
15	Other	2
	TOTAL	**103**

Full Public Comments

The following table includes comments received from public during the activities outlined above, in the order they were received. Comments submitted through email appear here verbatim. Staff made every effort possible to capture comments shared during in-person meetings as close to verbatim as possible.

#	DATE	SOURCE	PUBLIC COMMENT
1	6/6/2024	ACC Library	It's nice to put a face with the name. I'm familiar with them. Why did they [HUD] decrease the [CDBG & HOME] funding?
2	6/6/2024	ACC Library	Why wouldn't Goal #4 be the second most important?
3	6/6/2024	ACC Library	When different developers come in, it takes about a year. Is this is a goal, does planning commission know?
4	6/6/2024	ACC Library	You're talking about just HOME?
5	6/6/2024	ACC Library	Pleased to hear about partnership for employment. 4% of funding is allocated for that. That seems very low when this a priority that will actually will help them get out of their situation. 195K compared to other services, that's low. Why is that? A follow-up, is this considered less urgent? Less impactful? Because homelessness has always existed. The 4% is just too low. Additional information should be specified then if funding is already provided for that section.

#	DATE	SOURCE	PUBLIC COMMENT
6	6/6/2024	ACC Library	You mentioned DPA. That's for LMI? Remind me what LMI is to qualify.
7	6/6/2024	ACC Library	I've seen it. [Fair Housing information at accgov.hcd]
8	6/6/2024	ACC Library	I don't see services for invisible homeless. Technically they are homeless, but they are staying with someone.
9	6/6/2024	ACC Library	Zoning for group homes would help with rapid exit. Are you doing diversion-related projects?
10	6/6/2024	ACC Library	So you will be able to provide TA in the Grow Your Business Program?
11	6/6/2024	ACC Library	Is RLF a loan fund? Or a Grant?
12	6/6/2024	ACC Library	HUD funding for incubator services. Are you trying to do a lot of these services or not?
13	6/6/2024	ACC Library	Are you trying to do more CDBOs with HUD funding or no?
14	6/6/2024	ACC Library	Do you have to be a non-profit for public facilities?
15	6/6/2024	ACC Library	What is process to become CHDO?
16	6/6/2024	ACC Library	Housing Authority and properties in Census Tract 302 in East Athens. They have more than 1/2 the parcels. Is there a strategy to help them with the revitalization. Examples: HUD has a grant opening for a strategic plan for revitalized public housing. Is that something city can do? With my organization would I work with AHA to redevelop parcels?
17	6/6/2024	ACC Library	Does HCD manage payment in lieu? So you could get Li-Tec at a state level?
18	6/6/2024	ACC Library	The Workforce Housing Grant - I thought for the county any organization can apply with good standing. They didn't have 25 million?
19	6/6/2024	ACC Library	I've been on housing boards, but they don't seem interested in smaller developers. It's much easier to do in rural areas. I'm from Athens originally and I would like to be a part of the solution but there is a lot of red tape. I have a long history with them and the family but they were slow to move. [AHA] seems more interested in bigger development.
20	6/6/2024	ACC Library	What are you guys going to push for planning purposes? If LIHTIC is a goal, does this sync with the Planning department?
21	6/6/2024	ACC Library	How could we layer [funding for] a [housing] project?
22	6/6/2024	ACC Library	Would you need to do a small development partnership?
23	6/6/2024	ACC Library	So you would be able to provide TA {to agencies interested in requesting the funding}
24	6/11/2024	Extension Office	Homebuyer DPA: Does it create a second lien on the property, or is it forgiven? Is it more like a grant?
25	6/11/2024	Extension Office	The lenders in this area in this area have to be able to provide that [homeowner buyer] training. So you guys can use that resource potentially right?
26	6/11/2024	Extension Office	Rapid Exit Program: Are there specific goals that must be met? For instance, a percentage of participants meeting program requirements?

#	DATE	SOURCE	PUBLIC COMMENT
27	6/11/2024	Extension Office	Where is the census tract 6-9?
28	6/11/2024	Extension Office	Is there an annual budget for this Con plan? How much is allocated this year?
29	6/11/2024	Extension Office	Do you already have properties in mind for development [of affordable housing]?
30	6/11/2024	Extension Office	Where can I find information on ongoing developments?
31	6/11/2024	Extension Office	I am from Bogart. There's a property on Cleveland Road in Bogart. Is it indeed being purchased for affordable housing by ACCGov?
32	6/11/2024	Extension Office	When do you anticipate sending out RFPs?
33	6/11/2024	Extension Office	If there are different strategies for the same goal, should we submit separate proposals for each?
34	6/11/2024	Extension Office	Is there any way you guys (ACCGov) can control rents (e.g., setting high or low rent)?
35	6/12/2024	Heard Park	Is there a reason the Envision Athens Needs Assessment not being used? It also has collected public input.
36	6/12/2024	Heard Park	So, what is the bottom line on the word affordable? If a family of 4 in ACC can afford a house that is 100k house.
37	6/12/2024	Heard Park	If you have vouchers, will they actually help the residents?
38	6/12/2024	Heard Park	I'm a dollars and cents person. Is this a new program the voucher program? Or has there been an existing voucher program from HCD?
39	6/12/2024	Heard Park	Does inclusionary zoning layer into this?
40	6/12/2024	Heard Park	If the developers do decide to build to those low income homes as part of their development, who manages or oversees that they did in fact build those low income affordable home?
41	6/12/2024	Heard Park	Would an individual come to HCD or go somewhere else to be part of this voluntary inclusionary zoning?
42	6/12/2024	Heard Park	What is the top dollar of the money that will come from the in lieu fees from the developers?
43	6/12/2024	Heard Park	Is the Arch Street building a part of the voluntary zoning?
44	6/12/2024	Heard Park	What areas have you developed? Is Bethel Midtown a part of the HCD efforts of affordable housing?
45	6/12/2024	Heard Park	What is Land Trust calling affordable? I noticed there are 13 houses and all what is affordable? If minimum wage is about 90 cents.
46	6/12/2024	Heard Park	What kind of salary does this person need to have to qualify for these homes?
47	6/12/2024	Heard Park	[Homeowner] taxes are high in East Athens.
48	6/12/2024	Heard Park	CDBG money can help with homeowner rehab?
49	6/12/2024	Heard Park	How often do they [CDBG-funded agencies] accept applications?
50	6/12/2024	Heard Park	Historic Athens and how many units do they do?
51	6/12/2024	Heard Park	I already reached out to Historic Athens [about homeowner rehab]. They are limiting their applications

#	DATE	SOURCE	PUBLIC COMMENT
52	6/12/2024	Heard Park	How are we getting this information to people? The elderly stay at home. They can't come to the meetings like this. How can we make this information get to the elderly population. I don't see a bridge to the community. I don't see you helping the elderly.
53	6/12/2024	Heard Park	Housing Authority owns property on Peach Street. It was once owned by EADC. Seems like the rents are kind of affordable. It would be perfect for bus zones. Can you help with that a bit?
54	6/12/2024	Heard Park	All that ARPA money that came in, Peter street and Vine street. The Housing Authority could have leveraged that money to buy that land. Why didn't you?
55	6/12/2024	Heard Park	For me Columbia Brookside is out of the picture. I'm talking North Avenue. Would you all prioritize that with this funding?
56	6/12/2024	Heard Park	Finished up right before the pandemic [Columbia Brookside]. I remember y'all were having the first community meetings before COVID hit. They were in pre-development before Bethel.
57	6/12/2024	Heard Park	Athens Housing Authority owns the vine and peach street. The programs are already done. We don't have the will. Example was made after WWII in the Magnolia Community. Those homes are 900 sq ft. The program has been done. Where is the will? We might have the will but the powers that be don't have the will.
58	6/12/2024	Heard Park	I've sat in with Rick Parker, and taken them plans to finish Savannah Heights. We weren't asking to build the whole thing, but for that community to be sitting there since 2008. I have gone 3 times to no avail. People are trying.
59	6/12/2024	Heard Park	I feel negative about this situation about the affordable [housing] programs.
60	6/12/2024	Heard Park	Can I just add that private money is not slow. It haven't taken long to do. Obviously the development of it wasn't slow. Private seems to get it done faster than public money.
61	6/12/2024	Heard Park	Stop homeowner taxes for 60+ aged individuals.
62	6/12/2024	Heard Park	On fair housing, in the early 90's there were HCD homeowner programs. That rental property has to stay in affordable for the next 10 years. If they couldn't afford to repair it, the HCD gave money to rehab the house but they weren't able to increase the rent and had to keep their home affordable.
63	6/12/2024	Heard Park	What is Entitlement money? Do you have leftover money?
64	6/12/2024	Heard Park	How do people deal with youth and how do they apply for this funding. What month is the RFP out?
65	6/12/2024	Heard Park	In the CDBG process, I would encourage to include capacity building process. Don't have small agencies because they don't have capacity.

#	DATE	SOURCE	PUBLIC COMMENT
66	6/12/2024	Heard Park	I know a lot of small independent ppl but they are not big. They make a difference in people's lives. I see how those programs deal with math and science. You should get the child out of the environments so they grow more.
67	6/12/2024	Heard Park	Are these business on a private or nonprofit basis to apply for these funds?
68	6/12/2024	Heard Park	I spoke about the T-SPOLST project. The bridge on carter street. A zigzag bridge. But we need that type of bridge elsewhere. How can we use this funds to make it happen?
69	6/12/2024	Heard Park	How did they get a gym at Rock Springs?
70	6/12/2024	Heard Park	The revitalization has been 301, 302, and have been in that same type of Census tract. If that development were to be mixed used development, will it throw it out of the Census that no longer qualify?
71	6/12/2024	Heard Park	How many CDBO do we have?
72	6/12/2024	Heard Park	How do you score the Applications? how much dollars they need?
73	6/12/2024	Heard Park	I think if they applied for $30,000, they should be able to get that full amount.
74	6/12/2024	Heard Park	Well the same group of people from Land Trust is [always] getting the funds.
75	6/12/2024	Heard Park	That's the problem. The Mayor and Commissioners make the decision for everything. They are out of control. They decide everything that goes on.
76	6/12/2024	Heard Park	For Census track 1405 and sewer lines. Will there be water lines there?
77	6/12/2024	Heard Park	We went through the T-SPLOST funds three years ago. They use money for facilities and transportation already. Sidewalks and roads are built through that. They also had 15 million requests for these types of services but they weren't funded. Can we leverage those with the facilities funds from here?
78	6/18/2024	Emailed to hcd@accgov.com	The framework for the proposed goals and strategies is comprehensive. Within this plan summary, the Food Bank sees an opportunity for a stronger emphasis on initiatives connected to addressing food insecurity within the community.
79	6/18/2024	Emailed to hcd@accgov.com	Integrating Food Access Programs with housing: We recommend integrating food access programs within housing and homeownership initiatives, such as on-site food pantries or mobile distributions, to ensure that residents have consistent access to nourishing meals. The Food Bank has a long history of supporting pantries to serve 500-600 families at one time. We welcome the opportunity to provide our insight and expertise to support the development of a food access program connected to housing.

#	DATE	SOURCE	PUBLIC COMMENT
80	6/25/2024	Pinewoods Library	How do repair programs work?
81	6/25/2024	Pinewoods Library	For example, I live in a house that needs repairs. I don't speak a lot of English. How can I apply?
82	6/25/2024	Pinewoods Library	We live here in mobile homes and we have problems with repairs. Are we eligible [to apply for homeowner repair programs]?
83	6/25/2024	Pinewoods Library	Is there a possibility that the city would take over this private space?
84	6/25/2024	Pinewoods Library	Does the county have more land to build?
85	6/25/2024	Pinewoods Library	What happens if the landowner decides to sell the property? We are seeing people getting pushed out of the property.
86	6/25/2024	Pinewoods Library	Can I have clarification about re-development? If I have a one story house can I make it 2 story?
87	6/25/2024	Pinewoods Library	DPA would be helpful.
88	6/25/2024	Pinewoods Library	A really big barrier is the legal status. Really hard to get bank account and loans. Banks don't want to take the risk. There's a perception that they don't have good ties to the community here and they will leave. In the past, there was a lending system with albeit a high interest rate but it is still better than not having a loan.
89	6/25/2024	Pinewoods Library	We need a playground, a park for kids to be entertained during the summers closer to our neighborhood.
90	6/25/2024	Pinewoods Library	What's govt. perception of us (Latinx community) being involved in these projects?
91	6/25/2024	Pinewoods Library	Who is she[Commissioner]? No, we have not met her.
92	6/25/2024	Pinewoods Library	An example, when I call [my Commissioner], they don't seem interested.
93	6/25/2024	Pinewoods Library	They are working, they did not know about all of the organizations that offer services, it's the first time he has been here since 2009. We are busy working and hear things there. It's difficult for me. Also, it's the responsibility of the community to find the information and bring up the issues.
94	6/25/2024	Pinewoods Library	Email, Facebook is great. He got information from the school. Through the report card, his child needed help, and then he found out about the library. There is a Facebook page for the community on the library. One resident showed up because their kid's teacher told them to learn English and he wanted to come to library. This library's Facebook page is where this person found the information to today's event.
95	6/25/2024	Pinewoods Library	Do these priorities change if there is a change in local government?

#	DATE	SOURCE	PUBLIC COMMENT
96	6/25/2024	Pinewoods Library	It's very important to have [outreach materials] Spanish translated. I don't find it in the library or other places. When we call the phone, it's hard.
97	6/25/2024	Pinewoods Library	I feel heard and will share it with my friends.
98	6/25/2024	Pinewoods Library	I run into the Mayor and he is nice and pleasant.
99	6/25/2024	Pinewoods Library	Yes {access to email}
100	6/25/2024	Pinewoods Library	For my community, we can make it happen. If we have an idea, it can happen. I grew up in Puerto Rico. If we know the programs exist, we will use them. They are needed.
101	6/25/2024	Pinewoods Library	Idea is if there is a house that is half-way built, the homeowner needs funds to build it up. It would have a bigger impact on the community.
102	6/25/2024	Pinewoods Library	I like information! It's good for the community!
103	7/2/2024	Vision Committee Meeting	Why is Strategy C in Public Services so broad and inclusive of affordable housing, economic development and public facilities & improvements goals, especially since public services is the smallest pot of money with the largest amount of applications submitted?

###

INFORMATION SESSIONS ON DRAFT GOALS FOR FY2026-2030 CONSOLIDATED PLAN

Every 5 years, ACCGov's Housing & Community Development department (HCD) develops a Consolidated Plan to define where Community Development Block Grants (CDBG) and HOME Investment Partnerships funding may fill the gap for development of affordable housing, economic development, public services, public facilities and improvements. This plan is required by and submitted to the U.S. Department of Housing & Urban Development (HUD).

All residents of Athens-Clarke County are invited to learn about and provide feedback on the proposed goals for the FY26-30 Consolidated Plan, through the following opportunities:

May 31 – June 23, 2024	• Review materials:
	  • www.accgov.com/hcd
	• Share feedback via:
	  • HCD@accgov.com or 706-613-3155

Thursday, June 6, 2024 5:30–7:00 p.m.	**Athens-Clarke County Library** 2025 Baxter Street Athens, GA 30606
Tuesday, June 11, 2024 11 a.m.–1:30 p.m.	**Athens-Clarke County Extension** 275 Cleveland Road Bogart, GA 30622
Wednesday, June 12, 2024 5:30–7:00 p.m.	**Heard Park (formerly East Athens Community Center)** 400 McKinley Dr Athens, GA 30605
Thursday, June 20, 2024* 5 – 6 p.m. ***This session will be held entirely in Spanish**	**Pinewoods Library & Learning Center*** 1465 Hwy 29 North, Lot F-14 Athens GA 30601

Contact:
ACCGov Housing & Community Development Department
HCD@accgov.com | 706-613-3155

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: SPLOST 2020 Project 11 Sub-Project # 11 Building Energy Retrofit

DATE: ~~July 22, 2024~~ August 28, 2024

EXECUTIVE SUMMARY:

This project will serve to move the Unified Government towards 100% sustainable and renewable energy. This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) Approve the Proposed Sub-Project Concept; 2) Authorize staff to advance the Proposed Sub-Project Concept directly to the Bid & Award Phase; and, 3) Direct the Manager to have any related rebates and credits channel back to their original funding source. Also, in keeping with the ACCGov ordinances, the agenda also request M&C approve the designation of the project as not appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	306,336	Grant Funds
$	31,829	Project Utility Rebates
$	5,137,724	Program Revenues SPLOST 2020 Project 11, Tiers 1-4
$	1,551,196	Program Revenues SPLOST 2020 Project 11, Tier 5
$	7,027,085	Total Revenues - Tiers 1-5

EXPENSES:

$	890,363	Expensed or encumbered
$	250,000	Designated SP #1 – Costa Building Solar
$	25,748	Remaining Designated SP #2 – Electrical Vehicle Accelerator
$	90,000	Designated SP #3 – Memorial Park Solar
$	470,000	Designated SP #4 – ACC Library Solar
$	6,000	Remaining Designated SP #5 – FY24 Electric Vehicle Purchases
$	367,136	Remaining Designated SP #6 – Electric Vehicle Infrastructure
$	350,000	Designated SP #7 - Metered Equip. Electrification
$	271,500	Designated SP#8 – LED Lighting Project (jail)
$	660,000	Designated SP#9 – Public Safety EV Accelerator
$	1,000,000	Proposed SP#10 – Building Systems & Equipment Efficiency
$	189,012	Budgeted for Misc., Testing, FF&E, & PM Fees - Tiers 1-4
$	92,400	Designated Public Art - Tiers 1 - 4
$	2,024,926	Available for Other Projects (Unallocated)
$	1,000,000	Available for Sub-Project #11

OPERATIONAL: Savings to be determined once evaluation is complete

FUNDING SOURCE: SPLOST 2020 Project 11

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the Proposed Project Concept for SPLOST 2020 Project 11 Renewable Energy Project SP #11 as described in **Attachment #1** and Facts and Issues #4;
b. Authorize staff to advance SP #11 directly to the bid and award phase;
c. Approve the designation of SPLOST 2020 Project 11 SP #11 as not appropriate for Public Art;
d. Direct the Manager to have any related rebates and credits channel back to their original funding source; and,
e. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. On April 5, 2016, the Mayor & Commission (M&C) passed a resolution calling for the increased use of renewable energy to support operations of Athens-Clarke County (ACCGov).

2. On July 3, 2018, the M&C adopted the 2018 Comprehensive Plan that was informed by the Envision Athens Action Agenda that included an environmental implementation strategy to "Increase energy efficiency, sources, and use of renewables."

3. On May 21, 2019, the M&C passed a resolution in support of transitioning to 100% renewable energy.

4. On November 5, 2019, Athens-Clarke County voters approved the SPLOST 2020 Program Referendum, which included Project #11 - Renewable Energy Project.

5. On February 2, 2021, the M&C approved the 2020 SPLOST Tier Funding Schedule.

6. On May 11, 2021, the M&C were presented the SPLOST 2020 Project Implementation Plan at a work session in which an initial schedule was proposed by staff. The SPLOST 2020 Project 11, Renewable Energy Project, included funding programmed for SPLOST 2020 Program Quarters 1-4; Tiers 1-12.

7. On May 12, 2021, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for SPLOST 2020 Project 11. The ACAC recommended that the project is

appropriate for public art (**Attachment #2**).

8. On August 2, 2022, the M&C voted unanimously to accept the Clean and Renewable Energy Plan, which details pathways ACCGov and the community will use to meet the renewable energy goals.

9. On August 30, 2023, the Project 11 User Group held its first meeting. The User group included two Athens-Clarke County residents along with representatives from the Central Services Department and the Sustainability Office. The two community representatives had previously served on the Clean and Renewable Energy Plan Community Advisory Board.

10. On July 17, 2024, Project Concept for SP #11 was presented to the SPLOST 2020 Project 11 User Group. The User Group unanimously voted to recommend this sub-project to the M&C.

11. On August 19, 2024, the SPLOST 2020 Oversight Committee ~~will review~~ confirmed the proposed Project Concept for SP #7 to ~~confirm if it~~ is consistent with the Initial Project Statement for SPLOST 2020 Project 11, Renewable Energy Project.

FACTS & ISSUES:

1. The Initial Project Statement of SPLOST 2020 Project 11, Renewable Energy Project reads as follows;

   Project # 11, Renewable Energy Project, *will provide funding for a variety of subprojects that serve to move the Unified Government towards 100% sustainable and renewable energy. Depending upon costs and funding availability, examples of eligible sub-projects may include, but not be limited, to solar energy systems; geothermal systems; biogas systems; energy storage systems; building energy management systems; alternative fuel vehicle replacement; providing funds to electrify the ACC vehicle fleet; recharging facilities for electric vehicles; upgrades to lighting and control systems, fenestration, or other energy systems in existing facilities; solar water heating; energy storage and management systems; more efficient HVAC systems, such as geo-thermal; and/or, other renewable energy or sustainability projects defined in an approved sustainability plan as may be amended by the Mayor and Commission from time to time. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.*

2. During the August 30, 2023 inaugural meeting of the User Group, four priority areas were identified by the group that could have the greatest impact on a clean energy transition for ACCGov operations. They were
   - Transportation
   - Buildings and building systems

- Solar, microgrids, alternative fuel sources, and clean energy generation
- Moving/pumping water

3. To help balance the use of available funds to best meet needs across these four priority areas, the User Group determined that the most efficient approach would be to develop sub-projects and allocate funding to these areas. SP #11 focuses on building retrofit efficiencies.

4. Proposed SP #11 Project Concept is as follows:

   This sub-project allocates $1,000,000 advance building weatherization and/or renovation that can significantly enhance efficiency, lower long-term costs, and further ACCGov's goal of transforming to 100% Clean and Renewable Energy by 2035. This sub-project can pay for the increase in weatherization and renovation costs so as to meet or exceed the ACCGov Sustainable Building Policy. Additional SPLOST Project 11 funds may periodically be added to this sub-project, upon approval from the M&C.

5. The proposed evaluation criteria for SP #11 is shown on **Attachment #1**. Once approved by M&C, Central Services and Sustainability staff will evaluate ACCGov scheduled for a remodel or retrofit and recommended priority list based on the ability to increase energy efficiency. The priority list would then be submitted to the Project User Group for review and feedback.

6. The Athens Cultural Affairs Commission recommended that Project #11 was appropriate for Public Art but did not specify any particular Sub-Project (**Attachment #2**). However, the nature of the SPLOST 2020 Project 11, SP #11, is all building material and building renovation. Therefore, in accordance with the Public Art Ordinance exclusion for Capital Equipment Projects, even though the ACAC recommends the overall Project is appropriate for public art (History #7), staff recommends that this SP #10 be declared as not appropriate for public art.

7. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
   - Built and Natural Infrastructure Goal, Strategy D, milestones 1 and 3: *Develop action items and processes needed to implement Tier 1 recommendations from the adopted 100% Clean and Renewable Energy Action Plan.*

OPTIONS:

1. Mayor and Commission:

   a. Approve the Proposed Project Concept for SPLOST 2020 Project 11 Renewable Energy Project SP #11 as described in **Attachment #1** and Facts and Issues #4;
   b. Authorize staff to advance SP #11 directly to the bid and award phase;
   c. Approve the designation of SPLOST 2020 Project 11 SP #11 as not appropriate for Public Art;
   d. Direct the Manager to have any related rebates and credits channel back to their original funding source; and,
   e. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission do not approve SP #11, SPLOST 2020 Project 11 Renewable Energy Project.

3. Mayor and Commission defined option

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

DEPARTMENT: Sustainability
Prepared by: Mike Wharton

7/18/2024

Mike Wharton
Sustainability Department Director
Date

8/07/2024

Josh Hawkins
Capital Projects Director
Date

ADMINISTRATIVE COMMENTS:

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

8/15/2024

Niki Jones, Acting Manager
Date

ATTACHMENTS:
Attachment #1 Sub #11 Building Energy Retrofit
Attachment #2 - ACAC Public Art Suitability Letter for SPLOST 2020

Sub-Project #11 Concept: Buildings Energy Retrofit

This sub-project allocates $1,000,000 to advance the Tier I Building and Energy Pathways identified in the Athens-Clarke County Clean & Renewable Energy Plan by increasing the efficiency of building system equipment as part of life-cycle replacement, renovations, new building construction, or those designated as an emergency replacement.

1. **Building Energy Retrofit**
   Building weatherization and/or renovation can significantly enhance efficiency, lower long-term costs, and further ACCGov's goal of transforming to 100% Clean and Renewable Energy by 2035. This sub-project can pay for the increase in weatherization and renovation costs so as to meet or exceed the ACCGov Sustainable Building Policy. Additional SPLOST Project 11 funds can periodically be added to this sub-project upon approval from the Mayor and Commission.

Energy Use Intensity (EUI), Portfolio Manager Score	Funding Match from Dept	Energy Audit Conducted	Simple ROI
Score <30: +3	+2: Match equal or greater than funds needed to meet ACCGov Sustainable Building Policy Requirements	+3: Yes, and report confirmed the proposed item(s)	+2: 7 years or less
Score 30-50: +2	+1: Match >85% but <100% of funds needed to meet ACCGov Sustainable Building Policy Requirements	+2: Yes, but report not specific about proposed item(s)	+1: 7-10 years
Score: 50-70: +1	0: Match <85% of funds needed to meet ACCGov Sustainable Building Policy Requirements	0: Only if Recommended by Facilities Staff	0: 10-15 years
Score > 70: 0	User Group will evaluate on a case-by-case basis	0: Only if Recommended by User Group	0: >15 years:

Eligibility. Minimum score of 6 (within this renovation and weatherization ranking).
Ranked order of priority selection based on projects proposed and funding available, funding starts with highest ranked projects on down.

Assessments and Modeling: assessments and modeling may be included in this sub-project

Energy Tracking: Renovations using Project 11 funds must include upgrades and additions needed to be able to verify, monitor, and evaluate energy use and savings.

Project 11 Subsidies for New Construction: New construction must meet Energy Star standards to be eligible for additional funding using Project 11 as a source. Funding may be provided to increase efficiencies above those required by the Sustainable Building Policy. The User Group will recommend funding amounts on a case-by-case basis.

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: Construction of Landfill Phase V Cell 2A-2B – Award of Construction Contract

DATE: ~~August 9, 2024~~ August 19, 2024

EXECUTIVE SUMMARY: This request is for the construction of Cell 2A and 2B in Phase V of the ACCGov landfill. Currently, Cell 1A and 1B are the active disposal areas, and they will reach capacity in spring 2025.

BUDGET INFORMATION:

REVENUES:

EXPENSES:
ANNUAL:
CAPITAL:
OTHER: ~~TBD~~ $3,697,235.80

FUNDING SOURCE: Bank Loan to be paid back by the Landfill Enterprise Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:
To request that the Mayor and Commission:

a) Award a unit price contract in an amount of $~~TBD~~ $3,697,235.80 to ~~TBD~~ CBP Environmental, Inc, for construction of Phase V Cell 2A and 2B of the Athens-Clarke County Landfill; and
b) Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. At the October 10, 2006 Mayor and Commission (M&C) Work Session, Solid Waste Department staff presented waste disposal options. The primary option discussed was the expansion of the current landfill or construction of a transfer station to ship waste to another county.

2. On November 6, 2007, the Oglethorpe County Commission submitted a letter to ACCGOV indicating its support for the expansion of the Athens-Clarke County Municipal Solid Waste (ACCMSW) landfill.

3. At the November 13, 2007 M&C Work Session, options for waste disposal were again presented to the M&C for their consideration. At that time, Solid Waste Department staff recommended the acquisition of approximately 79 acres of land in Oglethorpe County for the expansion of the ACCMSW landfill in conjunction with new waste reduction initiatives.

4. On January 2, 2008, M&C approved an intergovernmental agreement with Oglethorpe County, related to the purchase of the approximately 79 acres of land for landfill purposes as follows:
    - The Oglethorpe County government agrees to acquire approximately 79 acres, identified as tax parcel map 10, parcel 010-001, for landfill purposes and indicated as Phase V on **Attachment #1**.
    - ACCGOV agrees to reimburse the Oglethorpe County government for the cost of the above noted property including any legal cost, etc. ACCGOV paid Oglethorpe County approximately $725,000 for the acreage and corresponding costs.
    - The Oglethorpe County government will transfer ownership of the property to the ACCGOV.
    - ACCGOV will use the property for possible expansion of landfill operations and/or dirt for closure of other landfill cells.
    - A modified host fee calculation.

5. On August 5, 2008, M&C awarded a professional services contract to Atlantic Coast Consulting for professional services associated with permitting activities related to the Phase V expansion of the ACCMSW Landfill, for a cost not to exceed $240,314. The budget for professional service activities associated with the permitting of Phase V included all required public hearings and facilities issues negotiation meetings. The final cost for these services was $360,517.

6. On March 3, 2009, a Site Suitability report was approved by the M&C and submitted to the Georgia Environmental Protection Division (GaEPD).

7. On August 26, 2011, the Letter of Site Suitability Acceptance was received from GaEPD.

8. On September 29, 2011, a Public Meeting was held to discuss the Letter of Site Suitability and to inform the community about the Facilities Issues Negotiation (FIN) process.

9. On November 26, 2011, citizen representatives and a facilitator for the FIN process were selected. FIN meetings were held December 8, 2011, January 5, 2012, and February 2, 2012.

10. On April 16, 2012, a final public hearing was held prior to receiving the permit for Phase V expansion.

11. 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.

12. On June 6, 2017, the M&C adopted the FY17 Capital Budget, which included funds for the construction of Phase V (Cell 1A and 1B).

13. On August 4, 2017, a Request for Quotation was sent out soliciting quotes to provide consultant analysis of solid waste disposal options comparison between construction of new landfill cells, public transfer station or private transfer station.

14. On August 18, 2017, two quotations were received from SCS Environmental Consultants and Contractors and Soundside Consulting, LLC.

15. On August 25, 2017, SCS Environmental Consultants and Contractors were selected based on selection criteria process.

16. On November 8, 2017, staff presented SCS Environmental Consultants and Contractors Waste Disposal Analysis at the Solid Waste Citizen Advisory Committee quarterly meeting. This report provided an analysis of solid waste disposal options with costs for each option over the next ten years. The report indicated that the construction of Phase V at the ACCMSW landfill is the most economical option.

17. On December 4, 2017, the Solid Waste Citizen Advisory Committee met and voted in support of the construction of Cell 1A and 1B in Phase V of the landfill.

18. On December 5, 2017, the Joint Solid Waste Committee met and discussed the construction of Phase V of the landfill. Oglethorpe County is in support of the construction of Phase V.

19. On June 5, 2024, M&C approved an award contract in an amount of $438,990 to the landfill's on-call engineering firm of Atlantic Coast Consulting for engineering services during construction of Phase V of the Athens-Clarke County Landfill. With this action, the M&C also adopted a budget amendment for the construction cost of the Landfill Cells 2A and 2B project and directed staff to secure financing up to $6,000,000.

20. On July 1, 2024, the ACCGov Financial Advisor, First Tryon Advisors, issued RFPs to approximately 40 banks, due July 22, 2024, to secure the best and lowest cost bank loan for a 5,700,000 landfill construction loan.

21. On July 1, 2024, the RFP for this construction project was released.

22. On July 17, 2024, a pre-bid meeting was held at the ACC Solid Waste Department, which included a trip to the ACCMSW Landfill. 9 companies attended.

23. On August 6, 2024, M&C adopted the resolution authorizing the intergovernmental agreement with the Solid Waste Management Authority for the purpose of guaranteeing $5,700,000 of debt to Regions Bank for the construction of the landfill Cells 2A and 2B.

FACTS & ISSUES:

1. The current active phase, Phase V Cell 1A and 1B of the ACCMSW landfill is expected to reach capacity by approximately April 2025. Phase V will take approximately one year to construct.

2. The proposed Landfill Phase V Cells 2A – 2B construction project will construct landfill cells with a projected available airspace of +/- 945,103 cubic yards and in accordance with Subtitle D requirements (liner and leachate collection system). It is estimated that Phase V Cell 2A and 2B with what is remaining and between Cell 1A and 1B will provide approximately 7 years of capacity at current disposal rates.

3. Bids were received on Thursday, August 13, 2024. The chart represents the companies that submitted along with their bid price. This will be updated prior to Voting Session with the bid price information.

Company	**Bid Price**
Shamrock Construction & Remediation, LLC	$5,320,785.88
CBP Environmental, Inc.	$3,697,235.80
Piedmont Mining LLC	$4,450,401.52
Wright Brothers Contracting Incs	$4,730,378.15

4. Staff has reviewed the bids and determined that ~~TBD~~ CBP Environmental, Inc., has submitted the most responsive and responsible bid in the amount of $~~TBD~~ $3,697,235.80. The bid is a unit price contract and the final price may be lower or higher based on the final quantities in place.

5. The Solid Waste Department will be using a construction loan to fund this expansion.

6. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
   - Built and Natural Infrastructure Goal, Strategy C: *Provide adequate funding for maintenance of existing and newly constructed infrastructure.*

OPTIONS:

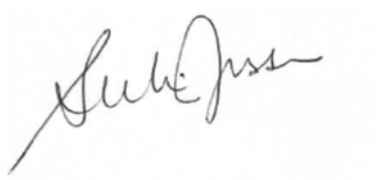
1. Mayor and Commission:
   a. Award a unit price contract in an amount of $~~TBD~~3,697,235.80 to CBP Environmental, Inc., for construction of Phase V (as illustrated in ~~(~~**Attachment #1**) of the Athens-Clarke County Landfill; and
   b. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny staff's recommendation to award construction contract to ~~TBD~~ CBP Environmental, Inc.

3. Mayor and Commission Defined Option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a and b

DEPARTMENT: Solid Waste
Prepared by: Suki Janssen



Suki Janssen | Date: ~~8.9.24~~ 8.19.24

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b

8/15/2024

Niki Jones, Acting Manager | Date:

ATTACHMENTS:

Attachment 1 – Landfill Map

Attachemnt 1

NOTES:
1. TOPOGRAPHIC MAP BY PHOTO SCIENCE, INC. DEVELOPED FROM AERIAL PHOTOGRAPHY, DATED OCTOBER 10, 2007
2. BOUNDARY INFORMATION FROM SURVEY BY BEN McLEROY & ASSOCIATES, INC. DATED MARCH 5, 2009.

ATLANTIC COAST CONSULTING, INC.
630 Colonial Park Drive
Suite 110
Roswell, GA 30075
o 770.594.5998
f 770.594.5967
www.atlcc.net

PROJECT:

ATHENS-CLARKE COUNTY MSW LANDFILL

PERMIT #029-012D(SL)

ATHENS-CLARKE COUNTY GEORGIA

8700 LEXINGTON ROAD
ATHENS, GEORGIA 30605
(706) 613-3501

Drawn by: CW
Checked by:

PROJECT NUMBER:

G017-101

June 2009

OVERALL SITE PLAN

FIGURE A.2

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Real-Time Crime Center (RTCC) Contract Award

DATE: July 31, 2024

EXECUTIVE SUMMARY:

Approval of a contract award for professional services and equipment necessary for the full-implementation of the Real-Time Crime Center (RTCC) by the Athens-Clarke County Police Department (ACCPD). Such contract is inclusive of: video displays, computers, audio systems, cabling, support, consoles and workstations, and professional services as necessary to allow for the activation of such capacity in a turn-key mode. Notably, such contract is proposed under the terms of a collective purchasing agreement, via an OMNIA Partners collective purchasing agreement, with Thundercat Technology.

BUDGET INFORMATION:

REVENUES:	$300,000	FY24 Operating Budget Carryforward
	$228,121	FY25 Operating Budget
	$528,121	Available Funding

EXPENSES:

ANNUAL:	$0
CAPITAL:	$0
OTHER:	$528,121

FUNDING SOURCE: FY25 General Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission:

a) Award a professional services and equipment contract to Thundercat Technology, under the terms of an OMNIA Partners collective purchasing agreement, in the amount of up to $528,121 for the provision of a turn-key Real-Time Crime Center (RTCC); and

b) Authorize the Mayor and appropriate staff to execute all related contract documents.

HISTORY:

1. In February 2023, the ACCPD first presented the Real-Time Crime Center (RTCC) as a New Initiative in the FY24 Budget Process. Such budget request entailed an initial $100,000 towards development of a proof-of-concept program via acquisition of core

software capacities. Such also requested an additional two years of software support at $100,000 per year.

2. On June 29, 2023, the ACCPD was informed that the $100,000 requested in support of the Real-Time Crime Center (RTCC) was approved as a New Initiative in the ACCPD's FY24 Operating Expense Budget.

3. On January 9, 2024, a purchase order for $100,000 was issued for software in support of the RTCC.

4. On February 28, 2024, Mayor Kelly Girtz held a press conference to address issues surrounding the murder of Laken Riley and announced a number of public safety initiatives, inclusive of funds for the RTCC, he would place on the agenda for the Mayor and Commission's consideration on May 5, 2024.

5. On March 5, 2024, under suspension of rules the Mayor and Commission approved the expenditure of up to $300,000 in support of the RTCC as an element of "Public Safety Equipment and Services Enhancement for the Athens-Clarke County Police Department."

6. On July 15, 2024, an email concerning the permissibility of using OMNIA Partners as a collective purchasing vehicle was transmitted to ACCGov's Purchasing Division. It was confirmed that a formal Request for Proposal (RFP) process would not be required given the collaborative purchasing agreement.

FACTS & ISSUES:

1. A RTCC proves an investigative tool to allow for the efficient and effective allocation of law enforcement resources through timely analysis of established law enforcement data sets. RTCC is an established, data-driven practice in agencies to address nascent and sustained resource needs in dynamic operational environments.

2. The ACCPD seeks to allow for an expedited development and expansion of the RTCC at an enhanced cost of $528,121. Such costs are reflective of the equipment needed to operate the center, furnishings, and the professional services necessary to design and commission such a complex workspace.

3. The M&C awarded $300,000 of FY24 General Fund Operating Contingency to support the Real-Time Crime Center, which the department has requested and received approval to carryforward to their FY25 General Fund Operating Budget. The remaining $228,121 to fund the enhanced cost will be funded through the FY25 Operating Budget for ACCPD.

4. The ACCPD exhibits space available for the expanded RTCC's footprint within the ACCPD Headquarters facility. It is proposed that the RTCC will be installed within the former Evidence Room space. Such location affords access to existing electrical connections,

data connectivity, HVAC, and co-location with other associated law enforcement elements.

5. In what was intended to be a multi-year development process, "pilot project," the ACCPD now seeks to allow for an expedited renovation of space and acquisition of equipment and software which was originally anticipated for Fall 2024, at the earliest. The ACCPD proposes a phased approach to allow for a fully-realized RTCC Program:

    a) Phase I - Currently in the implementation phase of the RTCC. The downtown cameras have been integrated and launched the "Connect Athens" website where residents and business owners can register their cameras and/or start the process of integrating their cameras within the RTCC.

    b) Phase II (to be facilitated by the proposed contract) - Once the space is available, staff will begin the process of building out a room for the RTCC. This room will include a video wall, multiple work stations, state of the art computers, and other advanced technology to allow the RTCC to operate in the most efficient manner possible.

    c) Phase III (future budgetary discussion) - Once the space is built, the RTCC will be staffed with at least one Real Time Crime Center Analyst per patrol shift which will result in four RTCC Analysts. Along with the RTCC Analyst will be a secondary employee such as an intern, cadet, or officer on light duty that will work hand in hand with the RTCC Analyst. These Analysts will report to the Crime & Intelligence Analyst Supervisor.

    d) Phase IV – Once built and staffed, the RTCC will serve as a local and regional hub for information sharing, multi-agency coordination or large-scale events, and integrated management of critical incidents.

6. The proposed contract seeks to address equipment, software, and professional service needs inclusive of:

    a) CPUs and workstations for the renovated space;

    b) Video Wall to allow for real-time collaborative data sharing in the workspace;

    c) Conferencing and audio/video integration for multi-agency, collaborative public safety response;

    d) Installation of materials at the ACCPD's proposed site; and

    e) Professional Services: Project Management, Engineering & Construction Drawings, Commissioning / Testing, and Training.

7. Thundercat Technology proves the proposed OMNIA Partners collective contract holder. Their proposed subcontractor, Constant Technologies, has provided RTCC facilitations for sites inclusive of:

    a) Amarillo, TX

    b) Chandler, AZ

    c) Glendale, CA

    d) Indian River, FL

    e) Lee County, FL

    f) Miami Beach, FL

    g) Miami-Dade, FL

    h) North Charleston, SC

    i) Sandy Springs, GA

    j) Spokane, WA

    k) Tulsa, OK

    l) Winston-Salem, NC

    m) Vacaville, CA

8. Notably, this request is for the full-development of the workspace. However, this request is complemented by the previous allotment of funds in support of core software capacities. The FY24 requested software capacity has allowed for enhanced real-time information sharing with officers and detectives in the field, enhanced officer situational awareness, and bolstered investigative foundations. It is also anticipated to improve prosecutorial outcomes. The ACCPD will seek to maintain the core software capacity via the annual budgetary request process.

9. This recommendation supports the following ACCGov Strategic Plan Goal and Strategy:

    - Organizational Improvement, Strategy 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.
      (3): Provide the tools staff need to improve their daily work and deliver better services to residents.
      (4): Build capacity for continuous organizational improvement.

- Good Neighbors:
  Decrease crime and keep residents safe through "community-centric" services.

OPTIONS:

1. Mayor and Commission:

   a. Award a professional services and equipment contract to Thundercat Technology, under the terms of an OMNIA Partners collective purchasing agreement, in the amount of up to $528,121 for the provision of a turn-key Real-Time Crime Center (RTCC); and

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

2. Mayor and Commission deny this request.

3. Mayor and Commission Defined Option.

DEPARTMENT RECOMMENDED ACTION: Option 1 a and b

DEPARTMENT:
Prepared by: Joshua Watkins

Jerry G. Saulters — Date: 08/08/2024

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a and b

Niki Jones, Acting Manager — Date: 8/14/2024

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Award of Contract for Public Safety Vehicle Upfitting

DATE: July 31, 2024

EXECUTIVE SUMMARY:

Approve a contract award for the upfitting of ACCGov's public safety vehicles to improve scheduling efficiencies and to allow for realized cost savings via standardization of vehicle fleet equipment and upfitting services. This request is associated with RFP #24042.

BUDGET INFORMATION:

REVENUES:

EXPENSES:

ANNUAL:
CAPITAL: Up to $250,000
OTHER:

FUNDING SOURCE: Fleet Replacement Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission:

a) Approve designation of West Chatham Warning Devices, Inc., as the apparent low, responsive and responsible bidder for public safety vehicle upfitting via RFP #24042;

b) Award a unit price equipment and services contract in the amount of up to $250,000 for FY25 to West Chatham Warning Devices, Inc., for the provision of public safety vehicle upfitting services and associated equipment;

c) Allow for annual renewal options through June 30, 2029; and

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

HISTORY:

1. In January 2024, ACCPD staff identified a need to allow for vehicle upfitting under the terms of a contract. Such was identified in the FY25 budget preparation process as a means of meeting operational needs in an expedient manner and also potentially realizing cost savings via standardization.

2. On January 18, 2024, a team of Unified Government of Athens-Clarke County (ACCGov) staff inclusive of the Athens-Clarke County Police Department (ACCPD) and Athens-Clarke County's Central Services Department / Fleet Management Division discussed the need for improved public safety vehicle upfitting services, timeliness of upfitting, and the need for standardization of equipment and upfitting services. Such discussions informed the development of a Request for Proposals (RFP).

3. In March / April 2024, members of Central Services and ACCPD staff worked with ACCGov's Purchasing Division towards the development and refinement of an RFP to address vehicle upfitting needs.

4. On May 3, 2024, the ACCGov Finance Department's Purchasing Division published Request for Proposals (RFP) #24042, "Public Safety Vehicle Upfitting." Interested contractors were invited to provide as-needed emergency lighting, equipment, and upfitting services for public safety vehicles (e.g., Ford Interceptor, Ford F-150, Ford F-150 Lightening, Ford Mach-E) for the Central Service Department / Fleet Management Division.

5. On June 4, 2024, the RFP submission period closed for RFP #24042. One potential contractor returned a proposal consistent with the RFP to provide upfitting services and equipment.

6. On June 17, 2024, the RFP Review Team (Central Services and ACCPD staff) transmitted its recommendation to ACCGov's Purchasing Division after scoring the contractor proposal.

7. On June 25, 2024, ACCGov's Purchasing Administrator concurred with the RFP Review Team's Recommendation, while also noting the sole response.

8. On July 18, 2024, ACCGov's Purchasing Division transmitted a "Notice of Intent to Award" to West Chatham Warning Devices, Inc., pending Mayor and Commission approval.

FACTS & ISSUES:

1. "Vehicle Upfitting" entails the purchase and installation of emergency lighting, audio equipment and sirens, and equipment in support of such public safety vehicles. It was requested that such services and equipment be bid as a standard build type via an RFP.
    a) ACCPD staff worked collaboratively with Central Services / Fleet Management Division to develop the listing of equipment and services to be placed under the terms of the services and equipment contract.
    b) The requested equipment and services are consistent with the upfitting needs of the current public safety vehicle models in service (e.g., Ford Interceptor, Ford F-150, Ford F-150 Lightning, Ford Mach-E). As appropriate and necessary, the agreement allows for equipment and service modifications to meet varying makes and models of vehicles.

c) In addition, Whelen Engineering products were requested to be installed to manufacturer's specifications via such RFP process to allow for consistency with current public safety fleet elements.

2. ACCGov Central Services Department / Fleet Management Division consistently seeks to allow for timely upfitting of vehicles; yet, regrettably, delays are encountered due to equipment variations, stock availability, staffing, delays in vehicle arrivals, and scheduling with potential upfitters. Establishment of an upfitting agreement with a single provider would allow for:
    a) Expedited upfitting given standardization in equipment and upfitting services;
    b) Consistent service provision and warranty;
    c) Consistent and established pricing; and
    d) Allow for improved scheduling coordination with a single vendor.

3. As a standard practice, the Fleet Management Division seeks to include upfitting as a part of the vehicle order/procurement. However, since 2021 vehicle manufacturers, such as Ford, have failed to deliver the majority of vehicles ordered by ACCGov via the state contract process. As a result, the Fleet Management Division pivoted to procuring vehicles from speculative inventory held by local dealers. This change resulted in ACCGov intermixing secondary equipment orders from state contract orders with the vehicles purchased from available inventory. As a result, there is currently an unusually large number of pending vehicle deliveries that don't have the previously specified equipment available for upfitting. This procurement action will clear that backlog and provide a tool to fill any gaps that emerge in the coming years.

4. The average cost to upfit a public safety vehicle ranges between $14,000 and $20,000 (K-9 Units) depending on the specific equipment needed.

5. The proposed project seeks to streamline upfitting and minimize costs for ACCGov public safety vehicles via the establishment of standardized upfitting for all new public safety vehicles, while also reducing work load on Central Services / Fleet Management Division.
    a) Builds for vehicles are to occur at the contractor's facility, with the use of the contractor's equipment, tools, and employees.
    b) Central Services will coordinate transportation of all vehicles to, and from, the vendor's worksite to facilitate the installation of equipment. All equipment is to be maintained by the contractor until upfitting and Central Services will not store items and/or transport equipment for upfitting in vehicles.
    c) This contract also seeks to attain the best value for upfitting services via a competitive process. The estimated range of this project is between $14,000 and $250,000, depending on the number of vehicles requiring upfitting services each year. Any future cumulative purchases exceeding $200,000 will be presented back to the M&C for consideration.

6. The proposed contractor was evaluated by the review team based on the following criteria:

a) Contract Price;
b) Firm Experience;
c) Understanding of the RFP Requirements;
d) References;
e) Warranty Information; and
f) Delivery Expectations.

7. As determined by the RFP Review Team, West Chatham's proposal was responsive to provision of both equipment and installation services as detailed in the RFP. Accordingly, the RFP Team transmitted a request for award of such contract to ACCGov's Purchasing Division.

8. The RFP allows for the contract to be awarded for an initial period of 12 months, with up to four possible one-year extensions, unless either party gives written notice of its intention not to renew, or the intention to modify the agreement.

9. This recommendation supports the following ACCGov Strategic Plan Goal and Strategy:
   - Organizational Improvement, Strategy 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.
     (3): Provide the tools staff need to improve their daily work and deliver better services to residents.
     (4): Build capacity for continuous organizational improvement.

OPTIONS:

1. Mayor and Commission:
   a) Approve designation of West Chatham Warning Devices, Inc., as the apparent low, responsive and responsible bidder for public safety vehicle upfitting via RFP #24042;
   b) Award a unit price equipment and services contract in the amount of up to $250,000 for FY25 to West Chatham Warning Devices, Inc., for the provision of public safety vehicle upfitting services and associated equipment;
   c) Allow for annual renewal options through June 30, 2029; and
   d) Authorize the Mayor and appropriate staff to execute all related contract documents.

2. Mayor and Commission deny this request.

3. Mayor and Commission Defined Option.

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

DEPARTMENT: Police Department & Central Services
Prepared by: Joshua Watkins

James Alexander — 08/08/2024

James Alexander
Central Services Director
Date

Jerry Saulters — 08/08/2024

Jerry G. Saulters
Chief of Police
Date

ADMINISTRATIVE COMMENTS:

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

8/15/2024

Manager
Date

Commissioner-Defined Option
[Commissioner Myers]

AN ORDINANCE TO AMEND THE CODE OF ATHENS-CLARKE COUNTY, GEORIGA WITH RESPECT TO **REZONING THREE PARCELS OF LAND COMPRISING APPROXIMATELY 23.4 ACRES LOCATED AT 215 SHADYBROOK DRIVE FROM RS-8 (SINGLE-FAMILY RESIDENTIAL) TO RM-1 (MIXED DENSITY RESIDENTIAL);** AND FOR OTHER PURPOSES.

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

SECTION 1. The map constituting the component part of the Zoning Ordinance of Athens-Clarke County, Georgia, by virtue of and in compliance with Sections 9-3-3 and 9-3-6 thereof, is hereby amended by changing the zoning of three parcels of land comprising approximately 23.4 acres and located at 215 Shadybrook Drive from RS-8 (Single-Family Residential) to RM-1 (Mixed Density Residential) as shown on Attachment A hereto.

The affected parcel is more particularly described in that certain document entitled "RS-8 to RM-1 Rezone Concept Plan," labeled in the lower right-hand corner as "R1," prepared by Kenneth A. Beall, registered landscape architect, dated February 1, 2023, and being on file and available for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia. The affected parcel is also known as Tax Parcel No. 233 008A on the Athens-Clarke County tax maps being on file and available for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia. The date of this amendment to the Official Zoning Map of Athens-Clarke County as shown by Attachment A shall be noted on said Official Zoning Map in the office of the Clerk of Commission, 301 College Avenue, Athens, Georgia, and duly noted in the minutes of the Commission meeting.

SECTION 2. The following conditions of zoning shall be associated with the rezone approved herein:

1. The voluntary binding plan shall be used as reference only and not included as part of the approval of the rezone request.

2. Any access through a private roadway required recording of an adequate access easement prior to site submittal (including the entirety of Seagraves Drive).

3. The applicant shall with provide a permanent easement for the installation of a 12-foot wide multi-use pathway that is consistent with the specifications and alignment associated the Greenway Network Plan. One of two options shall be available for such easement:
    a. A 25-foot wide easement to accommodate the 12-foot improved width is required if the pathway is provided along a roadway.
    b. A 30-foot wide easement to accommodate the 12-foot improved width is required if the pathway is provided along a non-roadway.

SECTION 3. All ordinance or parts of ordinance in conflict herewith are hereby repealed.

AN ORDINANCE TO AMEND THE CODE OF ATHENS-CLARKE COUNTY, GEORIGA WITH RESPECT TO **REZONING THREE PARCELS OF LAND COMPRISING APPROXIMATELY 23.4 ACRES LOCATED AT 215 SHADYBROOK DRIVE FROM RS-8 (SINGLE-FAMILY RESIDENTIAL) TO RM-1 (MIXED DENSITY RESIDENTIAL);** AND FOR OTHER PURPOSES.

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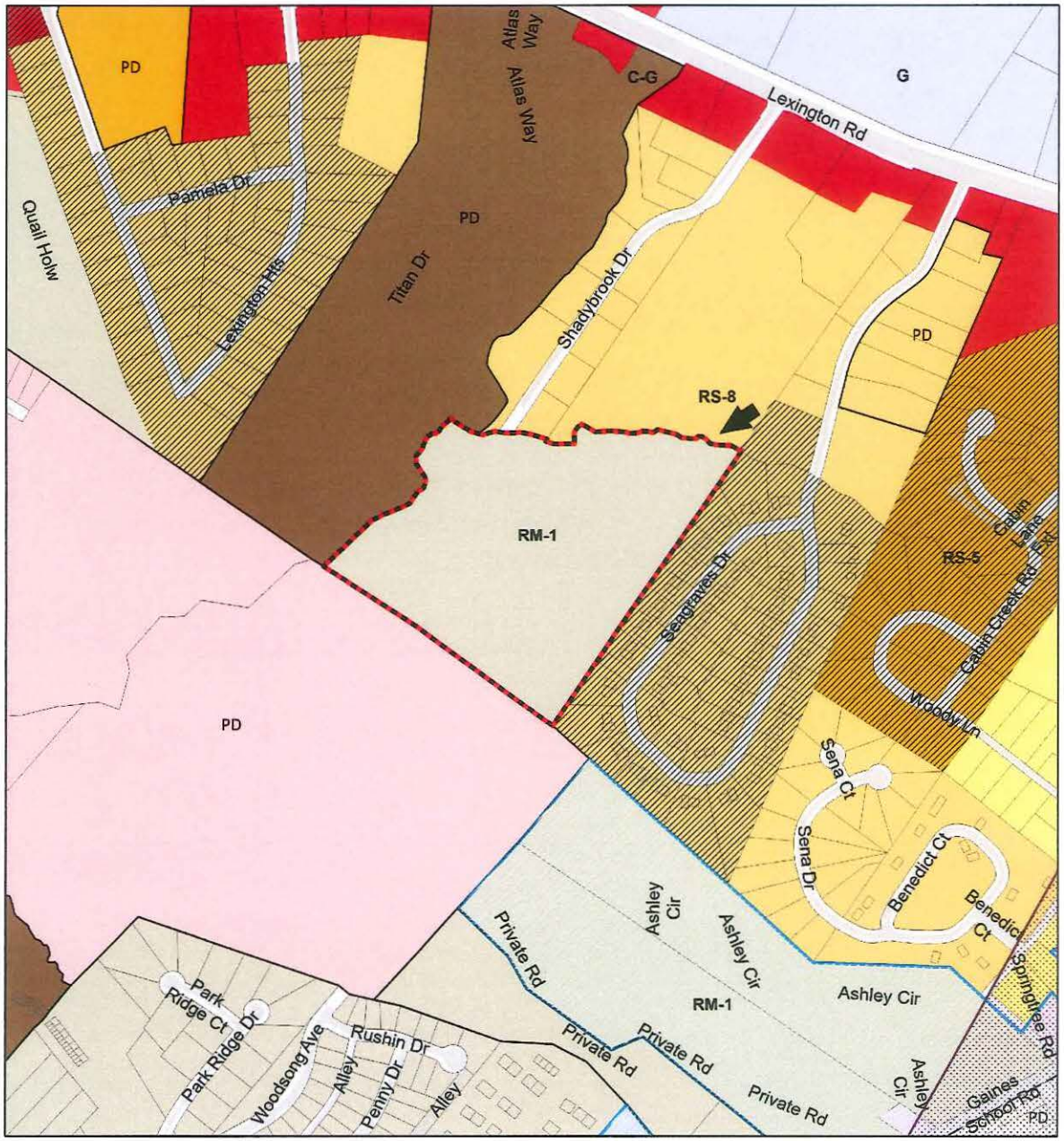
SECTION 3. All ordinance or parts of ordinance in conflict herewith are hereby repealed.



The Official Zoning Map of Athens-Clarke County

Legend

- P, Parks
- IN, Institutional
- C-G, Commercial-General
- C-D, Commercial-Downtown
- C-N, Commercial-Neighborhood
- C-O, Commercial-Office
- C-R, Commercial-Rural
- E-I, Employment-Industrial
- E-O, Employment-Office
- G, Government
- I, Industrial
- AR, Agricultural Residential (1 unit per 10 acre density)
- RM-1, Mixed Density Residential (16 multi-family units per acre)
- RM-2, Mixed Density Residential (24 multi-family units per acre)
- RM-3, Mixed Density Residential (50 multi-family units per acre)
- RS-5, Single-Family Residential (5,000 sq. ft. min. lot area)
- RS-8, Single-Family Residential (8,000 sq. ft. min. lot area)
- RS-15, Single-Family Residential (15,000 sq. ft. min. lot area)
- RS-25, Single-Family Residential (25,000 sq. ft. min. lot area)
- RS-40, Single-Family Residential (40,000 sq. ft. min. lot area)

Parcel boundaries of the map are determined by legal description. The specific district on this map are to be used only as a guide.

- Downtown Design Areas
  - (DHD), Downtown Historic District
  - (WD), West Downtown
  - (ED), East Downtown
  - (DS), Dougherty Street
  - (RIV), River
  - (WE), West End
  - (ND), North Downtown
- Airport Overlay
  - AZ1, Precision Approach Zone
  - AZ2, Larger than Utility Runway Nonprecision Approach Zone
  - AZ3, Utility Runway Nonprecision Approach Zone
  - TZ, Transitional Zone
  - RPZ, Runway Protection Zone
  - PSZ, Primary Surface Zone
- 78/316 Special District Overlay
- PD, Planned Development
- *, Zoning with Conditions
- Historic District
- RM-LTD, Mixed Density Residential Limited Overlay
- Conditional Use
- GSRC, Gaines School Road Corridor Special District Overlay
- MAC, Milledge Avenue Corridor Special District Overlay
- WBS, West Broad Street Special District Overlay
- Winterville Boundary
- Bogart Boundary
- ACC Boundary
- Railroads
- Special Use
- Historic Landmark

420 210 0 420 840 1,260 Feet

ATTACHMENT A	ZONE-2024-05-0927 REZONE 215 SHADYBROOK DRIVE Kenneth A. Beall / Beall & Co. Kittle Construction Services LLC	
570		
FROM: RS-8	TO: RM-1	
TAX PARCEL #	PLANNING COMMISSION MEETING DATE	ATHENS-CLARKE COUNTY COMMISSION MEETING DATE
233 008A	August 1, 2024	September 3, 2024

ATHENS-CLARKE COUNTY PLANNING COMMISSION
RECOMMENDATION

DATE: AUGUST 1, 2024	**FILE NO:** ZONE-2024-05-0927

LOCATION: 215 Shadybrook Drive
APPLICANT: Kenneth A. Beall / Beall & Co.
OWNER: Kittle Construction Services LLC
REQUEST: From RS-8 to RM-1
COMMISSION DISTRICT: 3

PLANNING COMMISSION MOTION AND RECOMMENDATION:

NAME	YEA	NAY	ABSTAIN	NAME	YEA	NAY	ABSTAIN
Chair: Matthew Hall Present				Carey McLaughlin Present	X		
Vice-Chair: Kristen Morales Present	X			Taylor Pass Absent			
Sheila Collins Present	X			Alexander Sams Present	X		
Sara Beresford Present	X			Monique Sanders Present	X		
Sarah Gehring Present	X			Michael Lord Present	X		
NOTE: Chair does not vote except in case of tie.				TOTAL VOTES:	8	0	0

For: Ken Beall (applicant), Mack Duncan
Against: None

Discussion: The applicant explained that the plan is the result of many conversations with ACCGov Staff while also stating that they are satisfied with the conditions recommended by Staff. A resident of the Shadybrook neighborhood stated that they were pleased that the project would not create a street connection to Shadybrook Dr. Commissioners sought clarity on the wording of Condition #1 before ultimately deciding that there was no need to bind the plan.

Motion: Ms. Morales made a motion to recommend approval with conditions. Ms. Gehring seconded the motion, which passed unanimously.

Condition:

1. The voluntary binding plan shall be used as reference only and not included as part of the approval of the rezone request.
2. Any access through a private roadway requires recording of an adequate access easement prior to site submittal (including the entirety of Seagraves Drive).

STAFF REPORT
REZONE
215 SHADYBROOK DR
ZONE-2024-05-0927
AUGUST 1, 2024

APPLICANT: .....Ken Beall / Beall & Company LLC
OWNER: .....Ronnie Kittle / Kittle Construction Services
FUTURE LAND USE REQUEST: .....Remain *Traditional Neighborhood*
ZONING REQUEST: .....From RS-8 to RM-1
TYPE OF REQUEST: .....Type II
LOCATION: .....215 Shadybrook Drive
TAX MAP NUMBERS: 233 008A
COUNTY COMMISSION DISTRICT: 3
SIZE OF REZONING AREA: .....23.4 Acres
PRESENT USE: .....Undeveloped
PROPOSED USE: .....Residential Multi-Family
PUBLIC NOTICE POSTED: .....May 22, 2024
STAFF RECOMMENDATION: .....***APPROVAL WITH CONDITIONS***
PLANNING COMM. RECOMMENDATION: .....***APPROVAL WITH CONDITIONS***
MAYOR & COMMISSION AGENDA SETTING: ...August 20, 2024 (tentative)
MAYOR & COMMISSION VOTING SESSION: .....September 3, 2024 (tentative)

I. Summary Recommendation

The applicant is requesting a rezone at 215 Shadybrook Drive from Single Family Residential (RS-8) to Mixed Density Residential (RM-1) for the purpose of developing a new neighborhood. The proposal is for the neighborhood to be accessed via Seagraves Drive which serves 14 residential dwellings, small apartment building and the Willow Mist Duplex development. Ultimately the design could connect to the Lakewood Planned Development (accessed off Barnett Shoals) when the future phases of that development are constructed. The site is heavily wooded with old growth trees and also has some steep topological changes from the upper reaches of the site down to the creek on the western and northern sides. The zoning request is a Type II as it is not required to change the Future Land Use Map, currently *Traditional Neighborhood.*

Staff finds that the rezone request is compatible with the 2023 Comprehensive Plan by adding infill housing along a corridor that can support such development, providing access to daily needs within a close distance and is served by transit. The adjacent properties have either a *Traditional Neighborhood* or *Mixed Density Residential* Future Land Use. Properties abutting Lexington Road along this corridor have a *General Business* Future Land Use. Recent development along this side of Lexington Road has included multiple multi-family projects and this proposal would continue that progress on another infill site.

A voluntary binding site plan has been submitted to show how the applicant intends to develop the neighborhood. Staff has reviewed this plan for general compliance with the Code. The adjacent Willow Mist development already includes 46 duplexes and sits ¼-mile off Lexington Road.

Additionally, the rear portion (across the creek) of Seagraves Drive is a private street. The applicant has received a variance to allow for a single access point when there are 250+ vehicle trips/day. For this rezone request, if approved, the proposal will be reviewed for code compliance at the time of permitting review. Multiple iterations of this plan have been discussed and/or submitted that previously had shown multiple dwelling types and more alley access. Planning Staff recommends that those elements be included with this proposal. Staff from the other ACCGov departments involved with development review have expressed concerns with the proposed rezone request. Staff deems the rezone request to be compatible with the Comprehensive Plan, Future Land Use Map, Zoning Map and surrounding development, however the current plan as proposed cannot be permitted without variances. **Staff is recommending approval with conditions** as follows:

Conditions:

1. The voluntary binding plan shall be used as reference only and not included as part of the approval of the rezone request.
2. Any access through a private roadway requires recording of an adequate access easement prior to site submittal (including the entirety of Seagraves Drive).

Planning Commission Recommendation: Commissioners sought clarity on the wording of Condition #1 before ultimately deciding that there was no need to bind the plan. **Commissioners voted to recommend approval with the following conditions** (as proposed by Staff):

Conditions:

1. The voluntary binding plan shall be used as reference only and not included as part of the approval of the rezone request.
2. Any access through a private roadway requires recording of an adequate access easement prior to site submittal (including the entirety of Seagraves Drive).

II. Purpose of Applicant Request

A. Proposal

The applicant is requesting a rezone at 215 Shadybrook Drive from Single Family Residential (RS-8) to Mixed Density Residential (RM-1). The applicant seeks to rezone the 23.4-acre parcel to RM-1 to allow for multi-family neighborhood with 60 cottages and a clubhouse under a condominium arrangement. Additionally, the proposal includes a nature trail along the creek that could serve as future connection for the ACC Greenway Network Plan. A concept site plan has been submitted and offered as binding by the applicant. The development is accessed via Seagraves Drive which serves a few single-family residences, a small apartment building and then becomes private where the 46 duplexes are located. The site is currently mostly forested with old hardwoods, has some steep slopes and is bordered by a small creek.

The proposal includes 2.56 dwellings per acre or 8.33 units (bedrooms) per acre, which is below the allowable amount of density in the RM-1 zone (RM-1 allows 16 bedrooms/acre). The proposal does have one block served by an alley and staff recommends that this form of access be used more frequently in the development.

In the submitted application, it is stated that the applicant intends to bind this rezone with a planned layout. The existing Willow Mist development off of Seagraves Drive, through which this project would be accessed, includes the 46 duplex units.

Existing Conditions

215 Shadybrook Drive is located in the rear portion of a larger tract at 2600 Lexington Road. It is bound by a creek on two sides which bisects the proposed neighborhood from a single-family residence on the front portion. The parcel is heavily wooded and slopes from the southeastern corner toward the creek on the west and north. The surrounding parcels are RM-2 (Atlas Athens) to the northwest; RS-8 (Shadybrook neighborhood, Duncan parcel & Willow Mist) to the north and east; and C-N (PD) (Lakewood Planned Development) to the south. A new traffic signal was recently installed in front of Atlas Athens approximately 1/3 mile west of Seagraves Drive.

The growth along Lexington Road over the last several years has focused on student and workforce housing. Due to the airport overlay, new development has been located primarily on the southside of Lexington Road. This corridor is ripe for continued growth, provides access to daily needs and connects well to downtown or the greater eastside.

III. Analysis

A. Compatibility with Comprehensive Plan

The 2023 Comprehensive Plan calls for the following policies that **are** supported in this project:

- *Infill and redevelopment should be prioritized over greenfield expansion*
- *Increase the supply and variety of quality housing units at multiple price points, in multiple locations, to suit the needs of a variety of households.*
- *Promote intra- and inter-connectivity within and between neighborhoods while discouraging cul-de-sac development. This applies to both vehicular and pedestrian pathways and may not always require formal, paved improvements when associated with walkability.*

The request to rezone this parcel for a new, infill neighborhood follows the spirit of ACC's Comprehensive Plan. The parcel is located along a major corridor with good connections and access to daily needs and amenities.

The 2023 Comprehensive Plan calls for the following policies that **are not** supported in this project:

- *Increase the supply and variety of quality housing units at multiple price points, in multiple locations, to suit the needs of a variety of households.*

Staff appreciates the infill opportunity on this site; however, the development is lower in terms of density and appears to only have one housing product. Former versions of this project included multiple housing forms and utilized more alley-loaded designs.

Overall, the rezone proposal is largely compatible with the Comprehensive Plan. The component that deviates from the community's vision is that the neighborhood is removed from the Lexington Road corridor and the only functioning point of access is through an existing private neighborhood. Better connection for public safety, multi-modal transportation and transit accessibility would help the project achieve greater alignment with the Comprehensive Plan.

B. Compatibility with Future Land Use Map

The 2023 Future Land Use Map designates the subject parcel as *Traditional Neighborhood*, which is described as follows:

Traditional Neighborhood

These are medium density neighborhoods with traditional qualities including well-connected street systems, sidewalks, street trees, and a variety of housing types. Homes are often built close to the street with front porches. Garages are set back farther than the homes and porches. Traditional Neighborhood areas support single-family residences, duplexes which resemble large homes, and townhouses. Strict design standards should be implemented to ensure appropriateness of design and to protect neighborhood character. Limited commercial and other non-residential uses designed at a neighborhood scale are encouraged, but only in areas close to principal and minor arterial routes that have good access to transit.

No change to the Future Land Use Map is required since the proposed zoning action is already compatible with the Map. The proposal is compatible with the Future Land Use description for this area.

C. Compatibility with the Zoning Map

The applicant has requested a rezone from RS-8 to RM-1. The following information has been provided to compare the difference in development intensity between the existing zoning and the requested zoning. Broadly, a comparison of scale, use, and design is offered here to help decision makers evaluate the changes that would be allowed if the request is approved.

	CURRENT	REQUESTED
Standard	**RS-8 Zoning**	**RM-1 Zoning**
Minimum Lot Size	8,000 sq. ft	5,000 sq. ft
Density	3.8 dwellings/acre	16 beds/acre
Max Lot Coverage	45%	55%
Max Building Height	30 feet	30 feet
Setbacks	6-15 feet	6-10 feet
Conserved Canopy	15%	35%
Total Canopy	45%	55%
Parking	2 spaces/dwelling	Varies based on unit size

The Athens-Clarke County Zoning Ordinance includes a list of defined uses and designates where they can or cannot be established. The main difference between these two zones is that RM zones allow of multi-family residences and do not require the site to be platted out as a subdivision nor to provide public roadways. The request is compatible with the Zoning Map as it is surrounded by other mixed density neighborhoods.

D. Consistency with Other Adopted ACCGov Plans, Studies, or Programs

The Athens Clarke County Greenway Network Plan shows a connection near this property between the Lakewood Planned Development and Lexington Rd. The proposal shows a nature trail through the property that could one day serve as that trail location.

IV. Technical Assessment

A. Environment

State waters, located along the north and western boundaries of the parcel have been identified on the concept plan. The site also contains steep slopes that fall toward the creek. No construction is proposed in these areas.

The Arborist has reviewed the tree management plan and offered the following comments:

- *The ACC Arborist has reviewed this request with no comments, however, the Arborist noted that the applicant will need to comply with the community tree management ordinance at the time of plans review.*

B. Grading and Drainage

The Transportation & Public Works Department has reviewed the proposal and provided the following comments:

- *The Report "Narrative" needs to note that the building areas will be graded and made pad ready along with the infrastructure construction, not after. This is necessary to ensure proper drainage of each dwelling site. This grading needs to be included in the infrastructure site plans for review and it must be inspected and approved prior to pulling any building permits.*
- *The "Surface Water Drainage" section of the Report needs to note that the ACC requirement to provide channel protection will be met by providing 24-drawdown of the 1-year storm runoff volume.*

C. Water and Sewer Availability

The Public Utilities Department has reviewed and approved the proposal with the following comments:

- *ACC water is not available - a water main extension is required*
- *ACC sanitary sewer is not available - a sanitary sewer main extension is required*
- *Offsite sewer construction will need to be bonded or easements recorded*
- *Some sections of the water main do not have enough room for the required 20' easement*
- *Fire hydrants are required at all intersections*

D. Transportation

The Transportation & Public Works Department has reviewed the proposal and offered the following comment:

- *The combined proposed number of units plus the number of existing units will generate over 1000 trips per day. A TIA will be required for this proposed development.*

E. Fire Protection

The Fire Marshal has reviewed and approved the proposal with the following comment:

- *Roundabout shall meet International Fire Code 2018 (IFC)*

F. Compliance with the Zoning Ordinance and Development Standards

A binding plan is not required for a rezone request, but the applicant has offered to voluntarily bind the submitted plan. Staff does not support binding this plan. Staff have reviewed the plan for general compliance with the code. If approved the proposal will be reviewed for code compliance at the time of permitting review. The applicant has not made any waiver requests, so the development is expected to comply with all of the applicable standards. Signage and lighting are not reviewed at this stage, but the applicant must meet those standards as well.

End of Staff Report.

Reviewed — Zoning Criteria Considered by Staff

The following factors have been considered as set forth in Guhl v. Holcomb Bridge Road Corp., 238 Ga. 322, 232 S.E.2d 830 (1977).

☒ The proposed zoning action conforms to the Future Land Use map, the general plans for the physical development of Athens-Clarke County, and any master plan or portion thereof adopted by the Mayor and Commission.

☒ The proposed use meets all objective criteria set forth for that use provided in the zoning ordinance and conforms to the purpose and intent of the Comprehensive Plan and all its elements.

☒ The proposal will not adversely affect the balance of land uses in Athens-Clarke County.

☒ The cost of the Unified Government and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures.

☒ The existing land use pattern surrounding the property in issue.

☒ The possible creation of an isolated district unrelated to adjacent and nearby districts.

☒ The aesthetic effect of existing and future use of the property as it relates to the surrounding area.

☒ Whether the proposed zoning action will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations.

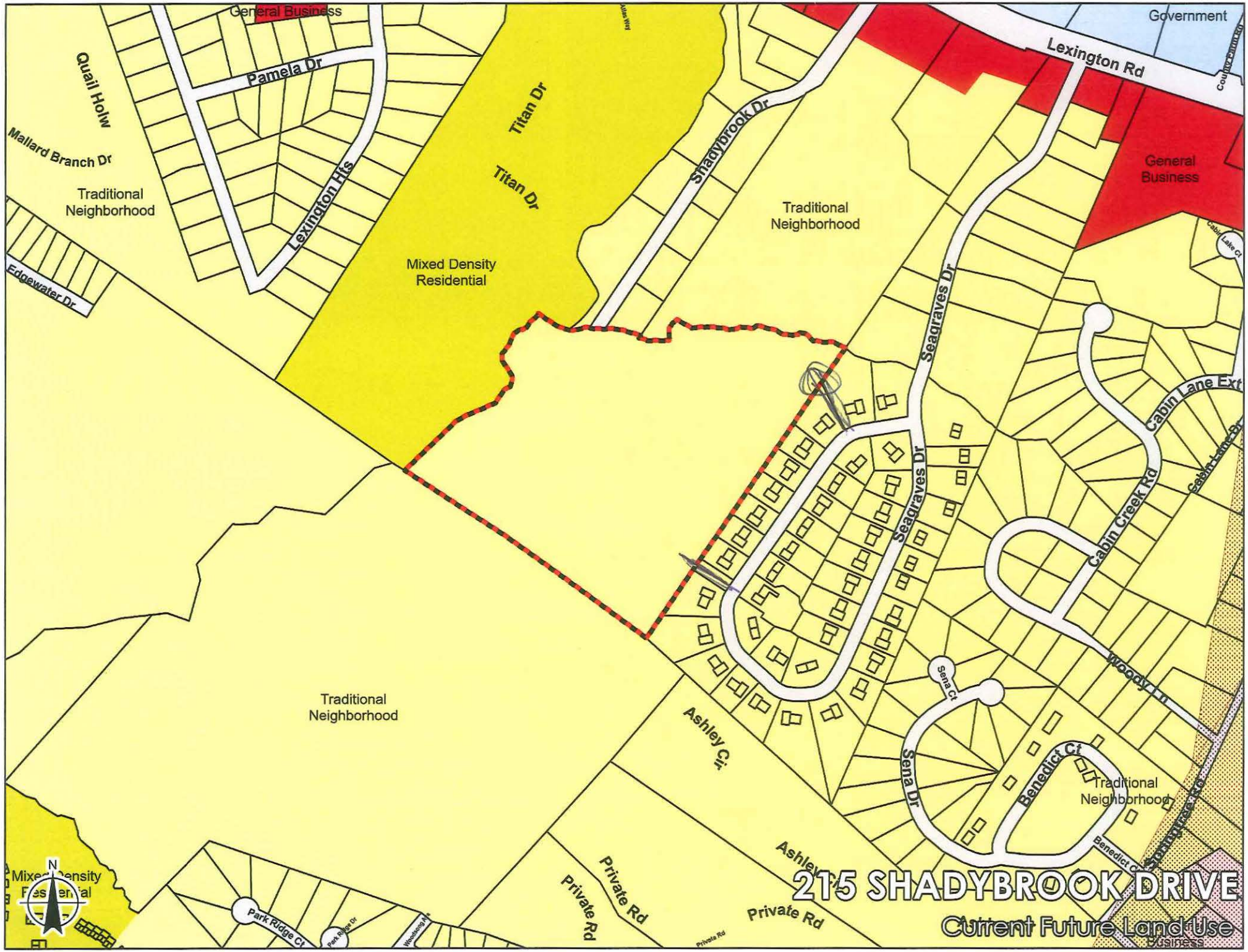
☒ Whether there are substantial reasons why the property cannot be used in accordance with existing zoning; provided, however, evidence that the economic value of the property, as currently zoned, is less than its economic value if zoned as requested will not alone constitute a significant detriment.

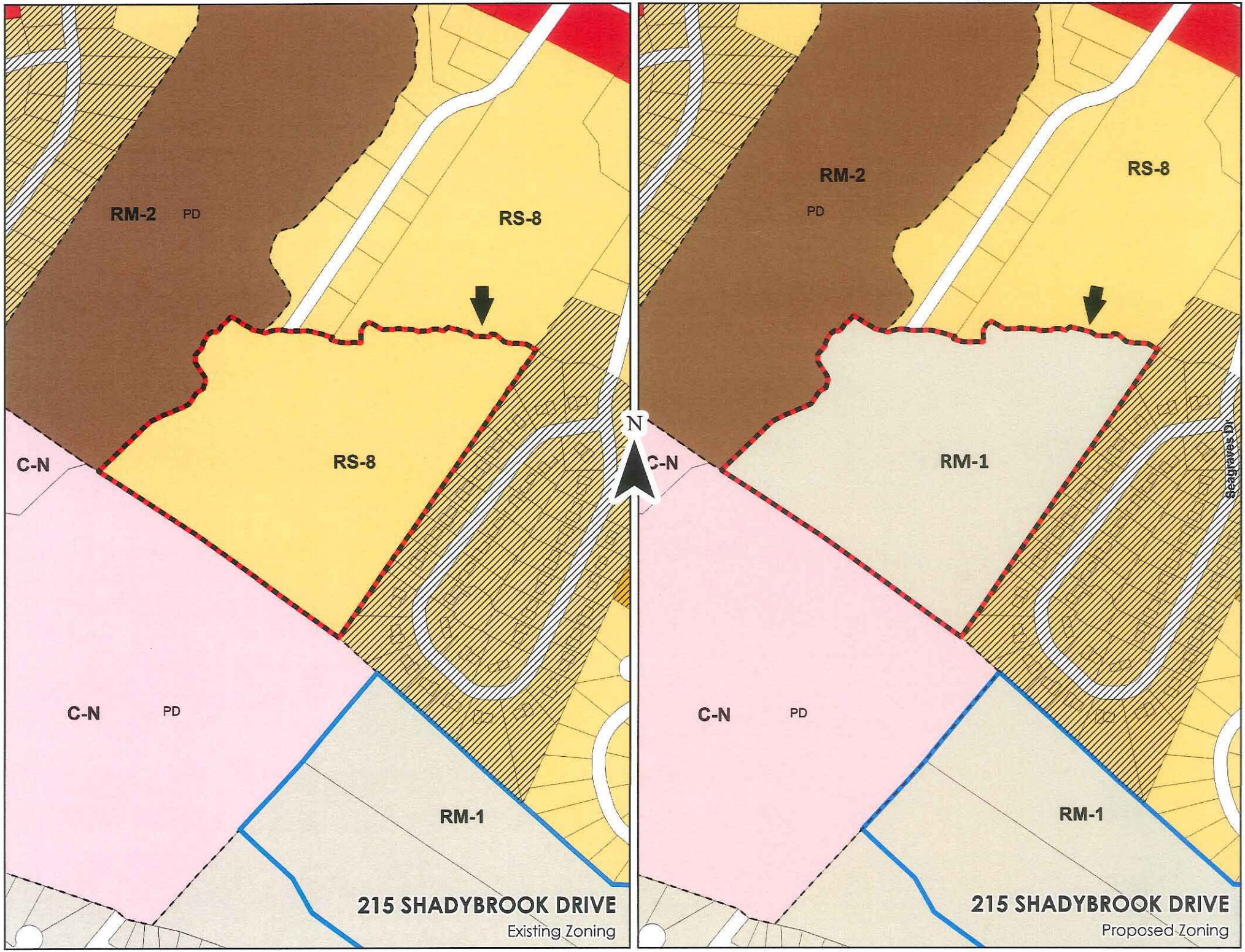
☒ Whether there are other existing or changing conditions affecting the use and development of the property that give supporting grounds for either approval or disapproval of the zoning proposal.

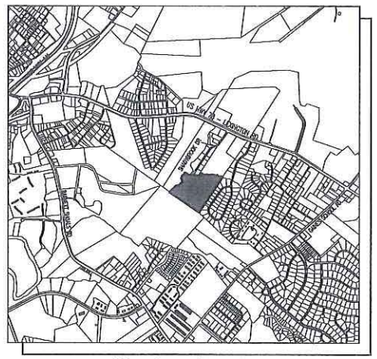
☒ Public services, which include physical facilities and staff capacity, exist sufficient to service the proposal.

☒ The population density pattern and possible increase or over-taxing of the load on public facilities including, but not limited to, schools, utilities, and streets.

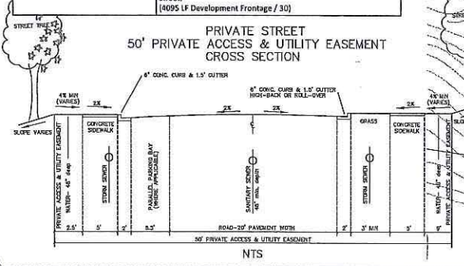
☒ The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quantity.

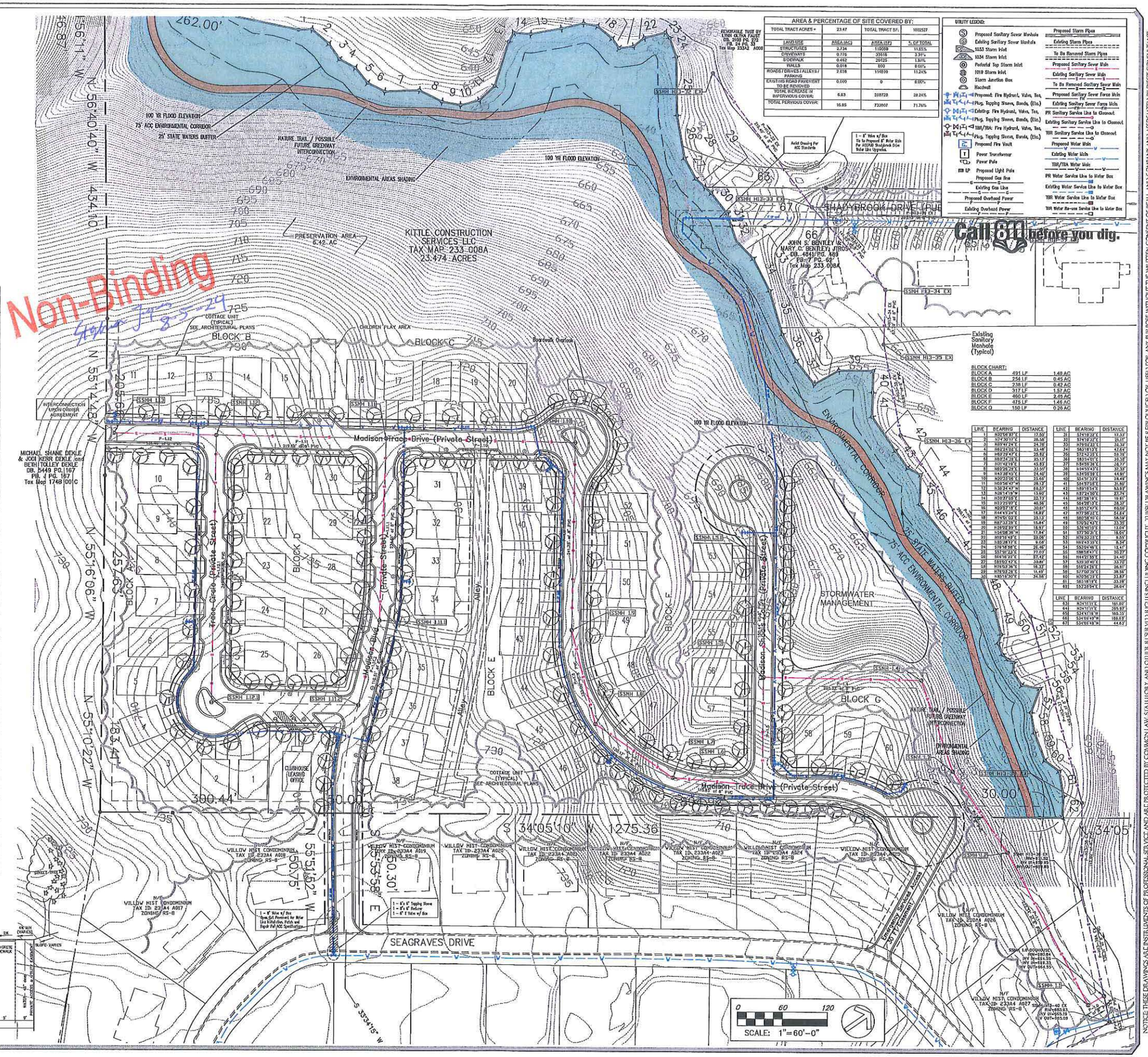

General Business
Government
Lexington Rd
Quail Holw
Pamela Dr
Titan Dr
Titan Dr
Shadybrook Dr
Mallard Branch Dr
Traditional Neighborhood
Lexington Hts
Mixed Density Residential
Traditional Neighborhood
General Business
Edgewater Dr
Seagraves Dr
Cabin Lane Ext
Seagraves Dr
Cabin Creek Rd
Woody Ln
Traditional Neighborhood
Ashley Cir
Sena Ct
Sena Dr
Benedict Ct
Traditional Neighborhood
Private Rd
Private Rd
Private Rd
Park Ridge Ct
215 SHADYBROOK DRIVE
Current Future Land Use

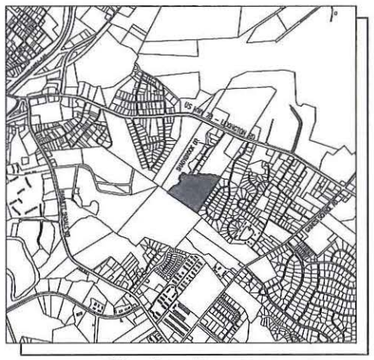

RM-2
PD
RS-8
RS-8
C-N
C-N
PD
RM-1
N
215 SHADYBROOK DRIVE
Existing Zoning
RM-2
PD
RS-8
RM-1
C-N
C-N
PD
RM-1
Seagraves Dr
215 SHADYBROOK DRIVE
Proposed Zoning



Project Data:	
Developer:	Kittle Construction Services LLC 418 Oakwood Drive Bogart, GA 30622
24 Hour Contact:	Ronny Kittle 706-540-9696 ronnykittle@yahoo.com
Authorized Agent:	Beall & Company, LLC 3651 Mars Hill Road, Suite 1400 Watkinsville, GA 30677 706-543-0907 ken@beallandcompany.com
Tax Parcel(s) / Owners(s):	23.474 Acre Portion of 233 008A Kittle Construction Services LLC (Ronny Kittle, Managing Member)
Project Acreage:	23.474 Acres
Subject Rezone Acreage:	23.474 Acres
Existing Zoning:	RS-8
Proposed Zoning:	RM-1
Existing Future Land Use Designation:	Traditional Neighborhood
Proposed Future Land Use Designation:	Traditional Neighborhood Type II
Existing Use:	Undeveloped
Proposed Use:	Residential Condominiums
RM-1 Allowed Density:	16 Units Per Gross Acre 375 Bedroom Units (16 Units x 23.474 Acres)
Proposed Density:	2.56 Units Per Gross Acre 195 Total Bedroom Units
Allowed Lot Coverage:	55% - 12.91 Acres
Minimum Required Landscape Area:	45% - 10.56 Acres
Required Outdoor Recreation Space:	15% - 3.52 Acres (Included In Landscaped Area Requirements)
Proposed Buildings:	61 Total Buildings 60 Cottages 1 Clubhouse / Leasing Office
Proposed Dwelling Units:	Total Dwelling Units: 60 4 Bedroom Cottages: 15 (25% of Total, Max) 3 Bedroom Cottages: 45
Proposed Bedroom Units:	195 Total Bedroom Units
Minimum Allowed Building Separation:	12 FT
Max Building Height:	*30 FT
Building Setbacks:	Front Yard - 15 FT Rear Yard - 10 FT (Plus 1 FT For Each Building Height Above 25 FT) Side Yard - NA
Required Parking:	122 Spaces (2 Spaces per Unit) Including 5 Handicap Accessible Spaces
Bicycle Parking:	2 Spaces Required for Clubhouse/Leasing Office
Provided Parking:	120 Garage Spaces 60 Driveway Spaces (Including HC Accessible Units to Allow for a min of 6 Spaces) 43 On-Street Spaces (Including 2 HC Accessible Spaces) 2 Bicycle Parking Spaces
Sidewalks:	5 FT width
Contour Interval:	2 FT ACC GIS & 1 FT Field Run By Baseline Surveying & Engineering, Inc.
S	6.42 Acres (Not Including Environmental Areas)
Environmental Areas:	3.77 Acres Total Environmental Areas There are buffered state waters on or within 200 FT of the site.
Floodplain:	This tract of land DOES lie within the 100 year flood zone per FIRM Community Panel: 130040 0027 E, Dated September 15, 2022
Water Supply:	Athens-Clarke County Public Utilities Engineering Division
Sewage Disposal:	Athens-Clarke County Public Utilities Department
Solid Waste:	Private Contractor Service
Surface Drainage:	Curb & gutter conveyed into stormwater systems with a stormwater management pond including water quality & runoff reduction.
Lighting:	Full cut-off lighting required. Locations, & output to be reviewed & approved by ACC during construction plans review process.
Required Conserved Tree Canopy	35%
Required Street Trees:	137 Street Trees (approximate) 1 Tree Per 30 LF of frontage portion of development fronting the street. (4095 LF Development Frontage / 30)



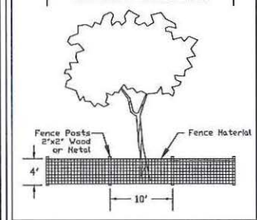




Site Location Map ©
Scale: 1"=2000'

TREE MANAGEMENT NOTES:
1. TREES COUNTED TOWARDS PROPOSED CANOPY COVERAGE SHALL BE A MINIMUM OF TWO (2) INCHES IN CALIPER FOR DECIDUOUS TREES, A MINIMUM OF EIGHT (8) FEET IN HEIGHT FOR EVERGREEN TREES, AND A MINIMUM OF ONE (1) INCH CALIPER TRUNK FOR MULTI-TRUNK TREES AT THE TIME OF PLANTING.
2) SEE PLAN FOR TREE CONSERVATION AREAS.
3) TREE PLANTINGS SHALL BE IN ACCORDANCE WITH ALL ACC TREE ORDINANCES AS WELL AS ANY THAT MAY BE REQUIRED BY STATE AND FEDERAL AUTHORITIES AT THIS TIME.
4) PORTION(S) OF THIS SITE DEEMED TO BE ENVIRONMENTAL AREAS LIE WITHIN THE CONSERVED CANOPIES.
5) NO TREES WITH A DBH GREATER THAN 2" ARE LOCATED IN THE R/W.
6) TREES PLANTED OR CONSERVED TO MEET CODE REQUIREMENTS SHALL NOT BE REMOVED WITHOUT PRIOR APPROVAL OF THE PLANNING DIRECTOR.
7) THE ACC ARBORIST OR FORRESTER MUST INPECT THE INSTALLATION OF TREE PROTECTION FENCING PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITY, INCLUDING DEMOLITION (WHEN PROPOSED) TREE PROTECTION FENCING SHALL REMAIN IN PLACE UNTIL CONSTRUCTION ACTIVITIES END OR A CERTIFICATE OF OCCUPANCY IS ISSUED, WHICHEVER IS LATER. CONTRACTOR TO COORDINATE INSPECTION.
8) NO VEHICLE OR EQUIPMENT TRAFFIC, PARKING, OR STORAGE OF MATERIALS IS ALLOWED WITHIN THE TREE PROTECTION AREA NOR WITHIN 10' OF THE TRUNK OF ANY CONSERVED TREE.
9) TREES PLANTED TO MEET DEVELOPMENT REQUIREMENTS SHOULD BE WATERED THROUGHOUT THE GROWING SEASON TO THE EQUIVALENT OF 1" OF WATER PER WEEK.
10. STAKING MATERIALS SHOULD BE REMOVED WITHIN ONE YEAR OF PLANTING.
11. BURLAP (AND ALL OTHER MATERIALS) MUST BE REMOVED FROM AT LEAST THE TOP 12" OF THE ROOT BALL.
12. ALL PLANTINGS SHALL BE INSTALLED ACCORDING TO SECTION 8-7-19 OF THE ATHENS-CLARKE COUNTY CODE OF ORDINANCES.
13. ALL EXISTING TREES THAT HAVE BEEN DESIGNATED FOR CONSERVATION MUST BE PROTECTED IN ACCORDANCE WITH 8-7-19.
14. CONSERVED TREE AREAS WILL REMAIN IN A NATURAL, UNDISTURBED CONDITION, EXCEPT THAT INVASIVE SPECIES WITHIN THESE AREAS WILL BE REMOVED WITHOUT THE USE OF HEAVY MACHINERY.
15. TREES PLANTED WITHIN CONSERVED CANOPY AREAS WILL SUPPLEMENT EXISTING CANOPY AND BE PLANTED AT LEAST 10' AWAY FROM ANY EXISTING TREES.
16. ALL UTILITY LINES MUST MAINTAIN A 5 FT SEPARATION FROM TREE PLANTING LOCATIONS.

FENCE LOCATION
AT LIMITS OF CRITICAL ROOT ZONE OR AS SHOWN ON THE TREE PROTECTION PLAN



ACTIVE TREE PROTECTION AREA SIGN STANDARDS

PRIOR TO ANY LAND DEVELOPMENT OR LAND DISTURBANCE ACTIVITY AND AFTER TREE PROTECTION FENCING IS INSTALLED AROUND ANY CONSERVED TREES OR TREE CONSERVATION AREA, TREE PROTECTION AREA SIGNS SHALL BE INSTALLED. SIGNS SHALL BE INSTALLED ALONG THE PERIMETER OF ALL TREE PROTECTION ZONES AT LEAST EVERY 50 FEET AND SHALL INCLUDE AT A MINIMUM, THE FOLLOWING TEXT:

"TREE PROTECTION AREA, ENTRY PROHIBITED. NO CONSTRUCTION ACTIVITY, MATERIALS, OR EQUIPMENT STORAGE, EQUIPMENT WASHOUT, OR VEHICLE TRAFFIC ALLOWED".

THE SIGN SHALL BE FABRICATED OUT OF A STURDY MATERIAL, SHALL BE AT LEAST 18 INCHES WIDE BY 24 INCHES HIGH, AND SHALL BE PLACED ON A STURDY POST WITH THE BOTTOM OF THE SIGN AT A MINIMUM HEIGHT OF 10 INCHES ABOVE THE GROUND. THE SIGNS MUST REMAIN PRESENT AT ALL TIMES DURING CONSTRUCTION.

Street Tree Calculations:				
Madison Trace Blvd			Trace Circle	
Required Street Trees	28		Required Street Trees	32
Proposed Street Trees	31		Proposed Street Trees	32
LF of Total Frontage	847		LF of Total Frontage	973
Madison Trace Drive			Madison Shoals Ct	
Required Street Trees	67		Required Street Trees	23
Proposed Street Trees	68		Proposed Street Trees	23
LF of Total Frontage	2024		LF of Total Frontage	684
Total Street Trees	154			

PARKING SPACE TREE CANOPY REQUIREMENTS:
On-Street Parking Spaces Proposed: 43
Off-Street Parking Spaces Proposed: 0
Required 1 Tree Per 7 Parking Spaces: 7
Provided On-Street Parking Canopy Trees: 24

Note: Proposed Street Trees Are Counted Towards Provided On-Street Parking Canopy Trees.

TREE CANOPY CALCULATIONS

DESCRIPTION	ACREAGE	OTHER DATA	PERCENT
TOTAL PROJECT ACREAGE:	23.47		100.00%
RM-1 Required CONSERVED Canopy	8.22		35%
RM-1 REQUIRED CANOPY ACREAGE (CONSERVED & PLANTED):	12.91		55%
TOTAL EXISTING CANOPY AREA	23.47		100.00%
TOTAL CONSERVED CANOPY AREA	10.19		43.41%
TOTAL PLANTED TREE CREDIT ACREAGES	5.66		24.11%
TOTAL PLANTED AND CONSERVED TREE CREDIT ACREAGES:	15.85		67.52%

NOTE: NO RIGHT-OF-WAY IS PROPOSED WITHIN THE PROJECT. ALL DRIVES ARE WITHIN PRIVATE ACCESS UTILITY EASEMENTS.

8-7-17 Tree Management Plan Chart

a) Existing and proposed utilities:	a) See Plan
b) Existing forested areas and individual trees inventory:	b) See Plan
1) Square Feet of each Forested Area/Grouped Trees:	1) See Plan
2) Details of Individual Tree/Landmark Tree Outside of Existing Forested Area:	2) N/A
c) Athens-Clarke County Trees:	c) N/A
d) Current Tree Canopy Cover:	d) 100% (Estimated)
e) Individual Trees to be Conserved:	e) N/A
f) Groups and Stands of Trees to be Conserved:	f) 8.22 Acres (See Plans)
g) Forest Regeneration Area:	g) N/A
h) Future Forest Areas:	h) N/A
i) Tree Planting:	i) See Plan
j) Summary Table of Tree Canopy:	j) See Tree Canopy Calculations Chart
k) Tree Preservation Area/Boundary:	k) See Plan

STORMWATER MANAGEMENT NOTE:
STORM WATER MANAGEMENT SHALL BE IN ACCORDANCE WITH ACC UNIFIED DEVELOPMENT CODE & ACC TRANSPORTATION & PUBLIC WORKS REGULATIONS AND STANDARDS.

Non-Binding
Stephen Jaques
8-5-24

AREA & PERCENTAGE OF SITE COVERED BY:

TOTAL TRACT ACRES =	23.47	TOTAL TRACT SF:	1022527
LAND USE	AREA (AC)	AREA (SF)	% OF TOTAL
STRUCTURES	3.274	118009	11.55%
DRIVEWAYS	0.776	33615	3.29%
SIDEWALK	0.482	29125	1.97%
WALLS	0.018	800	0.08%
ROADS / DRIVES / ALLEYS / PARKING	2.578	115838	11.24%
EXISTING ROAD PAVEMENT TO BE REMOVED	0.099	0	0.00%
TOTAL INCREASE IN IMPERVIOUS COVER:	6.63	289729	28.24%
TOTAL PERVIOUS COVER:	16.85	732807	71.76%

UTILITY LEGEND:

Proposed Sanitary Sewer Manhole	Proposed Storm Pipes
Existing Sanitary Sewer Manhole	Existing Storm Pipes
1033 Storm Inlet	To Be Removed Storm Pipes
1034 Storm Inlet	Proposed Sanitary Sewer Main
Potential Top Storm Inlet	Existing Sanitary Sewer Main
1018 Storm Inlet	To Be Removed Sanitary Sewer Main
Storm Junction Box	Proposed Sanitary Sewer Force Main
Headwall	Existing Sanitary Sewer Force Main
Proposed Fire Hydrant, Valve, Tee, Plug, Tapping Sleeve, Bends, (Etc.)	PSR Sanitary Service Line to Cleanout
Existing Fire Hydrant, Valve, Tee, Plug, Tapping Sleeve, Bends, (Etc.)	Existing Sanitary Service Line to Cleanout
TSR/TBA: Fire Hydrant, Valve, Tee, Plug, Tapping Sleeve, Bends, (Etc.)	TSR Sanitary Service Line to Cleanout
Proposed Fire Vault	Proposed Water Main
Power Transformer	Existing Water Main
Power Pole	TSR/TBA Water Main
Proposed Light Pole	PSR Water Service Line to Meter Box
Proposed Gas Line	Existing Water Service Line to Meter Box
Existing Gas Line	TSR Water Service Line to Meter Box
Proposed Overhead Power	TSR Water Re-use Service Line to Meter Box
Existing Overhead Power	

Call 811 before you dig.

OPEN SOIL SURFACE AREAS NOTE:
Trees In Landscape Islands Must Meet Open Soil Surface Area Requirements Where Applicable. See Landscape Schedule for Open Soil Surface Areas Requirements (OSSA) per species.

LANDSCAPE ISLAND NOTE:
One medium parking lot canopy tree may be planted in a landscape island or peninsula with a minimum dimension of nine feet by 18 feet from outside of curb to outside of curb or one parking stall. See section 8-7-15(j)(8)

TYPICAL STREET TREE LOCATION DETAIL

0 60 120
SCALE: 1"=60'-0"

BEALL & COMPANY
LAND PLANNING
LANDSCAPE ARCHITECTURE
SITE ENGINEERING
3651 MARS HILL ROAD
SUITE H00
WATKINSVILLE, GA 30677
(706) 543-0907
www.beallandcompany.com

REZONE CONCEPT PLANS
MADISON TRACE
RM-1 RESIDENTIAL NEIGHBORHOOD
3.32 ACRES +/- ACRES
TAX ID: C 01 046B
OCONEE COUNTY, GEORGIA
(PROJECT ADDRESS 2)

OWNER(S)/PERMITTEE
BURGESS JENNINGS MILL I AND, LLC & J.G. GRIFFITH INVESTMENTS, LLC
1360 CATACLUS WAY, BUILDING 800, SUITE 104
WATKINSVILLE, GA 30677
(706) 202-1202
24 HOUR CONTACT:
TIM BURGESS
(706) 202-1200
Ridgetim1@aol.com

GEORGIA REGISTERED PROFESSIONAL LANDSCAPE ARCHITECT
KENNETH A. BEALL
GSWCC LEVEL II CERTIFICATION #0026972

REVISION		DATE
1	NEC CAPACITY REQUEST SUBMITTAL	04/15/2024
2	REZONING SUBMITTAL	05/01/2024

DRAWN BY: WJB
DESIGNED BY: WJB
CHECKED BY: KAB

TREE MANAGEMENT PLAN

SHEET
R1

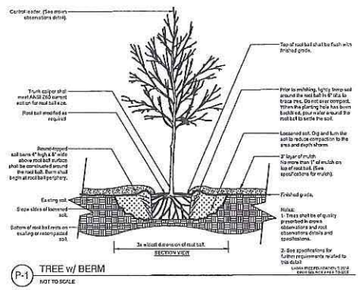
DATE: 02/05/2024
JOB: 22-024.4
NOT RELEASED FOR CONSTRUCTION

NOTICE: THESE DRAWINGS ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND ARE PROTECTED BY COMMON LAW, STATUTORY, AND OTHER RESERVED RIGHTS INCLUDING COPYRIGHT. THESE DRAWINGS MAY NOT BE REPRODUCED OR USED FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF BEALL AND COMPANY AND ASSOCIATED PROJECT CONSULTANTS.

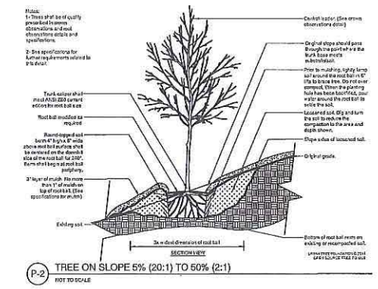
LEGEND

L1 L2 L3 L4 L5 L6 L7 L8 L9

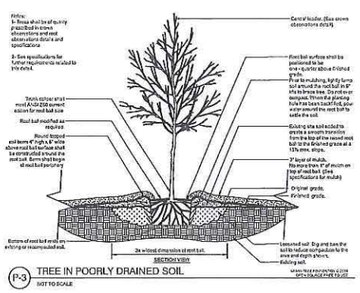
PLANT SCHEDULE		Revised 05/13/2024									
		Total Site Acreage:	23.474						55%		Required Conserved & Planted Tree Canopy
Project:	MADISON TRACE	Conserved & Planted Canopy Acreage:	10.19						12.91		Acres required conserved and planted tree canopy credits
	TREE REPLACEMENT SCHEDULE								2.72		Required Planted Tree Canopy Credit Acres
Item #	Trees										
	Common Name	Botanical Name	Item Count		Tree Credit SF		Total Credit		Species %	Min. Install Size	Instructions/Notes
	LARGE TREES										
L1	Southern Magnolia	Magnolia grandiflora	11		1600		17600		7.14%	2" cal	Full, Well branched and matched hgt., mulch saucers
L2	Presidential Gold Ginkgo	Ginkgo biloba 'Presidential Gold'	4		1600		6400		2.60%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L3	Nuttall Oak	Quercus nuttallii	13		1600		20800		8.44%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L4	Scarlet Oak	Quercus coccinea	11		1600		17600		7.14%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L5	Goldspire Ginkgo	Ginkgo biloba 'Fastigiata Blagon' Goldspire	28		1600		44800		18.18%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L6	Crimson Spire Oak	Quercus 'Crimschmidt'	22		1600		35200		14.29%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L7	Apollo Sugar Maple	Acer saccharum Apollo	19		1600		30400		12.34%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L8	Arnold Tulip Tree	Liriodendron tulipifera 'Arnold'	23		1600		36800		14.94%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
L9	Green Pillar Oak	Quercus palustris 'Pringreen'	23		1600		36800		14.94%	2" cal	Full, Well branched and matched hgt., 10' min. hgt., mulch saucers
	MEDIUM TREES										
M1	NA										
	EXTRA SMALL TREES										
E1	NA										
TOTALS:			154				246400		100.00%		
		Total Planted Tree Canopy Credits:					5.66	AC			
		Total Conserved & Planted Tree Credit Acres:					15.85	AC	122.74%		



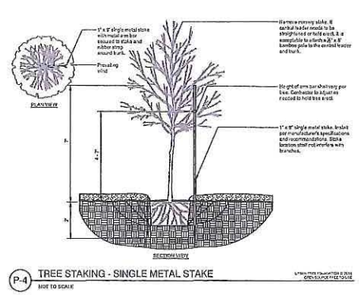
P-1 TREE w/ BERM
NOT TO SCALE



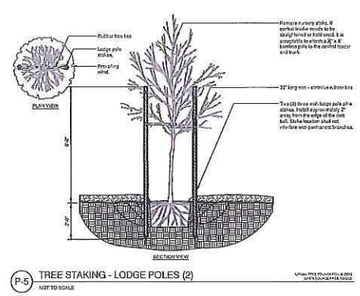
P-2 TREE ON SLOPE 5% (20:1) TO 50% (2:1)
NOT TO SCALE



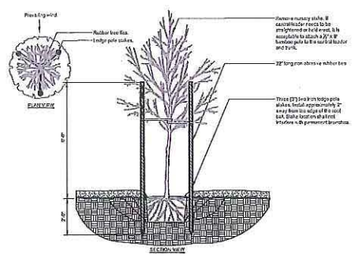
P-3 TREE IN POORLY DRAINED SOIL
NOT TO SCALE



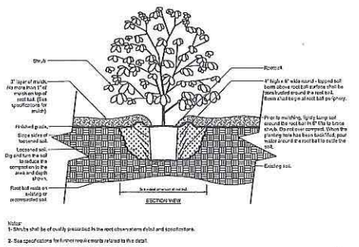
P-4 TREE STAKING - SINGLE METAL STAKE
NOT TO SCALE



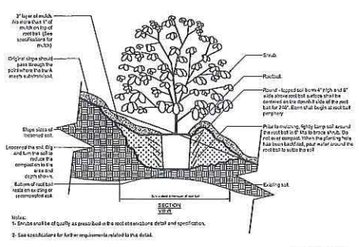
P-5 TREE STAKING - LODGE POLES (2)
NOT TO SCALE



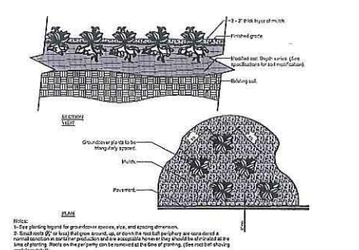
P-6 TREE STAKING - LODGE POLES (3)
NOT TO SCALE



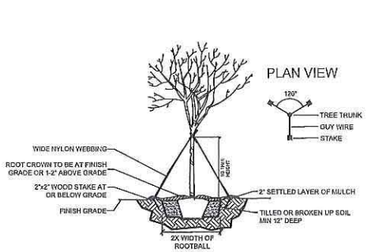
P-7 SHRUB
NOT TO SCALE



P-8 SHRUB ON SLOPE 5% (20:1) TO 50% (2:1)
NOT TO SCALE



P-9 GROUNDCOVER
NOT TO SCALE



P-10 TREE PLANTING (>2" CAL.)
NOT TO SCALE

Non-Binding
Stephen Jaques
8-5-24

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REZONE CONCEPT PLANS
MADISON TRACE
RM-1 RESIDENTIAL NEIGHBORHOOD
3.32 ACRES +/- ACRES
TAX ID: C 01 046B
OCONEE COUNTY, GEORGIA
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Ridgetim1@aol.com

GEORGIA REGISTERED LANDSCAPE ARCHITECT
KENNETH A. BEALL
GSWCC LEVEL II CERTIFICATION #0025972

REVISION	DATE
1 RS CAPACITY REQUEST SUBMITTAL	04/15/2024
2 RESUBMITTAL	05/01/2024

DRAWN BY: WJB
DESIGNED BY: WJB
CHECKED BY: KAB

TREE MANAGEMENT PLAN DETAILS

SHEET
R2.1

DATE: 05/01/2024
JOB: 22-024.4
NOT RELEASED FOR CONSTRUCTION

Rezone Petition To Change the Zoning From RS-8 to RM-1

MADISON TRACE

DETACHED RESIDENTIAL CONDOMINUM COMMUNITY
Athens-Clarke County Georgia
23.474 Acres at 215 Shadybrook Drive
Tax Parcel #233 008A
Athens-Clarke County Georgia

Non-Binding
Stephen Jaques
8-5-24

(*Beall & Company, LLC* has been engaged by the property owner (KITTLE CONSTRUCTION SERVICES, INC, Ronny Kittle Managing Member) to act as agent in the preparation of the necessary documentation associated with the subject rezone petition.)

Narrative

KITTLE CONSTRUCTION SERVICES, INC purchased the subject property from Mack Duncan / Douglas Duncan / Lucia Duncan in July 2023 for the purpose of developing the property as a residential condominium community of individual detached homes (see Representative Architecture). This proposed planned community will be developed in accordance with the requirements of the *Unified Development Code of Athens-Clarke County*, under the standards of the RM-1 zoning classification, but at a density of only 2.55 dwelling units per acre. Said density is still consistent with the *Future Land Use* map, consistent with the *Comprehensive Plan*, consistent with the RS-8 maximum density of 3.8 dwelling units per acre, however, the RM-1 development standards give the developer the options of building private streets, and an additional benefit of not being required to mass grade an already topographically challenging site.

The owner is willing to allow the *RM-1 Rezone Concept Plan* and related descriptions in the *Rezone Narrative* to be binding subject to meeting project engineering requirements which may cause minor deviations from the approved plan (such as: adjusting a building location to preserve a tree; adding retaining walls as necessary to deal with the topographic issues; or depicting buildings typically with more off-sets).

The site is predominately wooded with mature hardwoods (see Aerial Photo of the site). A large block of these mature trees will be preserved between the cul-de-sac termination of *MADISON SHOALS COURT* and the southwestern boundary of the subject property. The owner/developer plans to preserve all of the trees within the environmental corridors that exist on the subject property (other than the few as necessary to construct an 8" diameter ductile iron water mainline to interconnect the subject property with the existing 8" diameter water mainline being presently constructed in the right-of-way of Shady Brook Drive (see proposed waterline location on the RM-1 Rezone Concept Plan).

Upon project approval the owner/developer plans to initially clear, grade, and construct the roads and required infrastructure first, and then selectively clear and grade each building site individually until all of the units have been constructed.

A flowing stream forms the northern boundary of the property for a length of nearly 2100 linear feet.

The Project

The MADISON TRACE neighborhood will feature:

Non-Binding

(a) 60 individual detached cottages

(b) vehicular access to the development from two locations on Seagraves Drive (and beyond to Lexington Road), and another vehicular access to the planned development proposed on the "Dekle" property (and beyond to the Barnett Shoals Road).

(c) nature preserve within the conservation area along the stream to include walking paths and pedestrian access from internal streets

(d) clubhouse / sales office

(e) a natural forest preservation area of approximately 6.42 acres

(f) low residential density of 2.55 units per acre

(g) private curb & gutter streets

(h) 5 ft. wide concrete sidewalks throughout the development

(i) children's play area

(j) street tree plantings

(k) on-street parking

(l) full cut-off street/security lighting

(m) stormwater management facility with runoff reduction

(n) sanitary sewer, water, power, and related utility infrastructure

(Note: Should the ACC Government express a desire to extend the existing "Greenway" network along the existing stream through the subject property, then the owner will be open to negotiate its location.)

* * *

The Site

The property drains for a high point near the adjoining *Willow Mist* condominium development to the stream along the property's northern boundary. The subject property shares a common property line with the *Willow Mist* development (built in 1986, owned and managed by Mr.

Kittle). The *Willow Mist* neighborhood was developed as a single-family attached and townhome community of 90 dwelling units on approximately 25 acres (density of 3.6 units per acre). Said neighborhood is served by *SEAGRAVES DRIVE* providing access to the Lexington Road and the east Athens area.

The subject property is presently zoned RS-8. Said property is separated from the other existing RS-8 zoned lots in the area by the existing stream and ACC riparian buffers. Said stream also separates the subject property from the RM-2 zoned property recently developed by *TRINITAS Athens*. The abutting property to the southwest is zoned C-N PUD and is known as the "*DEKLE*" property.

* * *

Non-Binding

The Development

The entire 23.474 acres will be rezoned to RM-1 to accommodate the development of the *MADISON TRACE* neighborhood. The property will be developed in a single phase.

It is anticipated that the entire project infrastructure will be developed in one phase over an 8-12 month period. Build-out of the proposed buildings is anticipated to require a minimum of approximately 18 months (anticipated completion is 2.5 years).
The development will be constructed with curb & gutter streets, county water, sanitary sewer, and sidewalks throughout for a comprehensive pedestrian friendly circulation system.

Handicap ramps will be installed at all crosswalk locations throughout the development. All utilities will be underground. Extensive landscaping including street trees will be installed throughout the development.

* * *

EXTERIOR BUILDING MATERIALS

The building exteriors throughout the development will vary from predominately brick, to brick and stucco, to cultured stone, and "hardy" siding with stucco, stone, and cultured stone detailing (see representative architecture exhibits).

All residential units will comply with front fenestration requirements of the ACC Unified Development code.

All residential units will be constructed to Georgia Power Company high energy efficiency standards including spray foam wall insulation, high SEER heat-pump installations, and water saving plumbing fixtures.

* * *

SINGLE DETACHED RESIDENTIAL BUILDINGS

A total of 60 cottage units will be constructed. Floor plans will range in size from 2000 SF to 3000 SF.

1½-story cottages, and 1½-story cottages with basements, and 2-story cottages with basements will be constructed in the neighborhood, and each with 3-BR/2-Bath/2-car garage floor plans and 4-BR/3-Bath/2-car garage floor plans

Assuming an average size of 2600 square feet the approximate total square footage of cottage units is expected to be 156,000 square feet.

Non-Binding

* * *

WATER SUPPLY

A 6" diameter water supply mainline exists in the right-of-way of *SEAGRAVES DRIVE*. A new 8" diameter ductile iron water main will be constructed throughout the MADISON TRACE neighborhood to connect with the existing water mainline in *SEAGRAVES DRIVE* and also with the 8" diameter ACC water mainline currently under construction in the *SHADYBROOK DRIVE* right-of-way. Proposed water mainlines will be designed and installed at the developer's expense to interconnect the existing waterlines and create a "looped" system to provide residential service and fire protection for the development. Said water system will be constructed to ACC standards, and will be dedicated to the ACC Utility Department upon completion and testing.

Water Capacity Calculations for MADISON TRACE - Athens

ADF - Average Daily Flow in gallons per day (gpd)

- assume a total of 60 dwelling units
- assume 3.333 persons per household
- assume 120 gpd per person

60 dwelling units x120 gpd per person x 3.333 persons = 23,998 gpd for the project

Note: A fire hydrant flow test was conducted by R. Carter of the ACC Utility Department at the request of Beall & Company on October 5, 2022 on two fire hydrants located on Seagraves Drive in the adjoining Willow Mist development. The results of said test are included herein at the end of this written report .

* * *

WASTE WATER

Sanitary sewer lines now exist in the right-of-way of *SHADYBROOK DRIVE*, *SEAGRAVES DRIVE*, and along the stream conservation corridor..

Proposed gravity sanitary sewer lines will be designed and installed at the developer's expense to serve the needs of the project. Sanitary sewer lines will be extended from a manhole near SEAGRAVES DRIVE and throughout the proposed road network to provide service to each individual unit proposed in the MADISON TRACE neighborhood. (See the sanitary sewer and water mainline locations on the attached RM-1 Rezone Concept Plan.)

Sanitary Sewer Capacity Calculations for MADISON TRACE - Athens
ADF - Average Daily Flow in gallons per day (gpd)

- assume sewer at 85% of Water gpd: 23,998 x 0.85 = 20,398 gpd

Note: No actual capacity will be utilized until the first buildings are fully constructed and occupancy begins. The developer's best case scenario anticipated date for that occupancy is around December 2026.

* * *

SURFACE WATER DRAINAGE

Concrete curb & gutter, county approved pipe, sheet flow, and natural and engineered drainage corridors will be employed to collect and divert storm-water to proposed stormwater management areas and water-quality basins and infiltration areas. Post development run-off will be maintained at predevelopment rates for 2, 5, 10, 25, and 50 year events. The stormwater management facility will be designed to achieve the required capacity and volume based on hydrological analysis to be performed and submitted with the site improvement construction plans in full compliance with the GEORGIA STORMWATER MANAGEMENT MANUAL, 2016 EDITION, VOLUME 2: TECHNICAL HANDBOOK (pages 343-358) for compliance with current local, state, and federal requirements.

Constructed infiltration areas and rain gardens may also be proposed in select areas of the development to further enhance water quality objectives and to achieve run-off reduction

* * *

Non-Binding

ACCESS & TRAFFIC

Although the address of the subject property is *Shadybrook Drive*, the development will not access *Shadybrook Drive*. Only the 8" waterline that is currently under construction will be extended along the existing Shadybrook Drive right-of-way into the subject property.

A new private road called MADISON BOULEVARD will be constructed to connect the development with SEAGRAVE DRIVE; another private street called MADISON TRACE DRIVE will be constructed to connect the development with the adjoining "Dekle" property per a mutual agreement between the property owners; and interior private streets called TRACE CIRCLE, MADISON SHOALS COURT, and an emergency service access drive will tie back to SEAGRAVES DRIVE per the approved rezone concept plan..

According to the current *Trip Generation Manual* the project will generate less traffic than the ACC thresholds of 1000 daily trips or 100 trips in the AM or PM peak hour.

The actual projected ADT for up to 61 residential units in *MADISON TRACE* is 700 average daily trips, with AM peak hour trips at 48, and PM peak hour trips at 61

(see updated TRIP GENERATION MEMORANDUM for Madison Trace Residential Neighborhood prepared by Michael Greenlee of Travis Pruitt & Associates dated May 2024 for more detailed analysis.)

It is the developers intent to install a decel-lane at the intersection of Seagraves Drive and Lexington Road in accordance with GDOT standards.

Non-Binding

* * *

SCHEDULE

The petitioners plan to complete the zoning efforts on the subject property by August 2024. Construction of the project infrastructure will commence immediately upon approval of the civil/site construction plans around October 2024. The infrastructure will require a minimum of 8-12 months (July-October 2025), and residential building construction is anticipated to require a minimum of 12 months to complete (October 2026).

* * *

MAINTENANCE OF COMMON AREAS

All common areas including private streets, driveways, sidewalks, storm drainage, nature trails, conservation areas, and stormwater management areas in the development will be owned and maintained by the MADISON TRACE CONDOMINIUM ASSOCIATION.

* * *

BUFFERS

Street trees will be installed throughout the development. Green-space buffers and landscape strips are proposed and illustrated on the Rezone Concept Plan. State waters buffers, Conservation Corridors, and ACC riparian buffers that exist along the stream on the property are illustrated on the rezone concept plan and will be preserved.

These proposed buffers will only be penetrated as allowed in accordance with provisions of the Unified Development Code of Athens-Clarke County and state and federal regulations.

* * *

UTILITIES

All utilities are proposed to be underground. Any overhead services that currently exist will be rerouted within the appropriate utility corridor acceptable to ACC and the affected utility company. Proposed utilities are power, water, sanitary sewer, telephone, cable TV, and fiber-optic internet access.

* * *

GARBAGE COLLECTION

Garbage collection is expected to be by private contract service.

* * *

Non-Binding

PUBLIC & SEMI-PUBLIC AREAS

Waterline and sewer line easements will be dedicated to the ACC Utilities Department. Drainage easements, and access easements will remain the property of the neighborhood condominium association. Easements for power, telephone, cable TV, and gas will be dedicated as required for specific utility construction.

A separate StormWater Access and Maintenance Easement will be prepared and recorded therein giving the Athens-Clarke County Unified Government the right to inspect and, if necessary, make repairs and/or conduct other needed maintenance activities should the condominium association fail the properly maintain said storm water management facility(s).

* * *

OUTDOOR LIGHTING

Full cut-off LED light fixtures on metal or fiberglass poles will be installed to illuminate the development for safety and security. These light standards will be oriented inward, down and away from any neighboring residential areas.

* * *

IMPACT TO SCHOOLS

There will be no negative impact to the schools or to the school system due to the number of the students associated with the development. However, there will be a significant positive impact to the school system due to the enhanced tax base generated by the $39,000,000 in anticipated increased property values each year, in perpetuity.

* * *

PPOJECT VALUATION

Based on a total of 61 residential units in the neighborhood then the total value of the project at build-out and occupancy will be approximately $39,000,000.

* * *

Subject: Findings and Conclusion for 215 Shadybrook Dr VAR-2024-06-1127
From: "Joanne DeJausserand" <Joanne.DeJausserand@accgov.com>
Sent: 7/12/2024 10:55:23 AM
To: "ken@beallandcompany.com" <ken@beallandcompany.com>; "ronnykittle@yahoo.com" <ronnykittle@yahoo.com>;
CC: "John Rogeberg" <John.Rogeberg@accgov.com>; "Austin Jackson" <Austin.Jackson@accgov.com>;
Attachments: F & C scan.pdf

Greetings,

The Hearings Board met on Wednesday, July 10th to hear your request for a variance. The Board approved your request.

Please accept this email as official notice of the Board's action. A copy of the Board's Findings and Conclusions is attached for your records.

If you should need any further information regarding the request, please feel free to email or call.

Kind regards,

Joanne DeJausserand (she/her/hers)
Planner III
Athens-Clarke County Planning Department
Joanne.dejausserand@accgov.com
706-613-3515

HEARINGS BOARD
ZONING AND DEVELOPMENT VARIANCE
FINDINGS & CONCLUSIONS

Petitioner	Ronny Kittle, Kittle Construction Services, LLC
Agent	Beall & Company, LLC (Kenneth A. Beall, Member)
Location	215 Shadybrook Drive
Project Number	VAR-2024-06-1127
Request	Variance to waive the requirement for the development to provide at least two driveway access points

Meets Yes	Meets No	STANDARDS
✓		1. There are extraordinary and exceptional conditions pertaining to this particular piece of property in question because of its size, shape, character, or topography that do not apply generally to other land in the vicinity; and
✓		2. The strict application of the provisions of this title to this particular piece of property would create an undue and unnecessary hardship so that the grant of the variance is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant; and
✓		3. The special conditions and circumstances do not result from the actions of the applicant; and
✓		4. The benefits of granting the variance will be greater than any negative impacts on the development of the adjacent uses and will further the purpose and intent of this title and the comprehensive plan of Athens-Clarke County; and
✓		5. The variance, if granted, will represent the minimum variance that will afford relief from the identified hardship and will represent the least deviation possible from the zoning regulation and from the comprehensive plan.

THE BOARD FINDS THAT THE REQUEST: (1.) MEETS ALL FIVE STANDARDS 2. DOES NOT MEET ALL FIVE STANDARDS

MOTION MADE TO:

(APPROVE) **APPROVE W/ CONDITION(s)** **TABLE** **DENY**

Motion made by: Simpson **Seconded by:** Stanziale'

The following condition(s) were placed on this variance request: N/A

Final vote was: (UNANIMOUS) or VOTE: _____ **to** _____ **(Opposed** _____**)**

****

Additional Remarks:

Chair

7/10/24

Date

Appeal procedures per Athens-Clarke County Code Section 9-4-8(B)(2):

Appeals of Type IV decisions shall be heard and decided by the Athens-Clarke County Planning Commission.

The appeal shall be filed within five business days after the final decision is rendered, as defined in section 9-4-14.

The appeal shall be in writing and filed with the Athens-Clarke County Planning Department. Such appeal shall include the appellant's name, address, and specifically state the grounds for which the hearings board's decision should be overturned, based on the applicable criteria or procedural irregularity.

The appeal hearing shall be scheduled for a regular Athens-Clarke County Planning Commission meeting allowing adequate time to meet the public notice requirements of section 9-4-9.

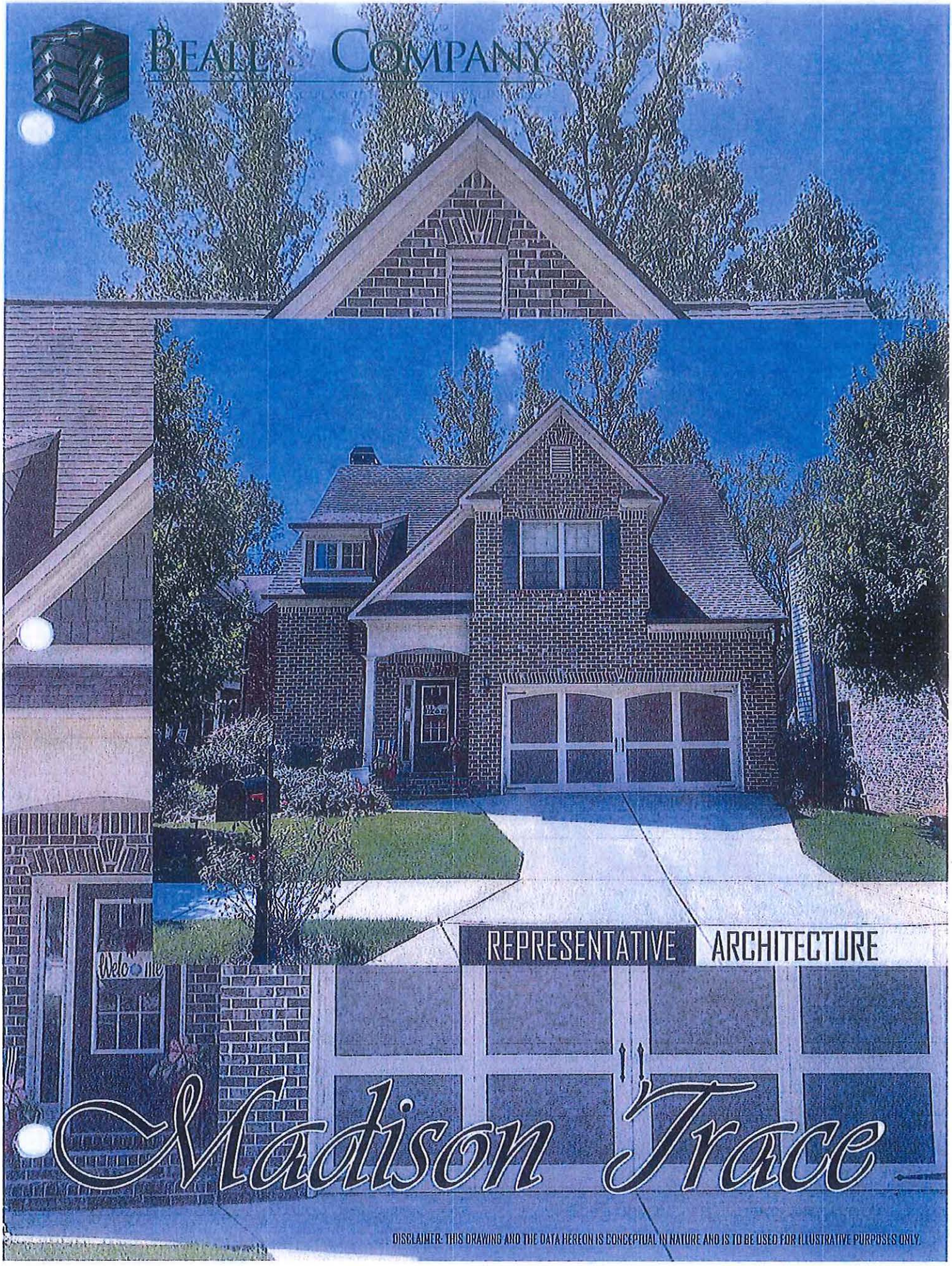
The planning commission shall receive a complete record of the hearings board's action, including all information presented by the applicant, proponents, and opponents, prior to the appeal hearing. Such record shall also include the adopted findings and conclusions of the hearings board.

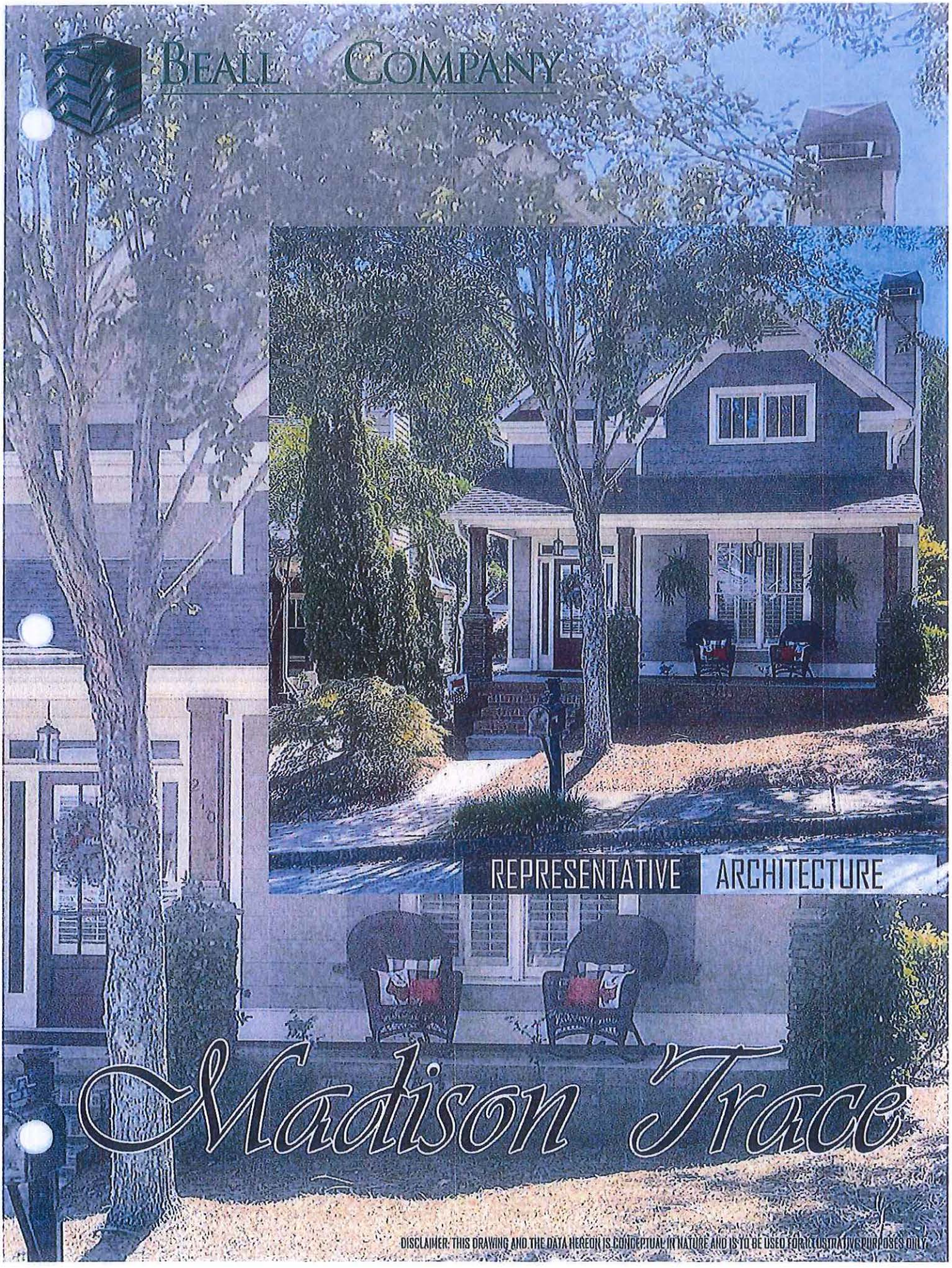
The hearing before the Athens-Clarke County Planning Commission shall be confined to a review of the record of the administrative hearing for error based on insufficiency of evidence to support the findings and conclusions of the hearings board that applicable criteria were or were not met, or based on procedural irregularity.

At such hearing, the Athens-Clarke County Planning Commission shall first hear argument from the appellant, then from the appellee, followed by a brief rebuttal from the appellant. Each side shall be confined to ten minutes, with appellant's rebuttal not to exceed three minutes. No new evidence shall be admitted or considered.

After concluding the hearing, the Athens-Clarke County Planning Commission may affirm the original planning decision, affirm the decision with conditions, deny the original planning decision, or remand the planning action back to the hearings board for further development of the record.

REPRESENTATIVE ARCHITECTURE


BEALL COMPANY
REPRESENTATIVE ARCHITECTURE
Madison Trace
DISCLAIMER: THIS DRAWING AND THE DATA HEREON IS CONCEPTUAL IN NATURE AND IS TO BE USED FOR ILLUSTRATIVE PURPOSES ONLY.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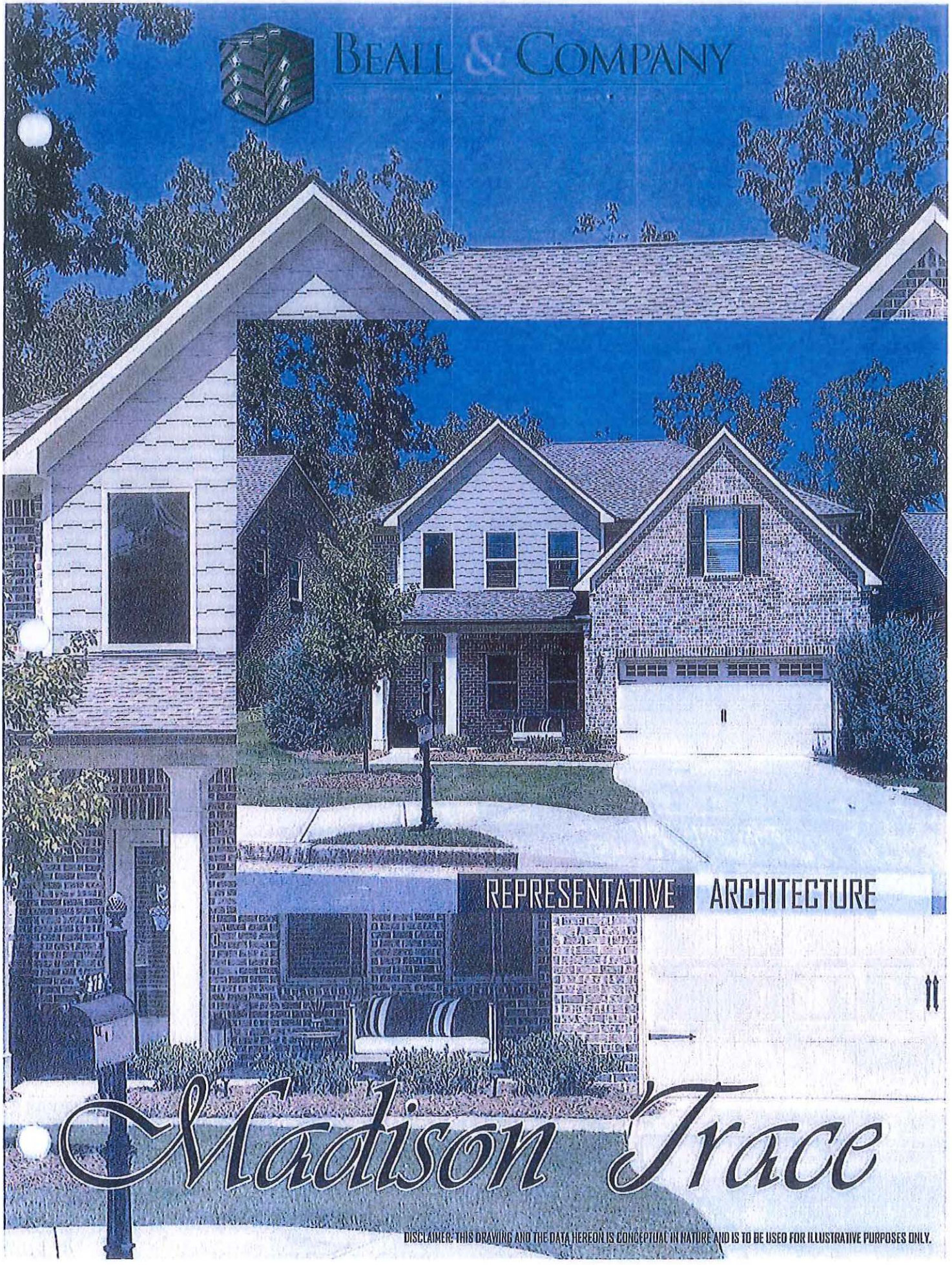
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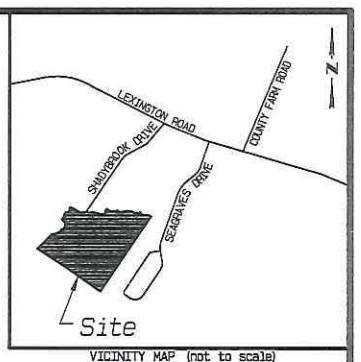
Job No. 2023-04

Reserved for Clerk of Court

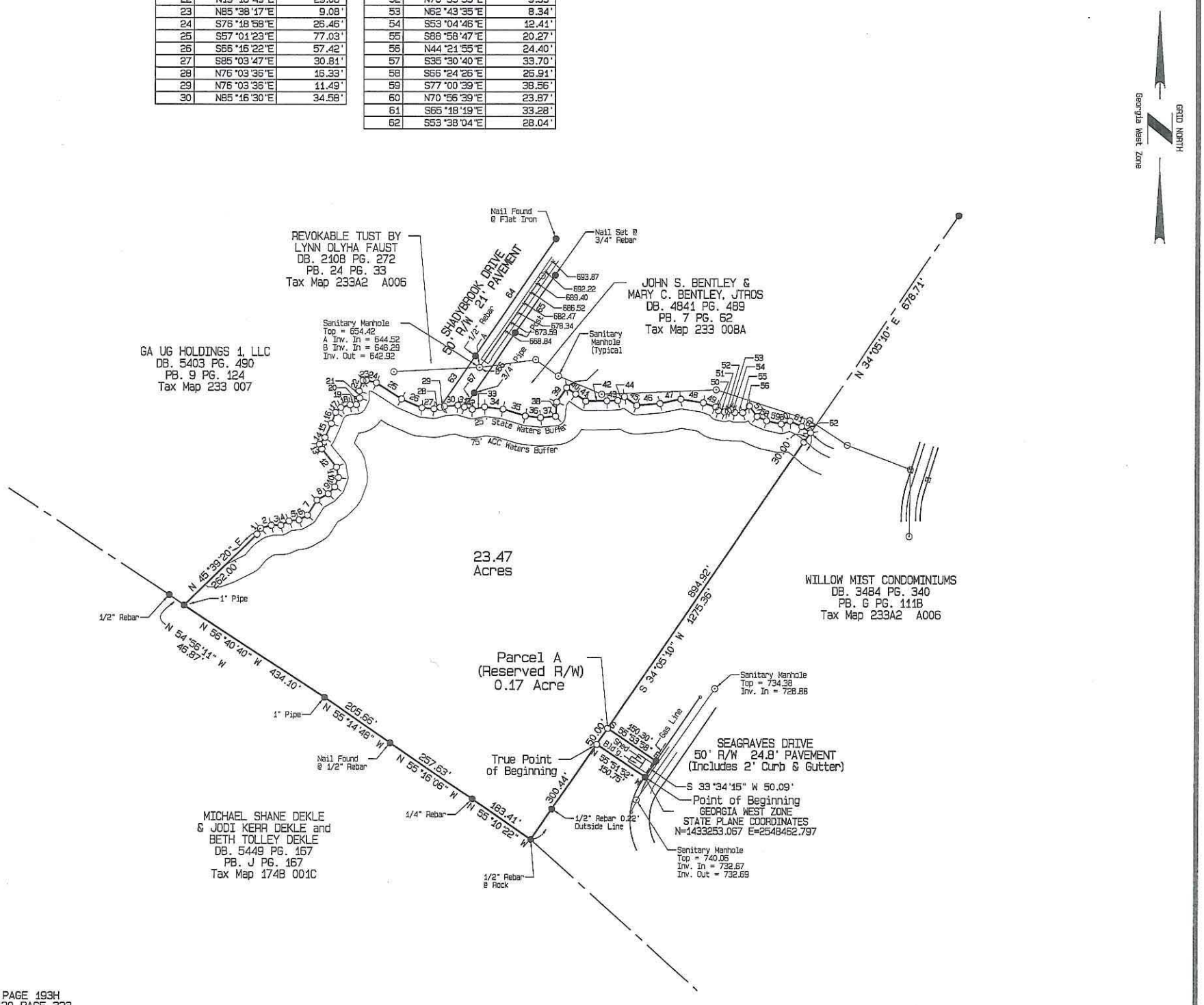
LINE	BEARING	DISTANCE
1	N32°06'57"E	17.50'
2	N74°30'17"E	28.58'
3	N89°41'24"E	24.78'
4	N62°24'02"E	23.46'
5	N83°39'47"E	25.82'
6	N60°34'39"E	25.13'
7	N31°42'19"E	45.83'
8	N60°26'39"E	33.50'
9	N43°38'45"E	24.40'
10	N20°35'06"E	25.66'
11	N09°56'47"W	28.13'
12	N38°34'47"W	60.57'
13	N26°14'19"W	13.60'
14	N38°37'05"E	22.73'
15	N23°25'07"E	40.56'
16	N20°57'18"E	30.51'
17	N44°45'24"E	18.82'
18	N74°01'03"E	25.13'
19	N87°33'29"E	15.84'
20	N26°02'59"E	18.97'
21	N04°08'36"W	17.84'
22	N19°16'49"E	29.06'
23	N85°38'17"E	9.08'
24	S76°18'58"E	26.46'
25	S57°01'23"E	77.03'
26	S66°16'22"E	57.42'
27	S85°03'47"E	30.81'
28	N76°03'36"E	16.33'
29	N76°03'36"E	11.49'
30	N85°16'30"E	34.58'

LINE	BEARING	DISTANCE
31	S74°10'32"E	17.33'
32	S74°10'32"E	21.11'
33	N79°02'22"E	32.32'
34	S83°18'13"E	47.64'
35	S72°43'35"E	59.76'
36	S83°54'01"E	39.38'
37	N84°56'36"E	38.77'
38	N04°55'43"E	37.33'
39	N34°05'59"E	44.91'
40	S54°51'33"E	28.49'
41	S54°57'05"E	31.90'
42	N89°18'54"E	53.92'
43	N87°24'50"E	27.74'
44	N61°28'19"E	19.91'
45	S54°28'13"E	38.37'
46	N85°12'47"E	60.09'
47	N77°58'32"E	54.64'
48	S80°58'40"E	58.59'
49	S70°52'43"E	33.35'
50	S36°40'10"E	12.04'
51	S77°50'31"E	16.04'
52	N76°33'35"E	9.55'
53	N62°43'35"E	8.34'
54	S53°04'46"E	12.41'
55	S88°58'47"E	20.27'
56	N44°21'55"E	24.40'
57	S35°30'40"E	33.70'
58	S66°24'26"E	26.91'
59	S77°00'39"E	38.56'
60	N70°56'39"E	23.87'
61	S65°18'19"E	33.28'
62	S53°38'04"E	28.04'

LINE	BEARING	DISTANCE
63	N34°11'11"E	161.02'
64	N34°11'11"E	365.97'
65	S34°41'16"W	180.35'
66	S34°06'49"W	186.68'
67	S34°06'49"W	44.63'



VICINITY MAP (not to scale)



REFERENCES:
PLAT BOOK G PAGE 193H
DEED BOOK 4120 PAGE 323

STREET ADDRESS:
215 SHADYBROOK DRIVE

NOTES:
THIS PROPERTY IS ZONED RS-8
TOTAL AREA OF PROPERTY: 23.474 ACRES
THIS PROPERTY REPRESENTS TAX MAP 233 008A.
ALL PROPERTY CORNERS ARE 1/2" REBAR, UNLESS OTHERWISE NOTED.

SURVEY WAS PREPARED WITHOUTH THE BENEFIT OF A COMPLETE TITLE SEARCH. THIS PROPERTY IS SUBJECT TO ANY AND ALL DEED RESTRICTIONS, EASEMENTS, OR RIGHT OF WAYS OF RECORD, SHOWN OR NOT SHOWN.

FIELD WORK COMPLETED: FEBRUARY, 2023

PLAT ABBREVIATIONS
PB. - Plat Book
DB. - Deed Book
PG. - Page
R/W - Right of Way

GRAPHIC SCALE 1"=200'
0 200 400 600

● IPF-Iron Pin Found ○ IPS-Iron Pin Set ⌀ Computed Point Only ☒ Concrete Monument

PLAT CLOSURE STATEMENT
THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 729,105 FEET

FIELD CLOSURE STATEMENT
THIS FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 12,400 FEET, AND AN ANGULAR ERROR OF 2" PER ANGLE POINT, AND WAS NOT ADJUSTED. ALL LINEAR AND ANGULAR MEASUREMENTS WERE OBTAINED USING A TOPCON TOTAL STATION, MODEL GPT 3002.

SURVEYOR'S CERTIFICATION

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown hereon actually exist or are marked as "future", and their location, size, type, and materials are correctly shown; and that all requirements of the Unified Developement Code of Oconee Co., Georgia have been fully complied with.

Ray N. Woods 2049
Georgia Registered Land Surveyor Number

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon.
RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND.
Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Ray N. Woods 02-07-2023
GEORGIA REGISTERED LAND SURVEYOR NUMBER 2049 DATE

RAY N. WOODS
GEORGIA REGISTERED
LAND SURVEYOR #2049

THIS PLAT IS NOT VALID OR RECORDABLE UNLESS SAID SURVEYOR'S SIGNATURE APPEARS OVER THE STAMP

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW.

RETRACEMENT BOUNDARY PLAT FOR
RONNIE KITTLE

GMD:	COUNTY	STATE	DATE	INSTRUMENT
1894	OCONEE	GEORGIA	02-07-2023	LEICA

DRAWN BY:	PLAT CLOSURE
MIKE W.	1/729,105
DWG NAME: RonnyKittle	FIELD CLOSURE 1/12,400
FIELD BOOK: D-148	ANGLE CLOSURE 2" per Angle

BASELINE SURVEYING & ENGINEERING, INC.
P.O. BOX 269
WATKINSVILLE, GEORGIA 30677
www.baselinega.com
(706)-769-6610
COA #1108

GEORGIA REGISTERED NO. 2049 PROFESSIONAL LAND SURVEYOR RAY N. WOODS

Stephen Jaques

From: Max Doty
Sent: Wednesday, June 5, 2024 11:35 AM
To: Marc Beechuk; Stephen Jaques
Cc: Planning Internet Email
Subject: FW: [EXT]Fwd: 1 215 Shadybrook Dr

From: Lynn Faust [redacted]
Sent: Wednesday, June 5, 2024 11:29 AM
To: Planning Internet Email <Planning@accgov.com>
Cc: Tiffany Taylor <Tiffany.Taylor@accgov.com>; Patrick Davenport <Patrick.Davenport@accgov.com>; Carol Myers <Carol.Myers@accgov.com>
Subject: [EXT]Fwd: 1 215 Shadybrook Dr

EXTERNAL SENDER: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Planning Department,

I applaud Kittle Construction for listening to the concerns of our adjacent neighborhood. Lower density and concern for retaining some of the natural beauty of this parcel is appreciated and will make good neighbors.
By requesting the rezone, the property should not be mass graded, be able to preserve important mature trees (20% more) and maintain some wildlife habitat that will benefit our entire community. (Please reconsider the requirement for mass grading!)

I trust the same care will be given when the waterline is connected to the line on Shadybrook Drive, impacting the stream and riparian zone.
I would like to stress the value, attention and care needed for the riparian zone when considering the path of the nature trail.

ACC's past sewer construction and lack of invasive plant maintanence on this public right of way, mostly kudzu, has the potential to invade this property which should be a concern.

Thank you for your attention with 215 Shadybrook Drive
Zone-2024-05-0927, June 6th, 2024

Lynn Faust
Shadybrook Drive

Van & Denise Burns
140 Seagraves Drive
Athens GA 30605-2414

Athens-Clarke County Planning Department
120 W Dougherty St
Athens GA 30601

June 6, 2024

To Whom it May Concern:

We received a letter this week about the Proposed Zoning Action on Parcel 233 008A at 215 Shadybrook Drive, and we are writing in opposition to this.

We have lived at 140 Seagraves Drive, on the street adjacent to Shadybrook Drive, for over 25 years. While this property would not abut our property, we think a development of this type would negatively affect us, and harm the entire neighborhood.

The proposed location of the development will make an already bad traffic situation on Lexington Road even worse. That negative impact is compounded by the fact that one of the proposed exits from the new neighborhood connects with Seagraves Drive, increasing noise and traffic in our neighborhood, where many children live. These are problems we do not need.

Construction of the new neighborhood would destroy many acres of natural habitat that have nurtured generations of deer, foxes, otters, beavers, hawks, owls and many other creatures who make the neighborhood woods their home. This is not to mention the destruction of the forest itself and the elimination of natural watershed and other benefits of the undisturbed land. We should be doing whatever we can to preserve natural habitat, not destroy it.

If it is allowed to proceed, there is no doubt the proposed 23+ acre development is going to have adverse effects on both humans and wildlife. The negative consequences of building this development will be significant, life-altering and permanent. We cannot be more clear in our opposition to this project, and we urge you in the strongest terms to oppose it.

Thank you,

Van Burns
Denise Burns

AN ORDINANCE TO AMEND THE CODE OF ATHENS-CLARKE COUNTY, GEORGIA WITH RESPECT TO **SPECIAL USE APPROVAL IN THE C-G (A) (COMMERCIAL GENERAL, AIRPORT OVERLAY) FOR TWO PARCELS OF LAND LOCATED AT 1580 AND 1590 LEXINGTON ROAD**; AND FOR OTHER PURPOSES.

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

SECTION 1. The current C-G (A) (Commercial-General, Airport Overlay) District is hereby amended to provide for special use approval of drive-through restaurant. The affected parcels of land comprise approximately 1.17 acres, are located at 1580 and 1590 Lexington Road, and are known as tax parcel numbers 174B1 B009 and 174B1 B009A on the Athens-Clarke County Tax Map, being on file and available for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia. The date of this amendment to the Official Zoning Map as shown by Attachment A hereto shall be noted on the Official Zoning Map in the office of the Clerk of Commission and duly noted in the minutes of the Commission meeting.

The subject parcel is further described in that certain document entitled "Site Plan," designated in the lower right-hand corner as sheet number "C-101," prepared by Benjamin Washburn, registered professional engineer, dated October of 2023, and which is on file for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia.

SECTION 2. The binding site plan associated with this ordinance and incorporated herein by reference consists of two pages in total. Each sheet is numbered, titled, and dated as shown in the table below.

Sheet No.:	Title	Date:
C-101	Site Plan	October [N/A], 2023
PL2.1	Preliminary Elevations	June 08, 2024

Each sheet listed above is stamped "Binding 8-5-24" and is on file and available for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia.

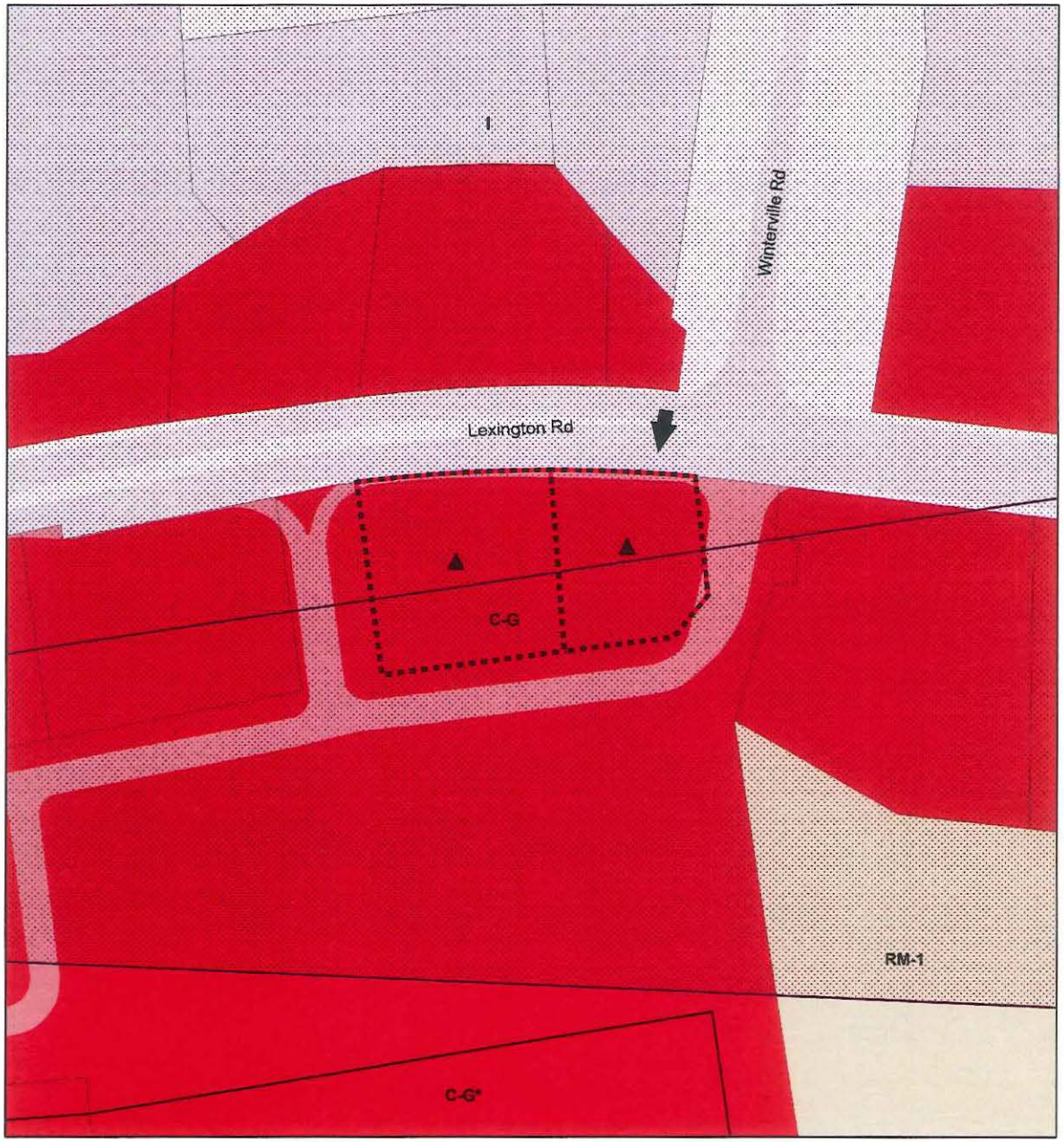
The binding written plan associated with this ordinance and incorporated herein by reference consists of three pages in total, entitled "1580 & 1590 Lexington Rd, Special Use Application Report," prepared by Benjamin Washburn, registered professional engineer, stamped "Binding 8-5-24," and is on file for public inspection in the office of the Athens-Clarke County Planning Department, 120 West Dougherty Street, Athens, Georgia.

SECTION 3. The following variances shall be associated with the special use approved herein:

1. Variance to reduce the requirement found in Section 8-7-15 of the Code of Athens-Clarke County, Georgia, regarding the required percentage of tree canopy covered from 40% to 35%.

2. Variance to reduce the required percentage of landscaped area as required by Section 9-25-8 of the Code of Athens-Clarke County, Georgia, regarding site design standards from 20% to 13%.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.



The Official Zoning Map of Athens-Clarke County

Legend

- P, Parks
- IN, Institutional
- C-G, Commercial-General
- C-D, Commercial-Downtown
- C-N, Commercial-Neighborhood
- C-O, Commercial-Office
- C-R, Commercial-Rural
- E-I, Employment-Industrial
- E-O, Employment-Office
- G, Government
- I, Industrial
- AR, Agricultural Residential (1 unit per 10 acre density)
- RM-1, Mixed Density Residential (16 multi-family units per acre)
- RM-2, Mixed Density Residential (24 multi-family units per acre)
- RM-3, Mixed Density Residential (50 multi-family units per acre)
- RS-5, Single-Family Residential (5,000 sq. ft. min. lot area)
- RS-8, Single-Family Residential (8,000 sq. ft. min. lot area)
- RS-15, Single-Family Residential (15,000 sq. ft. min. lot area)
- RS-25, Single-Family Residential (25,000 sq. ft. min. lot area)
- RS-40, Single-Family Residential (40,000 sq. ft. min. lot area)

Parcel boundaries of the zones determined by legal description
The parcels shown on this map are to be used only as a guide.

- Downtown Design Areas
  - (DHD), Downtown Historic District
  - (WD), West Downtown
  - (ED), East Downtown
  - (DS), Dougherty Street
  - (RIV), River
  - (WE), West End
  - (ND), North Downtown
- Airport Overlay
  - AZ1, Precision Approach Zone
  - AZ2, Larger than Utility Runway Nonprecision Approach Zone
  - AZ3, Utility Runway Nonprecision Approach Zone
  - TZ, Transitional Zone
  - RPZ, Runway Protection Zone
  - PSZ, Primary Surface Zone
- 78/316 Special District Overlay
- PD, Planned Development
- *, Zoning with Conditions
- Historic District
- RM-LTD, Mixed Density Residential Limited Overlay
- Conditional Use
- GSRC, Gaines School Road Corridor Special District Overlay
- MAC, Milledge Avenue Corridor Special District Overlay
- WBS, West Broad Street Special District Overlay
- Winterville Boundary
- Bogart Boundary
- ACC Boundary
- Railroads
- Special Use
- Historic Landmark

100 50 0 100 200 300 Feet

ATTACHMENT A	SUP-2023-11-2301 SPECIAL USE
576	1580 & 1590 LEXINGTON ROAD C. Benjamin Washburn / JPC Design & Construction William B. Jones
FROM: C-G (A)	TO: Special Use in C-G (A)

TAX PARCEL #	PLANNING COMMISSION MEETING DATE	ATHENS-CLARKE COUNTY COMMISSION MEETING DATE
174B1 B009A & 174B1 B009	August 1, 2024	September 3, 2024

ATHENS-CLARKE COUNTY PLANNING COMMISSION
RECOMMENDATION

DATE: AUGUST 1, 2024	**FILE NO:** SUP-2023-11-2301

LOCATION: 1580 & 1590 Lexington Road
APPLICANT: C. Benjamin Washburn / JPC Design & Construction
OWNER: William B. Jones
REQUEST: Special Use in C-G (A)
COMMISSION DISTRICT: 3

PLANNING COMMISSION MOTION AND RECOMMENDATION:

NAME	YEA	NAY	ABSTAIN	NAME	YEA	NAY	ABSTAIN
Chair: Matthew Hall Present				Carey McLaughlin Present	X		
Vice-Chair: Kristen Morales Present	X			Taylor Pass Absent			
Sheila Collins Present	X			Alexander Sams Present	X		
Sara Beresford Present	X			Monique Sanders Present	X		
Sarah Gehring Present	X			Michael Lord Present	X		
NOTE: Chair does not vote except in case of tie.				TOTAL VOTES:	8	0	0

For: Jeremy Crosby (applicant)
Against: None

Discussion: The applicant explained that the plan involves gutting and expanding the existing gas station while adding the restaurant use. Commissioners did not have any major discussion points.

Motion: Ms. Beresford made a motion to recommend approval. Ms. Morales seconded the motion, which passed unanimously.

STAFF REPORT
SPECIAL USE
1580 & 1590 LEXINGTON ROAD
SUP-2023-12-2301
AUGUST 1, 2024

APPLICANT: .....C. Benjamin Washburn/JPC Design & Construction
OWNER: .....William B. Jones / Jones Petroleum
ZONING REQUEST: .....Special Use in C-G (A)
TYPE OF REQUEST: .....Type I
LOCATION: .....1580 & 1590 Lexington Road
TAX MAP NUMBERS: .....174B1 B009 & 174B1 B009A
COUNTY COMMISSION DISTRICT: 3
SIZE OF REZONING AREA: .....1.17 acres
PRESENT USE: .....Commercial Convenience Store & Gas Station
PROPOSED USE: .....Convenience Store & Drive-Thru Restaurant
PUBLIC NOTICE POSTED: .....July 17, 2024
STAFF RECOMMENDATION: .....***APPROVAL***
PLANNING COMM. RECOMMENDATION: .....***APPROVAL***
MAYOR & COMMISSION AGENDA SETTING: ...August 20, 2024 (tentative)
MAYOR & COMMISSION VOTING SESSION: .....September 3, 2024 (tentative)

I. Summary Recommendation

The applicant is requesting a Special Use Permit at 1580 & 1590 Lexington Road on a property zoned Commercial General (A) (C-G, Airport Overlay) for the purpose of constructing a drive thru restaurant in the Airport Overlay. The parcels currently have a convenience store with a gas station and surface parking. The parcels have limited landscaping and lack tree canopy coverage. The proposal is for a quick service restaurant tenant space that would be connected to the convenience store along with a proposed rear driveway. The proposed addition is 2,350 sq ft and has room for 32 interior seats. Per section 9-13-4(C)5, a restaurant in the Airport Overlay requires approval of the Special Use Permit subject to meeting conditions in Athens-Clarke County Code chapter 9-20.

1590 Lexington Road has had a restaurant use in the past, but was demolished in 2017 and currently serves as overflow parking along with a food truck operation. These parcels sit along a heavily traversed portion of Lexington Rd where it meets with Barnett Shoals Rd and GA Loop 10. They are out parcels for the movie theatre which also contains a car wash and boxing gym. Access to these major roads includes options through a signalized intersection on Lexington Road or via Barnett Shoals Road which connects to the eastside or through a second signalized intersection heading into town. The GA Loop 10 interchange is currently being upgraded with a new northbound ramp and realignment to help traffic flow through this area. **Staff recommends approval of the request** (with the requested variances) to allow for renovation of an existing structure, expansion of a commercial use along a well-connected corridor and continued build-out of a commercial center.

Variances

A. A reduction in the required percentage of tree canopy coverage as required by Sec. 8-7-15. - Tree canopy cover from 40% to 35%. Staff supports the request with a minor change *(see variance section below)*

B. A reduction in the required percentage of landscaped area as required by Sec. 9-25-8. – Site design standards from 20% to 13%. Staff supports the request

Planning Commission Recommendation: **Commissioners did not have any major discussion points and voted to recommend approval.**

II. Purpose of Applicant Request

A. Proposal

The purpose of this request is to seek approval of a Special Use Permit for a restaurant within the Airport Overlay in a Commercial General (C-G) zoning district. The proposal is for an addition onto an existing convenience store with a rear drive thru. The addition is 2,350 sq ft and would accommodate 32 interior seats.

B. Existing Conditions

The proposed restaurant is to be located on two tracts that combine to be 1.17-acres, 1580 and 1590 Lexington Road. The subject properties are located on out-parcels in front of the movie theater; southeast corner of Lexington Road and Barnett Shoals Road; directly east of the Lexington Road/Oconee Street and GA Loop 10 interchange. 1580 Lexington Road has an existing convenience store with gas pumps. Both parcels are lightly landscaped and contain a few crepe myrtles providing limited tree canopy. The parcels sit adjacent to other out-parcels (west), the movie theatre (south), a C-G zoned property with one structure and across the street from a C-G zoned package store. All of those properties are zoned C-G, an RM-1 property sits caddy corner to the southeast. The properties sit a little over a mile from Downtown and UGA as well as being a key gateway to the eastside. Athens Transit operates multiple routes along Lexington Road and Barnett Shoals Road.

III. Policy Analysis

A. Compatibility with Comprehensive Plan

The 2023 Comprehensive Plan calls for the following policies:

Land Use

- *Establish corridor redevelopment incentives or zoning policies for gateway and other important corridors*

The Comprehensive Plan speaks heavily about infill, redevelopment and locating additional commercial operations around existing ones as well as people. This proposal includes building out additional space in a commercial center.

B. Consistency with Future Land Use Map

The 2023 Future Land Use Map designates the subject parcels as *General Business*, which is described as follows:

General Business:

These are commercial areas that serve a variety of needs for the residents of the region. It is intended for small- and large-scale retailing and service uses that are auto-oriented, such as Atlanta Highway, Lexington Road and US 29 North. Pedestrian-oriented design is particularly appropriate when these streets contain neighborhood-shopping areas or are adjacent to multifamily housing or residential neighborhoods. Pedestrian circulation in these centers is a primary concern, therefore, connectivity within and to surrounding areas should be encouraged. Internal pedestrian walkways should be provided from the public right-of-way to the principal customer entrance of all principal buildings on the site. Walkways should connect focal points of pedestrian activity such as, but not limited to, transit stops, street crossings, building, store entry points, and plaza space. Walkways shall feature adjoining landscaped areas that contribute to the establishment or enhancement of community and public spaces. The street level facade of these areas should have a scale and architectural elements that relate to pedestrians. Buildings should be oriented to the street corridors which should be lined with street-trees. Small and medium scale retail stores should frame the streets with large-scale retailers located behind with focus given to pedestrian circulation rather than automobiles. Parking lots should not be located at the street front and shared parking should be encouraged.

No change to the Future Land Use Map is required since the special use request is already consistent with the Map.

C. Consistency with the Zoning Map

The applicant has requested a special use in a C-G (A) zone for a restaurant in the Airport Overlay. The applicant does not need to change the Zoning Map because the use is commercial in nature and conforms to the code if a Special Use permit is obtained.

D. Consistency with Other Adopted ACCGov Plans, Studies, or Programs

Lexington Road is planned to include The Greenway Network in the form of a multi-use path along these parcels, however, further design has not been proposed or completed at this time.

IV. Technical Assessment

A. Environment

The property does not contain any features from the Athens-Clarke County Environmental Areas Map.

The Arborist has reviewed the tree management plan and offered the following comments:

- *The ACC Arborist recommends approval of the plan with the following minor change:*
  - *Swap the Crepe Myrtle in the tree island adjacent to the eastern entry/exit for a medium canopy tree*

B. Grading and Drainage

The Transportation & Public Works Department has reviewed and approved the proposal without any grading-and-drainage comment.

C. Water and Sewer Availability

The Public Utilities Department has reviewed and approved the proposal without comment.

D. Transportation

The Transportation & Public Works Department has reviewed and approved the proposal without any transportation-related comment.

E. Fire Protection

The Fire Marshal has reviewed the proposal and recommended approval without comment.

F. Airport Authority

The Airport Authority heard the request on January 23, 2024 and recommended approval of the proposal as submitted.

G. Compliance with the Zoning Ordinance and Development Standards

The application report, site plan and elevation drawing submitted with this request will become binding for the project upon approval of the Special Use Permit. All exemptions to the zoning and development standards must be identified in the application prior to approval of a binding proposal since the development will otherwise be expected to adhere to the ordinance standards. Signage and lighting are not reviewed at this stage, but the applicant is required to adhere to those standards as well.

As defined in Athens-Clarke County Code Section 9-20-1, a Special Use is a use that is not automatically permitted by right, but which may be permitted within a zoning district subject to meeting specific conditions. As found in Section 9-20-5, when evaluating the effect of the proposed use on the surrounding area, the Athens-Clarke County Mayor and Commission shall consider the following:

Special Use Criteria

A. *Similarity in scale, bulk and coverage:*

The proposed addition is of a similar scale to the existing convenience store. Lot coverage, as shown would also be consistent with the adjacent parcels.

B. *Character and volume of traffic and vehicular parking generated by the proposed use and the effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities:*

The commercial development has three points of ingress/egress and shares uses that would have a variety of hours of operation. Traffic is at its peak in this location during rush hour; this use might create a small increase during those times; however, it would likely come from commuters already on that route or be during the lunch and dinner hours.

C. *Architectural compatibility with the surrounding area:*

The addition mirrors the existing structure on the property.

D. *The possible impact on the environment, including, but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quality, including the generation of smoke, dust, odors, or environmental pollutants:*

The applicant is not proposing any functions of the property that would cause impacts on environmental areas. Transportation and Public Works' comment needs to be considered in regards to stormwater management.

E. *Generation of noise, light, and glare:*

The applicant is not proposing any functions of the property that would generate noise, light or glare beyond what occurs at a commercial establishment. Standard parking lot screening will be required on the improved aspects of the site. The applicant will have to abide by the Airport Overlay's regulations governing lighting and glare.

F. *The development of adjacent properties compatible with the future development map and the zoning district:*

The proposal will only have minimal impact on the development of surrounding property. Development activity in the area has been occurring in recent years and this proposal could fill another gap in the built environment.

G. *Impact on future transportation corridors:*

The request will have little to no impact on future transportation corridors.

H. *Impact on the character of the neighborhood by the establishment or expansion of the proposed use in conjunction with similar uses:*

Most uses in the area are commercial in nature. Some residential does exist to the east and off Lexington Road, however, there is no proposed connection to an incompatible use.

I. *Other factors found to be relevant by the hearing authority for review of the proposed use:*

No additional factors need to be examined for this request.

Variances

A. A reduction in the required percentage of tree canopy coverage as required by Sec. 8-7-15. - Tree canopy cover from 40% to 35%.

B. A reduction in the required percentage of landscaped area as required by Sec. 9-25-8. – Site design standards from 20% to 13%.

1. *Describe the extraordinary and exceptional conditions pertaining to this particular piece of property in question because of its size, shape, character, or topography that do not apply generally to other land in the vicinity:*

    a. The property was previously developed, graded and paved, this request is simply looking to expand on the existing site and replace a former restaurant use with a new restaurant use.

    b. Similar to variance request A, this project has existing landscaping, buildings and traffic flow. The proposal does remove a small amount of landscaping in the rear, but adds some around the ne dumpster location and enhances the remaining existing.

2. *Explain how the strict application of the provisions of this title to this particular piece of property would create an undue and unnecessary hardship so that the grant of the variance is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant:*

    a. The existing conditions, building placement and traffic flow on the site are established. Certain aspects cannot be changed, other aspects such as tree planting are being improved.

b. The existing conditions, building placement and traffic flow on the site are established. Certain aspects cannot be changed, other aspects such as landscaping are being enhanced.

3. *Describe how the special conditions and circumstances do not result from the actions of the applicant:*

   a. The site has had existing development with minimal tree plantings

   b. The site has had existing development with minimal landscaping

4. *Explain how the benefits of granting the variance will be greater than any negative impacts on the development of the adjacent uses; and will further the purpose and intent of this ordinance and the Comprehensive Plan of Athens-Clarke County.*

   a. Granting this variance will allow the parcel to redevelop and add commercial opportunities at an infill site which once housed a restaurant use.

   b. Granting this variance will allow the parcel to redevelop and add commercial opportunities at an infill site which once housed a restaurant use.

5. *Explain how the variance, if granted, will represent the minimum variance that will afford relief from the identified hardship and will represent the least deviation possible from the zoning regulation and from the comprehensive plan.*

   a. Staff notes that one small change would make this request the minimum variance necessary. The existing Crepe Myrtle in the tree island adjacent to the eastern entry/exit can be swapped out with a medium canopy tree to add an additional 750 sqft. of canopy.

   b. The applicant has enhanced the existing sub-standard landscaping on site while fitting required parking, drive-thru bypass lane and code compliant trash facilities to the site.

The applicant is seeking to redevelop an existing site with pavement, structures, traffic flow, minimal tree canopy and minimal landscaping. The site formerly had a restaurant use and is looking to reestablish a new one with minor enhancements to the landscaping and tree canopy. Staff Supports B. as listed and variance A. with the small modification stated in point 5 above.

End of Staff Report.

Reviewed — Zoning Criteria Considered by Staff

The following factors have been considered as set forth in Guhl v. Holcomb Bridge Road Corp., 238 Ga. 322, 232 S.E.2d 830 (1977).

☒ The proposed zoning action conforms to the Future Land Use map, the general plans for the physical development of Athens-Clarke County, and any master plan or portion thereof adopted by the Mayor and Commission.

☒ The proposed use meets all objective criteria set forth for that use provided in the zoning ordinance and conforms to the purpose and intent of the Comprehensive Plan and all its elements.

☒ The proposal will not adversely affect the balance of land uses in Athens-Clarke County.

☒ The cost of the Unified Government and other governmental entities in providing, improving, increasing or maintaining public utilities, schools, streets and other public safety measures.

☒ The existing land use pattern surrounding the property in issue.

☒ The possible creation of an isolated district unrelated to adjacent and nearby districts.

☒ The aesthetic effect of existing and future use of the property as it relates to the surrounding area.

☒ Whether the proposed zoning action will be a deterrent to the value or improvement of development of adjacent property in accordance with existing regulations.

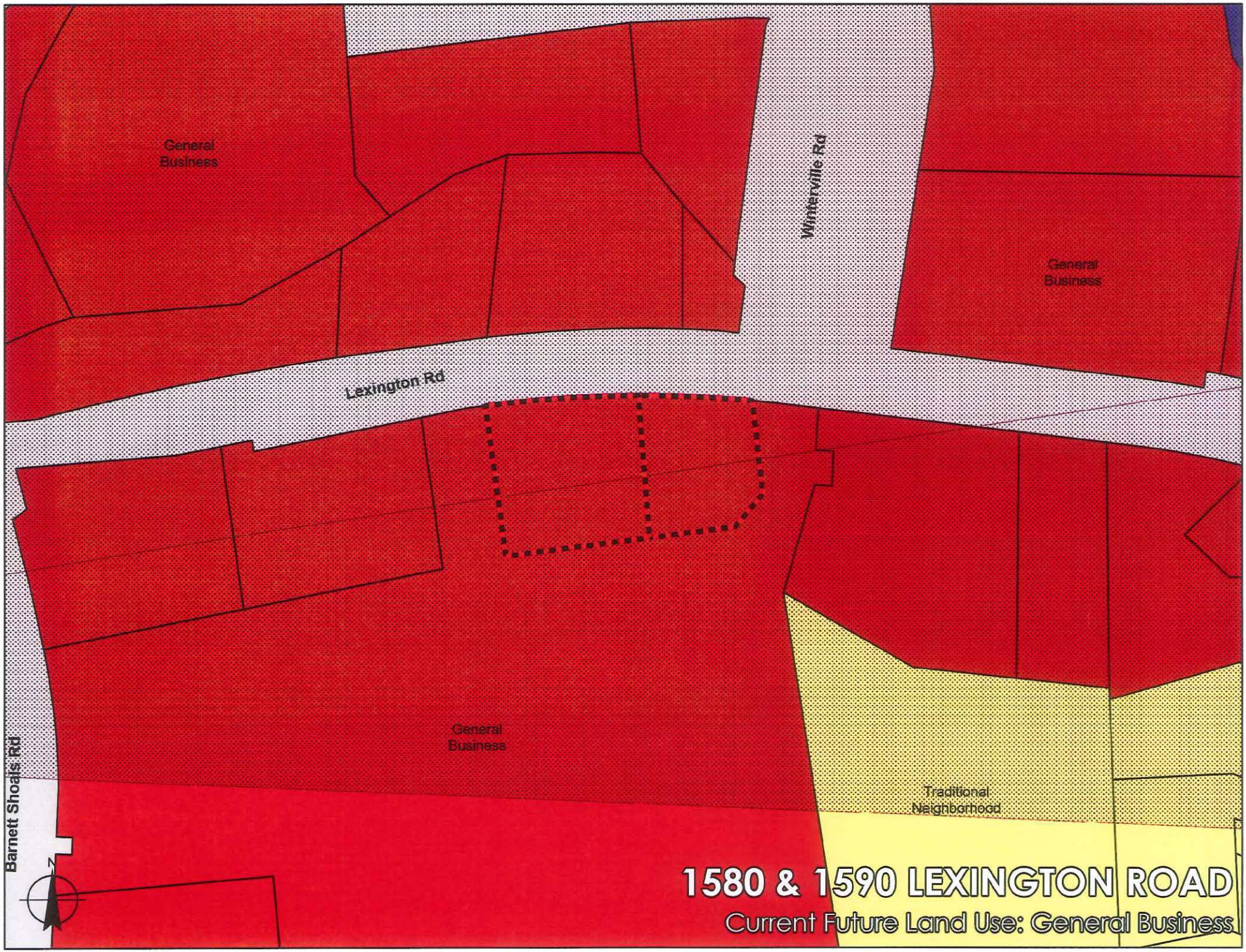
☒ Whether there are substantial reasons why the property cannot be used in accordance with existing zoning; provided, however, evidence that the economic value of the property, as currently zoned, is less than its economic value if zoned as requested will not alone constitute a significant detriment.

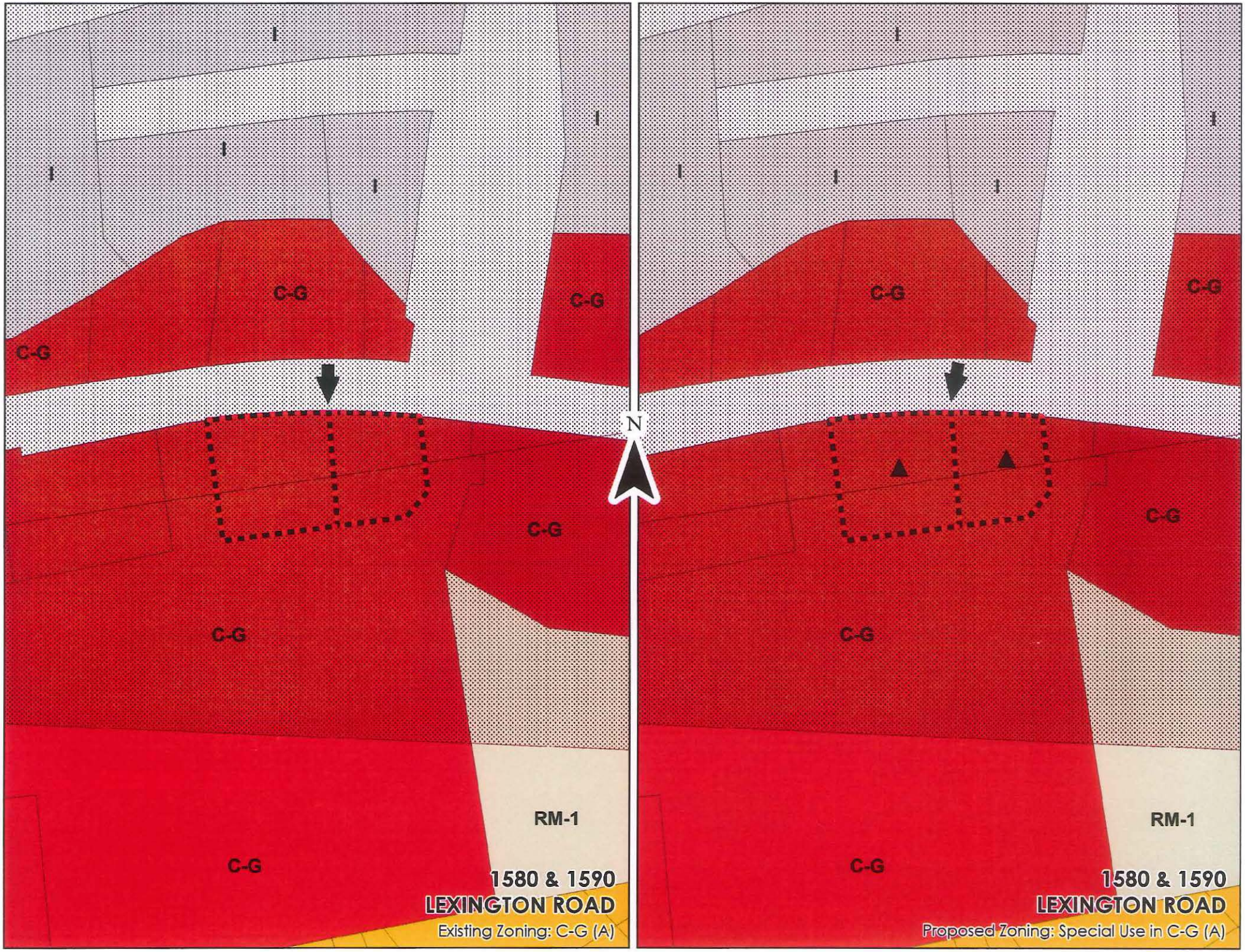
☒ Whether there are other existing or changing conditions affecting the use and development of the property that give supporting grounds for either approval or disapproval of the zoning proposal.

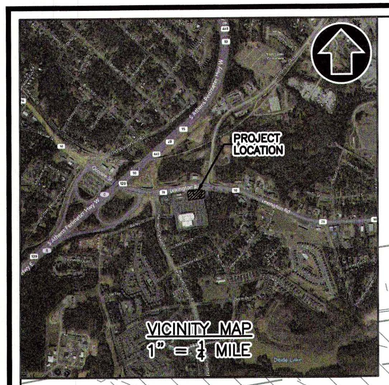
☒ Public services, which include physical facilities and staff capacity, exist sufficient to service the proposal.

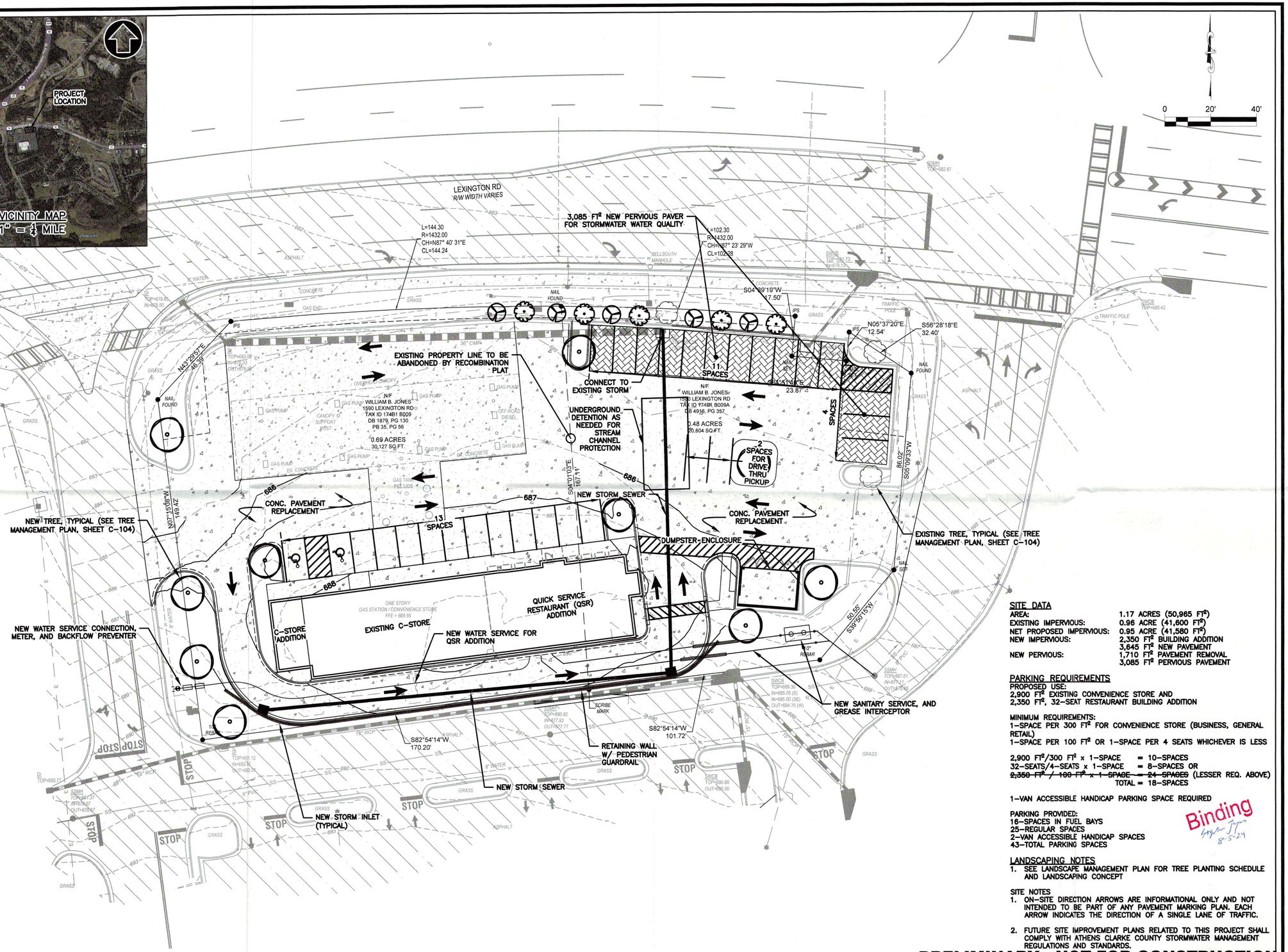
☒ The population density pattern and possible increase or over-taxing of the load on public facilities including, but not limited to, schools, utilities, and streets.

☒ The possible impact on the environment, including but not limited to, drainage, soil erosion and sedimentation, flooding, air quality and water quantity.


General Business
Winterville Rd
General Business
Lexington Rd
General Business
Barnett Shoals Rd
Traditional Neighborhood
N
1580 & 1590 LEXINGTON ROAD
Current Future Land Use: General Business


I
C-G
N
RM-1
1580 & 1590
LEXINGTON ROAD
Existing Zoning: C-G (A)
1580 & 1590
LEXINGTON ROAD
Proposed Zoning: Special Use in C-G (A)





SITE DATA

AREA:	1.17 ACRES (50,965 FT²)
EXISTING IMPERVIOUS:	0.96 ACRE (41,600 FT²)
NET PROPOSED IMPERVIOUS:	0.95 ACRE (41,580 FT²)
NEW IMPERVIOUS:	2,350 FT² BUILDING ADDITION 3,645 FT² NEW PAVEMENT
NEW PERVIOUS:	1,710 FT² PAVEMENT REMOVAL 3,085 FT² PERVIOUS PAVEMENT

PARKING REQUIREMENTS

PROPOSED USE:
2,900 FT² EXISTING CONVENIENCE STORE AND
2,350 FT², 32-SEAT RESTAURANT BUILDING ADDITION

MINIMUM REQUIREMENTS:
1-SPACE PER 300 FT² FOR CONVENIENCE STORE (BUSINESS, GENERAL RETAIL)
1-SPACE PER 100 FT² OR 1-SPACE PER 4 SEATS WHICHEVER IS LESS

2,900 FT²/300 FT² x 1-SPACE = 10-SPACES
32-SEATS/4-SEATS x 1-SPACE = 8-SPACES OR
~~2,350 FT² / 100 FT² x 1-SPACE = 24-SPACES~~ (LESSER REQ. ABOVE)
TOTAL = 18-SPACES

1-VAN ACCESSIBLE HANDICAP PARKING SPACE REQUIRED

PARKING PROVIDED:
16-SPACES IN FUEL BAYS
25-REGULAR SPACES
2-VAN ACCESSIBLE HANDICAP SPACES
43-TOTAL PARKING SPACES

Binding
8-5-24

LANDSCAPING NOTES

1. SEE LANDSCAPE MANAGEMENT PLAN FOR TREE PLANTING SCHEDULE AND LANDSCAPING CONCEPT

SITE NOTES

1. ON-SITE DIRECTION ARROWS ARE INFORMATIONAL ONLY AND NOT INTENDED TO BE PART OF ANY PAVEMENT MARKING PLAN. EACH ARROW INDICATES THE DIRECTION OF A SINGLE LANE OF TRAFFIC.
2. FUTURE SITE IMPROVEMENT PLANS RELATED TO THIS PROJECT SHALL COMPLY WITH ATHENS CLARKE COUNTY STORMWATER MANAGEMENT REGULATIONS AND STANDARDS.

PRELIMINARY - NOT FOR CONSTRUCTION

JPC Design and Construction, LLC
P.O. Box 710
Jackson, GA 30233
(678) 775-2386
GA COA No. PEF008599

GEORGIA REGISTERED PROFESSIONAL ENGINEER
No. 041913
BENJAMIN WASHBURN

CALL 811 BEFORE YOU DIG
SAFE DIGGING PARTNER

Jones petro

REVISIONS:

DATE: OCT. 2023
SCALE: 1" = 20'

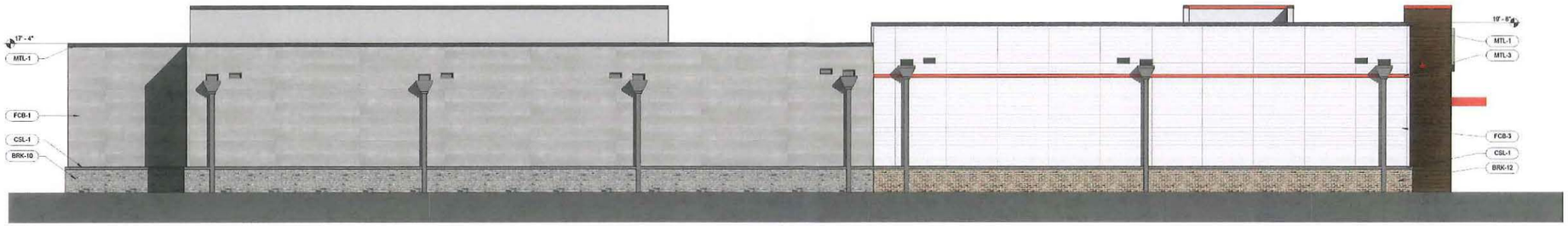
CONVENIENCE STORE EXPANSION
CIVIL/SITE IMPROVEMENTS
1580 & 1590 LEXINGTON BLVD | ATHENS, GA
FOR
JONES PETROLEUM, INC.

SITE PLAN

C-101

6/5/2024 12:24:36 PM - X:\ENGINEERING\1580 LEXINGTON RD ATHENS, GA - GUTHERIES & C-STORE\CAD\SHEET FILES\C-100 SITE SPECIAL USE.DWG - BEN WASHBURN

Binding
Stephen Jaques
8-5-24

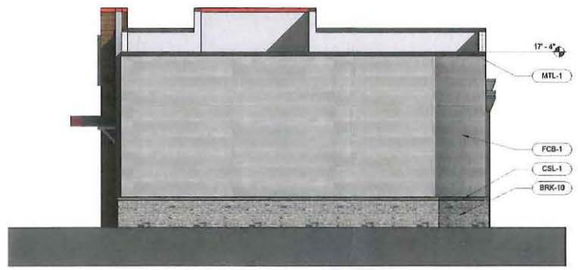


4 PL2.1 PRELIMINARY ELEVATION
3/16" = 1'-0"

EXTERIOR FINISH SCHEDULE

MARK	DESCRIPTION	MANUFACTURER	PRODUCT	COLOR	FINISH	REMARKS
BRK-10	BRICK VENEER	CHEROKEE	GEORGIA CLASSIC COLLECTION	T.B.D	-	GRAY MORTAR
BRK-12	BRICK VENEER	CHEROKEE	GEORGIA HANDCRAFTED COLLECTION	T.B.D	-	WHITE MORTAR
CSL-1	PRECAST CONCRETE SILL	-	-	T.B.D.	-	
FCB-1	FIBER CEMENT PANELS	NICHIHA	INDUSTRIAL BLOCK AWP3030	-	-	-
FCB-2	FIBER CEMENT PANELS	NICHIHA	ILLUMINATION	COTTON	-	-
FCB-3	FIBER CEMENT PANELS	NICHIHA	LATURA V-GROOVE	WHITE		
FCB-4	FIBER CEMENT PANELS	NICHIHA	VINTAGEWOOD	CEDAR		
STF-1	STOREFRONT SYSTEM	KAWNEER	TRIFAB VG 451	CLEAR ANODIZED	-	
MTL-1	PREF. MTL.	BERRIDGE	-	CHARCOAL GRAY	-	
MTL-2	PREF. MTL.	BERRIDGE	-	SHASTA WHITE	-	
MTL-3	PREF. MTL.	-	-	CUSTOM ORANGE	-	
MTL-4	PREF. MTL. GUTTER & DOWNSPOUT	-		MATCH CHARCOAL GRAY	-	

NOTES: SUBMIT PRODUCT LINE AND FULL RANGE OF MANUFACTURER'S COLORS FOR OWNER'S APPROVAL.



3 PL2.1 PRELIMINARY ELEVATION
3/16" = 1'-0"

2 PL2.1 PRELIMINARY ELEVATION
3/16" = 1'-0"

1 PL2.1 PRELIMINARY ELEVATION
3/16" = 1'-0"

ROBERTSON LOIA ROOF
ARCHITECTS & ENGINEERS
3460 Preston Ridge Road, Suite 275, Alpharetta, GA. 30005
770.674.2600 / www.rlrpc.com
GA COA # PIEF000662 EXPIRES: 06/30/2024

07/08/24

C-STORE REMODEL / RESTAURANT
1590 LEXINGTON ROAD
ATHENS, GA 30605
FOR:

REVISIONS
#	DATE	DESCRIPTION

SHEET TITLE
PRELIMINARY ELEVATIONS

DATE
06/08/2024

PROJECT NUMBER
24188

SHEET NUMBER
PL2.1

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Binding
Stephen Jaques
8-5-24

1580 & 1590 LEXINGTON RD

SPECIAL USE APPLICATION REPORT

JPC Design and Construction, LLC
C. Benjamin Washburn, P.E.

264 Alabama Blvd
Jackson, GA 30233

Phone: (770) 775-2386
Email: bwashburn@jonespetroleum.com

GEORGIA
REGISTERED
No. 041913
PROFESSIONAL
06/05/2024
ENGINEER
BENJAMIN WASHBURN

Binding

Introduction

The subject property is located at 1580 and 1590 Lexington Road, in Athens-Clark County (ACC), Georgia. The site is currently zoned for Commercial General (C-G), within the Larger Than Utility Runway Nonprecision Approach Zone (AZ2), and the Transitional Zone (TZ). The Future Land Use (FLU) designation is General Business. The current use for the property is a convenience store with eight (8) automobile fueling bays. The Owner would like to improve the site by expanding the existing building to include a 32-seat restaurant with drive through service as well as associated site improvements. Given the location in the AZ2 and TZ zones associated with the Athens-Ben Epps Airport, Type-I Special Use approval is required.

Approval Criteria

Criteria A

According to the Compatibility Matrix published in Table 9.4 of Section 9-4-18 the FLU of General Business is compatible with properties zoned C-G. Restaurants and convenience stores are both permitted uses listed in Section 9-10-2 of ACC ordinance. Drive Through Facilities are also permitted in this zone if the site is not located on a Level One Corridor as provided in Section 9-25-8. Lexington Road is not classified at all in this section of the ordinance, making the proposed use conforming.

Criteria B

As stated above, the proposed use is in conformance with the standards described for land zoned C-G. Furthermore, this use is in substantial conformance with known ACC comprehensive plans, State, and Federal policies.

Criteria C

As part of this application, a water and sewer capacity evaluation has been performed for the proposed uses and is attached to this application. As noted in the attached letter, there is adequate capacity for both water and sewer and ACC water and wastewater infrastructure will not be adversely affected by this project. As noted above, this property is currently in use and all listed approval criterion from this section are in place and in proper order. Please refer to the attached Site Plan showing site access, drainage infrastructure, and existing utilities serving the property.

Criteria D

There are numerous restaurants of similar scale and style in the vicinity. A list of a few examples and distances from the site are listed below for reference:

1. 1.6 miles — Wendy's, Burger King, Chic-fil-A
2. 2.4 miles — Sonic Drive In*
3. 2.0 miles — Raising Cane Chicken Fingers
4. 1.7 miles — McDonalds, Bojangles, Krystal*

*Drive through restaurants located within Airport Overlay Districts and on Lexington Road.

The proposed use is not expected to adversely affect the surrounding area. As noted in the attached email, traffic counts for the proposed use do not warrant any traffic studies and the eastern access to the site is already a signalized intersection which should be more than adequate for any increase in traffic volume.

Binding

Off-street parking is shown on the attached Site Plan. The plan shows a surplus of the minimum requirements listed in the ACC ordinance and should not result in any adverse effect to the surrounding area.

The environmental impact of the proposed development will be a net positive effect. The current site has very few trees; the attached Tree Management Plan adds 19 trees to the site and will bring the site closer to current standards for street trees, and tree canopy coverage. Also, the proposed use results in a slight net reduction in the amount of impervious surface on the site and adds pervious pavers that will result in the removal of suspended solids from surface drainage. Both will result in lower peak discharges and an improvement to storm water quality. Similarly, the requested use is not expected to affect any downstream flood plain elevations. The drainage patterns are anticipated to remain unchanged with no increase in volume or time to peak discharge rates. The attached reports for the predevelopment and postdevelopment hydrology show input data and results for the 25-Year, 24-Hour storm event. The model was rerun for each of the storm events and the results are listed below:

Storm Event	Predevelopment Runoff (cfs)	Postdevelopment Runoff (cfs)	Detention Required?
1-Year 24-Hour	4.0	3.4	Stream Protection Only
2-Year 24-Hour	4.7	4.2	No
5-Year 24-Hour	6.4	5.7	No
10-Year 24-Hour	7.8	7.0	No
25-Year 24-Hour	9.1	8.3	No
50-Year 24-Hour	10.6	9.7	No
100-Year 24-Hour	10.7	9.8	No

The proposed site improvements will require that the runoff from the first 1.2" of any storm event be treated for quality and runoff reduction to the maximum extent practicable. This will be achieved with the use of pervious pavement as shown on the attached site plan. Also, a note has been added to the binding site plan that future site improvement plans shall comply with Athens-Clarke County stormwater management regulations and standards. Any incidental requirement not shown on the plan or discussed here will be addressed at the time of site and land disturbance permitting.

In conclusion, the proposed site improvements are not expected to affect the surrounding landowners during construction or after the restaurant is in operation. Construction will be staged to cause minimal impact to adjacent properties, and to allow the existing convenience store and fueling bays to remain operational. Furthermore, all construction activities will conform with State and Local Erosion and Sedimentation Control requirements preventing sediment from leaving the site.

This request will provide a new restaurant for the University of Georgia student body and the citizens of ACC to enjoy and is not expected to adversely affect the surrounding area or airport operations during construction or while in operation. Based on the information discussed herein, we respectfully request approval for the Type-I Special Use of a restaurant in the respective Airport Overlay Districts.

ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

PLANNING COMMISSION

SPECIAL USE VARIANCE APPLICATION

SUBMITTAL REQUIREMENTS: 14x copies of Application, 1x Digital Copy, Fee

FEE: $225 per variance requested (Cash/card/check – make check payable to ACC)

VARIANCES REQUESTED

List the requested variances, citing the specific section(s) of the Athens-Clarke County Code, the required and proposed standards. Examples: *Sec. 9-7-3 - side yard building setback variance from 10' to 6'* or *Sec 9-25-8-C-2 - waiver of public sidewalk along street frontage*

1. A reduction in the required percentage of tree canopy coverage as required by Sec. 8-7-15. - Tree canopy cover from 40% to 35%. 2. A reduction in the required percentage of landscaped area as required by Sec. 9-25-8. - Site design standards from 20% to 13%.

VARIANCE(S) MAY BE GRANTED IN AN INDIVIDUAL CASE IF IT CAN BE SHOWN THAT A LITERAL ENFORCEMENT OF AN ORDINANCE WILL RESULT IN AN UNNECESSARY HARDSHIP TO THE APPLICANT.

In order to determine that an unnecessary hardship might occur, the following questions must be completely answered.

1. Describe the extraordinary and exceptional conditions pertaining to this particular piece of property in question because of its size, shape, character, or topography that do not apply generally to other land in the vicinity:

   This is a property that was designed, permitted, and constructed under previous requirements. Over the years, Athens-Clarke County (ACC) ordinance and regulations have changed and generally have become more stringent. It is not practical or possible to comply with all current regulations without a complete demolition of the site which isn't practical and would be cost prohibitive.

2. Explain how the strict application of the provisions of this title to this particular piece of property would create an undue and unnecessary hardship so that the grant of the variance is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant:

   Without ACC granting some latitude regarding the adherence to all of the current development standards, the project is not financially viable and will not proceed. The undue and unnecessary hardship if this isn't granted is financial and cost prohibitive and will in essence make the property impossible to improve or repair the infrastructure in any practical manner.

3. Describe how the special conditions and circumstances do not result from the actions of the applicant:

This property was developed prior to taking ownership of the property. All infrastructure on the site was permitted under previous ACC ordinance and requirements.

4. Explain how the benefits of granting the variance will be greater than any negative impacts on the development of the adjacent uses; and will further the purpose and intent of this ordinance and the Comprehensive Plan of Athens-Clarke County.

Granting these variances will be benefit to the adjacent properties and the citizens of ACC. Doing so will bring the site closer to what is intended by the development ordinance and the Comprehensive Plan of ACC.

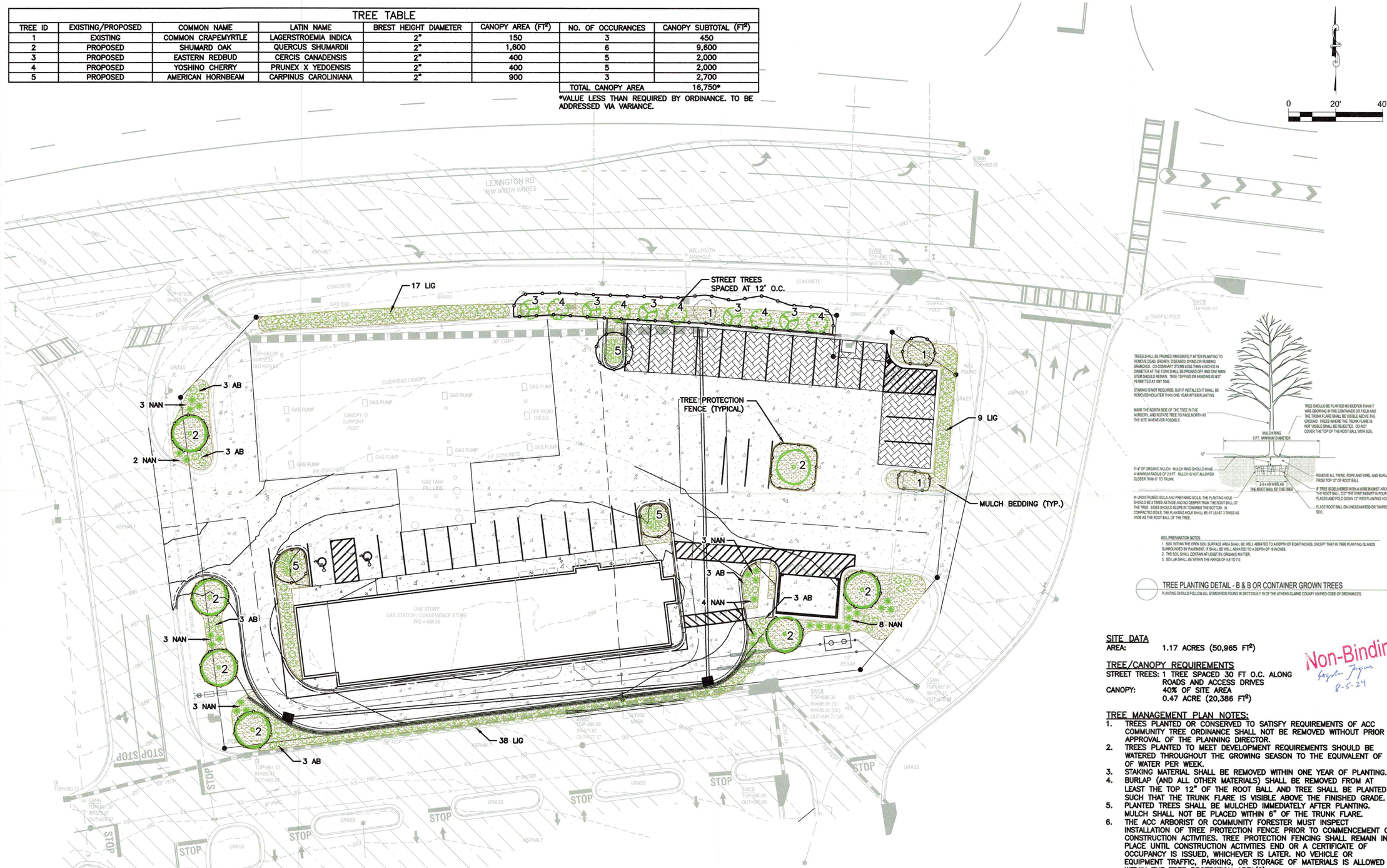
5. Explain how the variance, if granted, will represent the minimum variance that will afford relief from the identified hardship and will represent the least deviation possible from the zoning regulation and from the comprehensive plan.

Granting this request will bring the site closer to being in compliance with current zoning regulation and the comprehensive plan, lessening the deviation that currently exists.

TREE TABLE

TREE ID	EXISTING/PROPOSED	COMMON NAME	LATIN NAME	BREST HEIGHT DIAMETER	CANOPY AREA (FT²)	NO. OF OCCURANCES	CANOPY SUBTOTAL (FT²)
1	EXISTING	COMMON CRAPEMYRTLE	LAGERSTROEMIA INDICA	2"	150	3	450
2	PROPOSED	SHUMARD OAK	QUERCUS SHUMARDII	2"	1,600	6	9,600
3	PROPOSED	EASTERN REDBUD	CERCIS CANADENSIS	2"	400	5	2,000
4	PROPOSED	YOSHINO CHERRY	PRUNEX X YEDOENSIS	2"	400	5	2,000
5	PROPOSED	AMERICAN HORNBEAM	CARPINUS CAROLINIANA	2"	900	3	2,700
						TOTAL CANOPY AREA	16,750*

*VALUE LESS THAN REQUIRED BY ORDINANCE. TO BE ADDRESSED VIA VARIANCE.



TREE PLANTING DETAIL - B & B OR CONTAINER GROWN TREES

PLANTING SHOULD FOLLOW ALL STANDARDS FOUND IN SECTION 8-7-19 OF THE ATHENS-CLARKE COUNTY UNIFIED CODE OF ORDINANCES.

PLANT SCHEDULE

CODE	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE	SPACING	REMARKS
LIG	LIGUSTRUM JAPONICUM 'HOWARDII'	HOWARDII LIGUSTRUM	38	36" MIN.	6' O.C.	HEDGE
NAN	NANDINA DOMESTICA 'LEMON-LIME'	LEMON LIME NANDINA	29	3-GAL.	4' O.C.	ACCENT PLANT
AB	ABELIA X GRANDIFLORA 'KALEIDOSCOPE'	KALEIDOSCOPE ABELIA	34	3-GAL.	4' O.C.	ACCENT PLANT
SOD	CYNODON DACTYLON	HYBRID BERMUDA	–	–	–	SOD

SITE DATA

AREA: 1.17 ACRES (50,965 FT²)

TREE/CANOPY REQUIREMENTS

STREET TREES: 1 TREE SPACED 30 FT O.C. ALONG ROADS AND ACCESS DRIVES

CANOPY: 40% OF SITE AREA
0.47 ACRE (20,386 FT²)

Non-Binding
Graydon Jurgens
8-5-24

TREE MANAGEMENT PLAN NOTES:

1. TREES PLANTED OR CONSERVED TO SATISFY REQUIREMENTS OF ACC COMMUNITY TREE ORDINANCE SHALL NOT BE REMOVED WITHOUT PRIOR APPROVAL OF THE PLANNING DIRECTOR.
2. TREES PLANTED TO MEET DEVELOPMENT REQUIREMENTS SHOULD BE WATERED THROUGHOUT THE GROWING SEASON TO THE EQUIVALENT OF 1" OF WATER PER WEEK.
3. STAKING MATERIAL SHALL BE REMOVED WITHIN ONE YEAR OF PLANTING.
4. BURLAP (AND ALL OTHER MATERIALS) SHALL BE REMOVED FROM AT LEAST THE TOP 12" OF THE ROOT BALL AND TREE SHALL BE PLANTED SUCH THAT THE TRUNK FLARE IS VISIBLE ABOVE THE FINISHED GRADE.
5. PLANTED TREES SHALL BE MULCHED IMMEDIATELY AFTER PLANTING. MULCH SHALL NOT BE PLACED WITHIN 6" OF THE TRUNK FLARE.
6. THE ACC ARBORIST OR COMMUNITY FORESTER MUST INSPECT INSTALLATION OF TREE PROTECTION FENCE PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES. TREE PROTECTION FENCING SHALL REMAIN IN PLACE UNTIL CONSTRUCTION ACTIVITIES END OR A CERTIFICATE OF OCCUPANCY IS ISSUED, WHICHEVER IS LATER. NO VEHICLE OR EQUIPMENT TRAFFIC, PARKING, OR STORAGE OF MATERIALS IS ALLOWED WITHIN THE TREE PROTECTION AREA(S).
7. FORESTED AREAS CONTRIBUTING TOWARDS CONSERVATION CREDIT SHALL REMAIN IN NATURAL, UNDISTURBED CONDITION. CLEARING OF UNDERBRUSH IS NOT PERMITTED, EXCEPT FOR THE REMOVAL OF INVASIVE SPECIES.

LANDSCAPING CONCEPT

LANDSCAPING SHALL CONSIST OF MULCHING BEDS AROUND PLANTED TREES AND PERMANENT GRASSING OF A SPECIES CONFORMING WITH GEORGIA SOIL AND WATER CONSERVATION COMMISSION SPECIE RECOMMENDATIONS.

PRELIMINARY - NOT FOR CONSTRUCTION

JPC Design and Construction, LLC
P.O. Box 710
Jackson, GA 30233
(678) 775-2386
GA COA No. PEF008599

GEORGIA REGISTERED No. 041913 PROFESSIONAL ENGINEER BENJAMIN WASHBURN
Date 08/2024

CALL 811 BEFORE YOU DIG SAFE DIGGING PARTNER

Jones Petro

REVISIONS:

DATE: OCT. 2023
SCALE: 1" = 20'

CONVENIENCE STORE EXPANSION
CIVIL/SITE IMPROVEMENTS
1580 & 1590 LEXINGTON BLVD | ATHENS, GA
FOR
JONES PETROLEUM, INC.
TREE MANAGEMENT PLAN

C-104

6/6/2024 3:58:00 PM — P:\1580 LEXINGTON RD ATHENS, GA — GUTHERIES & C-STORE\CAD\SHEET FILES\C-104 TMP.DWG — BEN WASHBURN

VIEW 1

JONES PETROLEUM C-STORE

1590 LEXINGTON RD, ATHENS, GA. 30605

PRELIMINARY

06/18/2024 • 24.188

ROBERTSON LOIA ROOF

ARCHITECTS & ENGINEERS

VIEW 2

JONES PETROLEUM C-STORE
1590 LEXINGTON RD, ATHENS, GA. 30605

PRELIMINARY
06/18/2024 • 24.188

ROBERTSON LOIA ROOF
ARCHITECTS & ENGINEERS

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Bridge Planning & Feasibility Study Design Contract - Bridge Investment Program

DATE: July 25, 2024

EXECUTIVE SUMMARY:
The proposed action will approve the designation of ~~[TBD]~~ Arcadis U.S., Inc. as the most qualified firm to enter negotiation for the feasibility and planning design contract funded by the Bridge Investment Program Grant and Athens-Clarke County's TSPLOST 2023 Project 21 funds at 80/20 split respectively.

BUDGET INFORMATION:

REVENUES:	$ 648,000	USDOT/FHWA BIP Planning Grant Award
	$ 22,195,000	TSPLOST 2023, Project #21 Pavement Management & Bridges
	$ 22,843,000	Total Funding Available
EXPENSES:	$13,458,637	Current Expenses & Encumbrances (Previous Programs and CY24)
	$ 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)
	$ 8,308,144	Future Program Funds (Designated Funds)
	$ 50,000	PMP Program Overall Contingency (Designated Funds)
	$ 162,000	Available Local Match Funds for Planning and Feasibility Design Contract (totaling $810,000 when combined with grant funds)

FUNDING SOURCE: USDOT FY2022 BIP Planning Grant Funds
TSPLOST 2023 Project #21, Pavement Management & Bridges

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:
To request that Mayor and Commission:

a. Approve a designation of ~~[TBD]~~ Arcadis U.S., Inc. as the most qualified firm to enter negotiation for the Planning and Feasibility Study on five locally owned and maintained bridges;
b. Award a Scope Specific Master Contract to provide Planning and Feasibility Study Services on five local bridges for a cost not to exceed $810,000 to ~~[TBD]~~ Arcadis U.S., Inc.;
c. Authorize the Mayor to execute Framework Agreement with the Georgia Department of Transportation (GDOT); and
d. Authorize the Mayor and appropriate staff to execute any and all other project-related documents to facilitate the Planning and Feasibility Study following GDOT Plan Development Process and FHWA guidelines.

HISTORY:

1. On November 15, 2021, the Bipartisan Infrastructure Law was enacted as the Infrastructure and Investment and Jobs Act and established the Bridge Investment Program (BIP) (23 U.S.C. § 124 Section 11118).

2. On June 10, 2022, the Federal Highway Administration (FHWA) Published a Notice of Funding Opportunity (NOFO) for the 2022 BIP Grants.

3. On July 19, 2022, under suspension of rules, M&C authorized the Transportation and Public Works Department (T&PW) staff to:
    a. Submit a Planning Grant Application to the Federal Highway Administration (FHWA) Bridge Investment Program (BIP), in the amount of $900,000 for fund planning and feasibility study on six ACCGov bridges with local match in the amount of $100,000;
    b. Submit an FHWA Bridge Project Grant Application for design, right-of-way, and construction of Fowler Mill Road Bridge in the amount of $3,000,000; and
    c. Submit an FHWA Bridge Project Grant Application for Mitchell Bridge Road Bridge over State Route Loop 10 for design, right-of-way, and construction in the amount of $5,600,000.

    All three applications were successfully submitted by the T&PW Department; however, only the BIP Planning Grant Application was awarded (see History No. 4).

4. On October 6, 2022, the Office of the Secretary of Transportation of the U.S. Department of Transportation (USDOT) issued a Grant Advance Notice to Congress of DOT Discretionally Grant Awards to ACCGov's BIP Planning Grant Application titled Bridge Investment Program – Planning Grants in the amount of $772,000. The Advance Notice advised that a local 20% match in the amount $193,000 was required (**Attachment #1)**.

5. On November 7, 2022, GDOT staff shared with T&PW staff that the Macon Hwy Bridge over Middle Oconee River had been added to GDOT's program delivery list for projects to be delivered by GDOT, with preliminary engineering in August 2023 and construction in 2027 (https://www.dot.ga.gov/applications/geopi/Pages/Search.aspx or **Attachment #2**).

6. Between November 2022 and August 2023, T&PW, GDOT, & FHWA staff worked together finalizing the terms of the BIP Planning Grant agreement with FHWA based on the most current progress made with Macon Hwy Bridge over Middle Oconee River, and in light of the newly awarded FHWA RAISE Grant on North Ave corridor. The coordination resulted in FHWA reducing the awarded amount from $772,000 to $648,000, reflecting the removal of Macon Hwy Bridge from the BIP Planning Grant scope, while maintaining the remaining five bridges included in the original BIP Planning Grant Application (see History #5).

7. On November 2, 2023, The U.S. DOT of FHWA issued a Memorandum to GDOT with the Allocation of FY2022 Bridge Investment Program (BIP) Planning Projects Funds to State of Georgia in the amount of $648,000 (**Attachment #3**). The approved amount reflects the removal of Macon Hwy Bridge over Middle Oconee River due to the fact that GDOT had already programmed it for Preliminary Engineering beginning August 2023 (with construction in 2027). The awarded BIP Planning Grant requires 20% local match in the amount of $162,000.

8. On October 3, 2023, M&C accepted the 2022 BIP Planning Grant in the amount of $648,000 and authorized the Mayor to execute future agreements with GDOT and FHWA.

9. On December 21, 2023, a Memorandum of Agreement by and between GDOT and ACCGov for Preliminary Engineering was signed where ACCGov is to fund GDOT for the oversight and delivery of BIP Planning Grant utilizing GDOT's Public Financial System meeting FHWA guidelines and standards.

10. On January 12, 2024, ACCGov issued a payment in the amount of $30,000 to GDOT Office of Program Delivery. A GDOT project manager was assigned to the BIP Planning Grant project identified as PI 0020030.

11. On April 23, 2024, T&PW issued a Request for Qualification (RFQ) 24046 for Planning and Feasibility Study on five locally-owned and maintained bridges to be funded with BIP Planning Grant funds and 20% local match with an estimated cost of $810,000.

12. Between May 23, 2024, and June 15, 2024, T&PW and Procurement staff received five qualified proposals for the advertised Planning and Feasibility Study RFQ 24046.

13. On July 19, 2024, T&PW evaluation team met and completed review and evaluation of all five received proposals based on the published RFQ, and determined that ~~[TBD]~~ Arcadis U.S., Inc. is the most qualified firm to enter negotiation for the Planning and Feasibility Study on five locally owned and maintained bridges.

FACTS & ISSUES:

1. There are 112 bridges in the National Bridge Inventory System located within Athens-Clarke County.

2. ACCGov owns and maintains 41 bridges from the National Bridge Inventory System, including 15 bridge culverts. A bridge culvert is a culvert spanning 20 feet or more (between abutments or spring lines of arches or extreme ends of openings of multiple boxes and/or pipes). Bridge culverts are reported to the Federal Highway Administration and are included in the National Bridge Inventory system (23 CFR 650.305).

3. The purpose of the Bridge Investment Program (BIP) NOFO is to solicit applications for three categories of BIP funding opportunities: (1) Planning; (2) Bridge Projects (projects with eligible costs less than $100 million); and (3) Large Bridge Projects (projects with eligible costs greater than $100 million). Eligible applicants may submit applications for any of the three funding categories, but each category has distinct eligibility and selection criteria with application deadlines. https://www.fhwa.dot.gov/bridge/bip/index.cfm

4. A total of $20 million in 2022 BIP funds were available for planning funding opportunities. These funds were awarded on a competitive basis for planning, feasibility analysis, and revenue forecasting associated with the development of a project that would subsequently be eligible to apply for BIP funding under either the Bridge Projects or Large Bridge Projects funding categories. There were no minimum or maximum limits set for the planning grant.

5. In preparation of the application for BIP Planning Grant, T&PW staff, along with Arcadis U.S. Inc., on-call consultant and subject matter experts, reviewed the latest biannual inspection report completed by GDOT in the spring of 2021, and provided a list of the top six most critical ACCGov-owned and maintained bridges (**Attachment #1**). The selection of said six structures was based on:
    a. GDOT Bridge Inspection Report and select poor and failing identified bridge components;
    b. Inclusion in the GDOT Biennial Maintenance list that exceed departmental capabilities including deck patching, guardrail replacement, abutment adjustments;
    c. Complete Streets Inadequacies (Lack of walkable shoulder and other insufficient crossings that separate vulnerable communities from services);
    d. Overlap with ACCGov's future projects as identified in the Athens-in-Motion and Greenway Network Master Plans; and/or
    e. Economic Development Opportunities and high returns on investment.

6. The most critical ACCGov-owned and maintained bridges without programmed funding for major rehab or replacement by ACCGov or GDOT at the time of the application were included in the BIP Planning Grant Application as listed below:

No.	FHWA Structure Number	Facility Carried By Structure	Features Intersected	Year Built
1	05950120	COLLEGE AVENUE	NORTH OCONEE RIVER	1965
2	05950050	MITCHELL BRIDGE RD	MIDDLE OCONEE RIVER	1985
3	05900330	NORTH AVENUE	NORTH OCONEE RIVER	1974
4*	05900280*	MACON HWY*	MIDDLE OCONEE RIVER	1950
5	05950140	VINE STREET	TRAIL CREEK	1972
6	05900660	WHITEHALL ROAD	NORTH OCONEE RIVER	1964

* No.4: Macon Hwy Bridge was removed from the awarded grant due to planned replacement by GDOT announced after grant application submittal (see History #7).

7. The NOFO for the BIP Planning Grant did not require a local match; however, providing local match as part of the initial application gave ACCGov an enhanced opportunity by FHWA that was later proven necessary for award.

8. The Planning Grant funding can only be used for planning, feasibility analysis, and revenue forecasting activities on projects identified in the original application. These efforts are geared to support each bridge's rehab and/or replacement and will enhance opportunity for future Bridge BIP Construction Grant Application and funding.

9. The FHWA BIP Bridge Construction Application for Fowler Mill Road Bridge over Little Bear Creek, FHWY Structure No. 05950020, was not awarded. However, the current bridge deck was replaced and the bridge is now open to traffic. Also, GDOT agreed to fund construction, estimated at $2.47 million, while ACCGov is responsible for the design, ROW, and utility costs estimated at $1.25 million. On-call design consultant, Arcadis U.S. Inc., is tasked with the preliminary engineering phase and has provided the following tentative timeline:

Main Task	Begin	End	Duration (Months)
Preliminary Engineering & Design	Current	June 2025	18
ROW Acquisition & Final Design	July 2025	April 2026	8
Bid-Award / Letting	May 2026	August 2026	4
Construction	September 2026	August 2027	12

10. The FHWA BIP Bridge Construction Application for Mitchell Bridge Road over State Route 10 was not awarded. This bridge is owned and maintained by GDOT and has recently been posted for weight restriction due to structural deficiencies identified by the GDOT Bridge Office. In addition, the current geometry and substandard bridge component continues to create a chokepoint to pedestrians and most bicyclists, dividing communities and demanding an action plan to provide connectivity.

11. Five prequalified firms entered into qualification base selection process following GDOT Procurement Manual are listed below in alphabetical order:
    a. Arcadis US, Inc.
    b. Atlas Technical Consultants
    c. BBC Engineering, LLC Heath and Lineback
    d. Michael Baker International, Inc.
    e. Rummel, Klepper & Hahl, LLP

12. A team of ACCGov TPW and Procurement Division staff tasked with leading the qualification base selection worked with multiple ACCGov TPW subject matter experts and completed the review and evaluation of all five statements of qualifications received for RFQ 24046. The evaluation team met multiple times, discussed each proposal, and identified [TBD] as the top qualified consultant to enter into contract and negotiation on RFQ 24046.

13. If approved, T&PW staff, supported by SPLOST Office staff and on-call project management consultants, Jacobs Engineering Group, will enter negotiation phase on task order basis, with the top selected firm, ~~[TBD]~~ Arcadis U.S., Inc. The current project timeline is as follows:

Main Task	Begin	End	Duration (Months)
Task Negotiation and Master Contract Execution	Sep. 2024	Oct. 2024	2
Planning & Feasibility Studies on 5 bridges	Nov. 2024	Oct. 2025	12
Future Bridge BIP Construction Grant Applications	TBD	TBD	TBD

14. If negotiations fail, staff will move to enter negotiation phase with the next top selected firm and M&C will be informed via a new agenda or a Notice of Proposed Administrative Action.

15. This recommendation supports the following Mayor and Commission Strategic Plan Goal and Strategies:
    - Safely Move Around Athens, Strategy A: *Improve, expand and maintain sidewalks, shared-use paths, and bike facilities to provide greater opportunities for residents to use active transportation safely*
    - Safely Move Around Athens, Strategy E: *Enhance safety for all modes of transportation*

OPTIONS:

1. Mayor and Commission:
    a. Approve a designation of ~~[TBD]~~ Arcadis U.S., Inc. as the most qualified firm to enter negotiation for the Planning and Feasibility Study on five (5) locally owned and maintained bridges;
    b. Award a Scope Specific Master Contract to provide Planning and Feasibility Study Services on five (5) local bridges for a cost not to exceed $810,000 to ~~[TBD]~~ Arcadis U.S., Inc.;
    c. Authorize the Mayor to execute Framework Agreement with the Georgia Department of Transportation (GDOT); and
    d. Authorize the Mayor and appropriate staff to execute any and all other project-related documents to facilitate the Planning and Feasibility Study following GDOT Plan Development Process and FHWA guidelines.

2. The Mayor and Commission do not designate ~~[TBD]~~ Arcadis U.S., Inc. as the most qualified firm to enter negotiation for the preliminary design of the BIP Planning Grant Planning and Feasibility Study Project and subsequent action items.

3. Mayor and Commission defined option.

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

DEPARTMENT: Transportation & Public Works
Prepared by: Rani Katreeb, P.E., Assistant Director

Stephen Bailey — July 25, 2024
Director — Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Options #1 a, b, c & d.

8/15/2024

Niki Jones, Acting Manager — Date

ATTACHMENTS:
Attachment #1: USDOT Grant Advance Notice
Attachment #2: GDOT Macon Hwy Bridge Project
Attachment #3: BIP GA ACC Planning and Feasibility Study Allocation
Attachment #4: FHWA Grant Agreement with GDOT FY22 BIP Planning
Attachment #5: MOA Between GDOT and ACCGov

Attachment #1

U.S. Department of Transportation
Office of the Secretary of Transportation

1200 New Jersey Ave., S.E.
Washington, DC 20590

GRANT ADVANCE NOTICE

Date: **10/06/2022**

NOTICE TO CONGRESS OF DOT DISCRETIONARY GRANT AWARDS: This notification is provided to the Committee pursuant to one of the following requirements governing the public announcement of a Department of Transportation discretionary grant, letter of intent, or Federal Transit Administration full funding grant agreement:

(1) Currently applicable General Provision of the Appropriations Act, Continuing Resolution, or Supplemental Appropriation governing Department of Transportation appropriations, containing a prohibition on the use of funds made available unless the Secretary notifies the House and Senate Committees on Appropriation at least three full business days before the Department or its operating administrations announces any discretionary grant award, letter of intent, or full funding grant agreement from: (A) any discretionary grant or federal credit program of the FHWA, including the emergency relief program; (B) the airport improvement program of the FAA; (C) any program of the FRA; (D) any program of the FTA other than the formula grants and fixed guideway modernization programs; (E) any program of the Maritime Administration; or (F) any funding provided under the heading "National Infrastructure Investments" in the Appropriations Act;

(2) Section 311 of title 49, United States Code;

(3) Section 159(b) of the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (AIR-21); or

(4) Section 5334(j) of title 49, United States Code.

Notice:

Title: **Bridge Investment Program - Planning Grants (Athens-Clarke County)**

Grant Amount: **$ 772,000.00**

Description:
Bridge Investment Program – Planning Grants are for planning, feasibility analysis and revenue forecasting projects that will lead to a future Bridge Investment Program application for an eligible bridge replacement, rehabilitation, preservation, or protection project for construction phase activities.

Congressional members affected:

Jody Hice
Andrew Clyde

Senators affected:

Jon Ossoff
Raphael Warnock

Should you have any questions, please contact the Office of Governmental Affairs (202)366-4573.

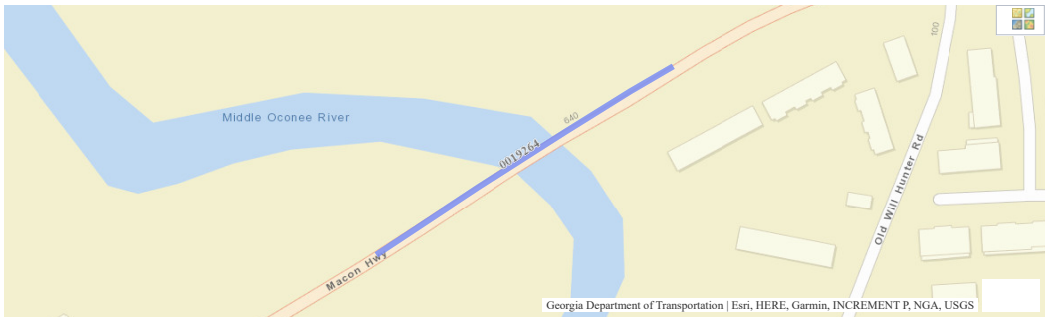
Attachment #2

CR 1423/OLD MACON HWY @ MIDDLE OCONEE RIVER 3 MI S OF ATHENS

Project ID:	**0019264**	Notice to Proceed Date:	
Project Manager:	Ashley Folmar	Construction Percent Complete:	%
Office:	Program Delivery	Current Completion Date:	
County:	Clarke	Work Completion Date:	
Congressional District:	010	Construction Contract Amount:	
State Senate District.:	046	Construction Contractor:	
State House District:	120	**Preconstruction Status Report**	
Project Type:	Replacement	**Construction Status Report**	
Project Status:	Construction Work Program		
Right of Way Authorization:		Contact Us	

Project Description:
Bridge Replacement at CR 1423/Old Macon Hwy over the Middle Oconee River.

Activity	Program Year	Cost Estimate	Date of Last Estimate
PE (Preliminary Engineering)	2023	$900,000.00	
ROW (Right of Way)	2025	$200,000.00	
UTL (Utilities)	2027	$100,000.00	
CST (Construction)	2027	$4,000,000.00	



Project Documents

There are no items to show in this view.

Georgia Department of Transportation

Georgia Department of Transportation
One Georgia Center
600 West Peachtree NW
Atlanta, GA 30308
(404) 631-1990 Main Office

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Attachment #3

U.S. Department of Transportation
Federal Highway Administration

Memorandum

Subject: **ACTION:** Allocation of FY 2022 Bridge Investment Program (BIP) Planning Project Funds to Georgia [20.205]

Date: November 2, 2023

In Reply Refer to: HIBS-30

From: Joseph L. Hartmann, Ph.D., P.E.
Director, Office of Bridges and Structures

To: Sabrina David
Division Administrator
Atlanta, Georgia

The Office of Bridges and Structures requests the Office of the Chief Financial Officer, Budget Execution Team (HCFB-12) make the following Appropriated Budget, General Fund available for obligation in the Fiscal Management Information System, for the recipients approved project, and amounts listed in Attachment 1.

These are BIP – Planning Project funds authorized in Infrastructure Investment and Jobs Act (Pub. L. 117-58) for the project listed in Attachment 1. These funds are available for the scope of work as described in the approved application. The allocated funds authorized in this memorandum cannot be used on another scope of work without express written approval of my office.

These funds are available until September 30, 2030 and are not subject to August redistribution. These funds are available for obligation until September 26, 2025 and must be expended by September 30, 2030. The maximum Federal share for these funds is 80 percent and the funds are to be used in accordance with the BIP (Section 124 of U.S.C. Title 23) and U.S.C. Title 23 as appropriate. Additional project details are included in the funding sheets via this link: BIP - Funding Programs - Management and Preservation - Bridges & Structures - Federal Highway Administration (dot.gov).

We expect you to notify us in writing when the approved project is closed and return any unused funds within 120 days after the project's period of performance end date.

If you or your staff have any question, please contact Douglas Blades at (202)366-4622 or by e-mail at douglas.blades@dot.gov or Mohamed Idrissi at (202)366-8795 or by e-mail at mohamed.idrissi@dot.gov and Brandi Scott at (202)366-4054 or at brandi.scott@dot.gov.

Attachment 1

Attachment 1

Allocation						
Recipient	Prog Code	DEMO ID	FY	Federal Share	Project	Appropriated Budget Authority
DELPHI Code*:* 1550558B50-2022-050						
Athens-Clarke County	Y17F	n/a	2022	80 percent	Athens-Clarke County Planning and Feasibility Study	$648,000.00
		Total				$648,000.00

CC:
Budget Execution Team
Hari Kalla, HIF
Ann Heresy, HIF
Peter Stephanos, HISM
Gina Ahlstrom, HICP
Joseph Hartmann, HIBS
Derek Soden, HIBS-10
Joe Krolak, HIBS-20
Everett Matias, HIBS-30
Samantha Lubkin, HIBS-40
Douglas Blades, HIBS-30
Mohamed Idrissi, HIBS-30
Semme Yilma, HIBS-30
Amy Sullivan, HIF-20
Charlena Young, HIF-20
Brandi Scott, HIF-20
Leon Kim, HDA-GA
Russell Wright, HDA-GA

DocuSign Envelope ID: B4DAF907-BA4D-48C8-9CBA-629AFA93B5BB

FEDERAL HIGHWAY ADMINISTRATION

FY 2022 BRIDGE INVESTMENT PROGRAM

SCHEDULES A THROUGH J TO THE FMIS PROJECT AGREEMENT FOR THE

Transforming Critical Links in Athens-Clarke County

The Recipient attests that the information provided by the Recipient in Schedules A through J is accurate as of the date of its signature below.

Georgia Department of Transportation

10/5/2023 By: DocuSigned by: Russell R McMurry 76D6577D00644FA...

Date — Signature of Recipient's Authorized Representative

Russell R. McMurry, P.E.

Name

GDOT Commissioner

Attest By: DocuSigned by: 74085B5B0FAC425...

Signature of Attestor

Angela Whitworth

Name

GDOT Treasurer

The FHWA Georgia Division Office has reviewed the Schedules A through J and upon reliance of the Recipient's attestation above and concurs with the incorporation of Schedules A through J by reference to the FMIS Project Agreement for the Transforming Critical Links in Athens-Clarke County FMIS Project No. 0020030.

FHWA Division Office

10/11/2023
Date

By: _____
Signature of FHWA's Authorized Representative

Sabrina David
Name

FHWA Georgia Division Administrator

SCHEDULE A
ADMINISTRATIVE INFORMATION

1. Application.

Application Title: Transforming Critical Links in Athens-Clarke County

Application Date: 07/25/2022

2. Recipient's Unique Entity Identifier.

See section 24.3 of the General Terms and Conditions.

3. Recipient Contact(s).

Katyna Knapton
Project Manager
Georgia Department of Transportation (GDOT)
Office of Program Delivery
600 West Peachtree Street
Atlanta, Georgia 30308
Office: (404) 631-1373
kknapton@dot.ga.gov

4. Reserved.

5. FHWA Project Contact(s).

Leon Kim, PE
Structural Engineer
FHWA - GA Division Office
75 Ted Turner Dr. SW, Suite 1000
Atlanta, GA 30303
404-562-3636
Leon.Kim@dot.gov

6. Payment System.

USDOT Payment System: FMIS Current Bill

7. Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Division Office

8. Federal Award Identification Number.

See section 24.2 of the General Terms and Conditions.

9. Designated Subrecipient.

Designated Subrecipient:

10. Reserved.

SCHEDULE B
PROJECT ACTIVITIES

1. General Project Description.

Refer to the application title and date identified in schedule A section 1, which is incorporated by reference to this agreement.

2. Statement of Work.

Refer to the application title and date identified in schedule A section 1, which is incorporated by reference to this agreement.

Transforming Critical Links in Athens-Clarke County will plan and perform feasibility studies to rehabilitate five bridges: College Avenue Bridge, Mitchell Bridge Road Bridge, North Avenue Bridge, Vine Street Bridge, and Whitehall Road Bridge.

- Proposed planning tasks include project planning, evaluation of NEPA resources, NEPA documentation, and public involvement, if necessary.
- Feasibility tasks include project scoping, traffic analysis, resource impact evaluation, conceptual design, alternatives evaluation, and recommendations for engineering design and permitting.

SCHEDULE C
AWARD DATES AND PROJECT SCHEDULE

1. Award Dates.

Budget Period End Date: September 30, 2028

Period of Performance End Date: See section 4.5 of the General Terms and Conditions

2. Estimated Project Schedule.

Milestone	**Schedule Date**
Begin Planning & Feasibility work with Prime Consultant	April 30, 2024
Planned Project Completion Date:	July 30, 2028

3. Special Milestone Deadlines.

None.

SCHEDULE D
AWARD AND PROJECT FINANCIAL INFORMATION

1. Award Amount.

BIP Grant Amount: $648,000

2. Federal Obligation Information.

Federal Obligation Type: Single

Obligation Condition Table		
Portion of the Project	**Portion of the BIP Grant**	**Obligation Condition**
Planning	$280,000	
Feasibility	$368,000	[FHWA will describe the conditions]

3. Approved Project Budget.

Eligible Project Costs

	Planning	Feasibility	Total
BIP Grant Funds:	$280,000	$368,000	$648,000
Other Federal Funds:	$0	$0	$0
State Funds:	$0	$0	$0
Local Funds:	$70,000	$92,000	$162,000
In-Kind Match:	$0	$0	$0
Other Funds:	$0	$0	$0
Total:	$350,000	$460,000	$810,000

4. Reserved.

5. Approved Pre-award Costs

None. The FHWA has not approved under this award any requests for the use of non-Federal funds under an advanced construction authorization (23 U.S.C. 115), any costs incurred prior to authorization (23 C.F.R. 1.9(b)), or any pre-award costs under 2 C.F.R. 200.458.

6. General Terms and Conditions.

(a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2022 Bridge Investment Program (BIP) Grant Program" dated January 31, 2023 which is available at https://www.fhwa.dot.gov/bridge/bip/general_terms_and_conditions.pdf. The General Terms and Conditions reference the information contained in the schedules A - J to this agreement. The General Terms and Conditions are part of this agreement as Appendix A.

(b) The Recipient states that it has knowledge of the General Terms and Conditions.

(c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action which may include but is not limited to terminating the BIP grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the BIP Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

7. Special Terms and Conditions

There are no special terms for this award.

SCHEDULE E
CHANGES FROM APPLICATION

INSTRUCTIONS FOR COMPLETING SCHEDULE E: Describe all material differences between the scope, schedule, and budget described in the application and this agreement. The purpose of this schedule E is to clearly and accurately document the differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. If there are notable changes in aspects of the Project other than scope, schedule, and budget (*e.g.,* recipient changes), those changes should also be described. See section 3.1 of the General Terms and Conditions.

Scope:
After the submittal of the application, GDOT began planning efforts for the replacement of Bridge 4 – Macon Highway #059-0028-0. It is no longer included in the awarded BIP Planning grant. Macon Highway Bridge Replacement Project, PI 0019264 is programmed for construction in 2027.

Schedule:
The Obligation Date is now September 30, 2025 with completed work September 30, 2028.

Budget:

The table below provides a summary comparison of the Project budget.

	Application		Schedule D	
Fund Source	$	%	$	%
Previously Incurred Costs				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
BIP Funds	$868,500	90%	$648,000	80%
Other Federal Funds				
Non-Federal Funds	$96,500	10%	$162,000	20%
Total Future Eligible Project Costs				
Total Project Costs	$965,000	100%	$810,000	100%

Other:

SCHEDULE F
BIP PROGRAM DESIGNATIONS

1. Urban or Rural Designation.

Urban-Rural Designation: Rural

2. Historically Disadvantaged Community or Area of Persistent Poverty Designation.

HDC or APP Designation: Yes

3. Funding Source.

Funding Source: General Fund

4. Reserved.

5. Reserved.

6. Security Risk Designation.

Security Risk Designation: Low

7. Capital or Planning Designation.

Capital-Planning Designation: Planning

8. Funding Act.

Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021):

Highway Trust Funds (IIJA § 11101(b)(1)(A)); and

Highway Infrastructure Program (HIP) General Funds (IIJA, division J, title VIII, HIP heading, paragraph (4)).

9. Funds Obligation.

Obligation Deadline: September 30, 2025 for all sources of FY 2022 BIP funds.

10. Cancellation Date.

Highway Trust Funds: Available until expended.

IIJA/BIP General Funds: September 30, 2030

SCHEDULE G
BIP PERFORMANCE MEASUREMENT INFORMATION

Study Area: The five (5) bridges included in the BIP planning grant application are within Athens-Clarke County, Georgia, county limits. The bridges cross either the North Oconee River (eastern side of Athens), the Middle Oconee River (western side of Athens), or a tributary of the North Oconee River (eastern side of Athens).

Baseline Measurement Date: April 30, 2024

Baseline Report Date: June 15, 2024

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency
Project eligible to apply for a Large Bridge or Bridge grant.	BIP Planning Grant Objective Whether the BIP Planning grant for planning, feasibility analysis, and or revenue forecasting is associated with the development of a project eligible to apply for a BIP Large Bridge or Bridge grant.	annual
Innovation	Innovation Examine and report on savings as a result of innovative designs practices. Provide a comparison of costs utilizing traditional design practices with the costs or time savings of the project.	annual

SCHEDULE H
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS

1. Consideration of Climate Change and Environmental Justice Impacts.

The Recipient states that rows marked with "X" in the following table are accurate:

X	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
X	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. *(Identify the plan in the supporting narrative below.)*
X	The Recipient or a project partner used environmental justice tools, such as the EJSCREEN, to minimize adverse impacts of the Project on environmental justice communities. *(Identify the tool(s) in the supporting narrative below.)*
X	The Project supports a modal shift in freight or passenger movement to reduce emissions or reduce induced travel demand. *(Describe that shift in the supporting narrative below.)*
	The Project utilizes demand management strategies to reduce congestion, induced travel demand, and greenhouse gas emissions. *(Describe those strategies in the supporting narrative below.)*
	The Project incorporates electrification infrastructure, zero-emission vehicle infrastructure, or both. *(Describe the incorporated infrastructure in the supporting narrative below.)*
	The Project supports the installation of electric vehicle charging stations. *(Describe that support in the supporting narrative below.)*
	The Project promotes energy efficiency. *(Describe how in the supporting narrative below.)*
	The Project serves the renewable energy supply chain. *(Describe how in the supporting narrative below.)*
	The Project improves disaster preparedness and resiliency *(Describe how in the supporting narrative below.)*

	The Project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species, such as through reduction in Clean Air Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. *(Describe how in the supporting narrative below.)*
X	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. *(Describe that infrastructure in the supporting narrative below.)*
	The Project supports or incorporates the construction of energy- and location-efficient buildings. *(Describe how in the supporting narrative below.)*
	The Project includes recycling of materials, use of materials known to reduce or reverse carbon emissions, or both. *(Describe the materials in the supporting narrative below.)*
X	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project. *(Describe those actions in the supporting narrative below.)*
	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but, before beginning construction of the Project, will take relevant actions described in schedule B. *(Identify the relevant actions from schedule B in the supporting narrative below.)*
	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

2. Supporting Narrative.

Biking and walking are environmentally friendly transportation options with zero emissions and reduced road congestion. The project aims to enhance pedestrian and cyclist accessibility across Athens by improving five bridges:

- College Avenue Bridge: Connects north Athens communities to downtown; lacks bicycle facilities hindering connectivity. Needs a study for safety and efficiency improvements.
- Mitchell Bridge Road Bridge: Connects west communities to downtown; needs safety enhancements due to substandard components.
- North Avenue Bridge: Connects east Athens to downtown; safety concerns due to inadequate transitions and guardrails.

- Vine Street Bridge: Connects east and north Athens; requires safety upgrades due to inadequate components.

- Whitehall Road Bridge: Connects east and west communities; needs safety improvements and evaluation of substandard components.

In 2019, Athens-Clarke County committed to 100% clean and renewable energy by 2035. New bridge construction and greenway connections support the Restore Our River Project, enhancing habitats and wildlife corridors. Athens-Clarke County also adopted a Clean and Renewable Energy Plan in 2022 for a community-wide transition by 2050.

SCHEDULE I
RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with "X" in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. *(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)*
X	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. *(Identify the relevant programs, plans, or policies in the supporting narrative below.)*
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. *(Identify the relevant investments in the supporting narrative below.)*
X	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. *(Identify the new or improved access in the supporting narrative below.)*
X	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. *(Identify the new or improved access in the supporting narrative below.)*
X	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity. *(Describe those actions in the supporting narrative below.)*
	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the Project, will take relevant actions described in schedule B. *(Identify the relevant actions from schedule B in the supporting narrative below.)*
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

- Athens-Clarke County's100% Clean and Renewable Energy Resolution addresses climate change and racial disparities. It acknowledges the disproportionate impacts of climate change on Black and Brown communities and commits to reducing their energy burden through sustainable technologies, workforce development, and clean energy initiatives, supported by Reimagine North Avenue.

- In August 2022, Athens-Clarke County Mayor and Commission adopted an Equity-focused Clean and Renewable Energy Plan, targeting energy equity, renewable workforce, community access to clean energy, and transportation.

- Athens-Clarke County's Inclusion Office aims to create a more inclusive Athens by closing gaps and improving outcomes, taking action in areas like justice, discrimination processes, Juneteenth, procurement, and minority recruitment.

- The chosen bridges connect historically disadvantaged neighborhoods to essential resources, driving equitable access.

SCHEDULE J
LABOR AND WORK

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table are accurate:

	The Recipient or a project partner has adopted the use of project labor agreements in the overall delivery and implementation of the Project. *(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)*
	The Recipient or a project partner has adopted the use of local and economic hiring preferences in the overall delivery and implementation of the Project, subject to all applicable State and local laws, policies, and procedures. *(Describe the relevant provisions in the supporting narrative below.)*
	The Recipient or a project partner has adopted the use of registered apprenticeships in the overall delivery and implementation of the Project. *(Describe the use of registered apprenticeship in the supporting narrative below.)*
	The Recipient or a project partner will provide training and placement programs for underrepresented workers in the overall delivery and implementation of the Project. *(Describe the training programs in the supporting narrative below.)*
	The Recipient or a project partner will support free and fair choice to join a union in the overall delivery and implementation of the Project by investing in workforce development services offered by labor-management training partnerships or setting expectations for contractors to develop labor-management training programs. *(Describe the workforce development services offered by labor-management training partnerships in the supporting narrative below.)*
	The Recipient or a project partner will provide supportive services and cash assistance to address systemic barriers to employment to be able to participate and thrive in training and employment, including childcare, emergency cash assistance for items such as tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking. *(Describe the supportive services and/or cash assistance provided to trainees and employees in the supporting narrative below.)*

	The Recipient or a project partner has documented agreements or ordinances in place to hire from certain workforce programs that serve underrepresented groups. *(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)*
X	The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including: a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law; b. proactive partnerships with the U.S. Department of Labor's Office of Federal Contract Compliance Programs to promote compliance with EO 11246 Equal Employment Opportunity requirements; c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements; d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin; e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and f. maintaining robust anti-retaliation measures covering employees and contractors. *(Describe the equal opportunity plan in the supporting narrative below.)*
	The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. *(Describe those actions in the supporting narrative below.)*
	The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. *(Identify the relevant actions from schedule B in the supporting narrative below.)*
	The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

- Athens-Clarke County Safety and Risk is providing contracts training both internally for project managers, and with the Finance Department for potential contractors. These educational efforts, in concert with Finance Department outreach and education of minority owned business on bid and procurement, will

help level the playing field with respect to efficacy in the process for being awarded project contracts.

- Athens-Clarke County has a current Equal Employment Opportunity Plan that identifies gaps in workforce representation of the Athens-Clarke County community. As operationalized to date, this includes:

    - Creation of an Office of Inclusion, Diversity and Equity to identify barriers to full participation both internally for employees and externally for stakeholders and recipients of local government services. This will in include outreach, hiring and training practices for potential contractors, and ACCGov employees who will be tasked in maintenance of completed construction. This Office is housed under the Athens-Clarke County Manager (CEO) and coordinates across functions to include Finance and procurement, Human Resources, and Organizational Development.

    - Athens-Clarke County Human Resources was granted specialized position to collaborate with the Inclusion Office. Such work will review documents, processes, procedures, outreach and messaging towards greater diversity, equity and inclusion for positions that will support project completion and maintenance.

APPENDIX A

FEDERAL HIGHWAY ADMINISTRATION

GENERAL TERMS AND CONDITIONS UNDER THE FISCAL YEAR 2022 BRIDGE INVESTMENT PROGRAM (BIP) GRANT PROGRAM

January 31, 2023

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GENERAL TERMS AND CONDITIONS

These General Terms and Conditions are incorporated by reference in the project-specific agreement under the FY 2022 BIP discretionary grant program. The term "Recipient" is defined in the project-specific agreement. The project-specific agreement includes schedules A through J. The project-specific agreement may include special terms and conditions in project-specific articles or schedules.

ARTICLE 1 PURPOSE

1.1 Purpose. The purpose of this award is to fund the eligible project defined in the project-specific agreement that has been selected to receive a FY 2022 BIP Grant. The parties will accomplish that purpose by achieving the following objectives:

(1) timely completing the Project; and

(2) ensuring that this award does not substitute for non-Federal investment in the Project, except as proposed in the Technical Application, as modified by schedule E.

ARTICLE 2 FHWA ROLE

2.1 Federal Highway Administration (FHWA) Responsibilities.

(a) The FHWA is the operating administration under the United State Department of Transportation ("USDOT") responsible for the administration of the Grant Program, the approval and execution of the project-specific grant agreement, and any modifications to the project-specific under section 15.1.

2.2 Reserved.

ARTICLE 3 RECIPIENT ROLE

3.1 Statements on the Project. The Recipient states that:

(1) all material statements of fact in the Technical Application were accurate when that application was submitted; and

(2) schedule E documents all material changes in the information contained in that

application.

3.2 Statements on Authority and Capacity. The Recipient states that:

(1) it has the authority to receive Federal financial assistance under the project-specific agreement;

(2) it has the legal authority to complete the Project;

(3) it has the capacity, including institutional, managerial, and financial capacity, to comply with its obligations under the project-specific agreement;

(4) not less than the difference between the total eligible project costs listed in section 3 of schedule D and the Grant Amount listed in section 1 of schedule D is committed to fund the Project;

(5) it has sufficient funds available to ensure that infrastructure completed or improved under the project-specific agreement will be operated and maintained in compliance with that agreement and applicable Federal law; and

(6) the individual executing the project-specific agreement on behalf of the Recipient has authority to enter the project-specific agreement and make the statements in this article 3 and in section 20.7 on behalf of the Recipient.

3.3 USDOT FHWA Reliance. The Recipient acknowledges that:

(1) the USDOT FHWA relied on statements of fact in the Technical Application to select the Project to receive this award;

(2) the USDOT FHWA relied on statements of fact in both the Technical Application and the project-specific agreement to determine that the Recipient and the Project are eligible under the terms of the 2022 Bridge Investment Program Grants Notice of Funding Opportunity ("NOFO") 693JJ322NF00009 posted to Grants.gov on June 10, 2022.

(3) the USDOT FHWA relied on statements of fact in both the Technical Application and the project-specific agreement to establish the terms of the project-specific agreement; and

(4) the USDOT FHWA's selection of the Project to receive this award prevented awards under the NOFO to other eligible applicants.

3.4 Project Delivery.

(a) The Recipient shall complete the Project under the terms of the project-specific agreement.

(b) The Recipient shall ensure that the Project is financed, constructed, operated, and maintained in accordance with all Federal laws, regulations, and policies that are applicable to the Project.

3.5 Rights and Powers Affecting the Project.

(a) The Recipient shall not take or permit any action that deprive it of any rights or powers necessary to the Recipient's performance under the project-specific agreement without written approval of the FHWA.

(b) The Recipient shall act promptly, in a manner acceptable to the FHWA, to acquire, extinguish, or modify any outstanding rights or claims of right of others that would interfere with the Recipient's performance under the project-specific agreement.

3.6 Notification of Changes to Key Personnel. The Recipient shall notify all USDOT representatives who are identified in section 5 of schedule A in writing within 30 calendar days of any change in key personnel who are identified in section 4 of schedule A.

3.7 Subaward to Designated Subrecipient. If section 9 of schedule A identifies a Designated Subrecipient:

(1) the Recipient hereby awards a subaward to the Designated Subrecipient for the purpose described in section 1.1;

(2) the Recipient and the Designated Subrecipient may enter into a separate agreement, to which the FHWA is not a party, assigning responsibilities, including administrative and oversight responsibilities, among the Recipient and the Designated Subrecipient; and

(3) for the purpose of 2 C.F.R. parts 200 and 1201, the Recipient is a pass-through entity.

3.8 Designated Subrecipient Statements and Responsibilities. If section 9 of schedule A identifies a Designated Subrecipient:

(1) the Designated Subrecipient affirms all statements and acknowledgments that are attributed to the Recipient under sections 3.1 and 3.2; and

(2) the Designated Subrecipient assumes the Recipient's reporting obligations under article 7.

ARTICLE 4

AWARD AMOUNT, OBLIGATION, AND TIME PERIODS

4.1 Federal Award Amount. This FHWA hereby awards a Grant to the Recipient in the amount listed in section 1 of schedule D as the Grant Amount.

4.2 Reserved.

4.3 Federal Obligations.

(a) If the Federal Obligation Type identified in section 2 of schedule D is "Single," then the project-specific agreement obligates for the budget period the amount listed in section 1 of schedule D as the Grant Amount and sections 4.3(c)–4.3(f) do not apply to the project-specific agreement.

(b) If the Federal Obligation Type identified in section 2 of schedule D is "Multiple," then an amount up to the Grant Amount listed in section 1 of schedule D will be obligated with one initial obligation and one or more subsequent, optional obligations, as described in sections 4.3(c)–4.3(f).

(c) The Obligation Condition Table in section 2 of schedule D allocates the Grant among separate portions of the Project for the purpose of the Federal obligation of funds. The scope of each portion of the Project that is identified in that table is described in section 2 of schedule B.

(d) The project-specific agreement obligates for the budget period only the amounts allocated in the Obligation Condition Table in section 2 of schedule D to portions of the Project for which that table does not list an obligation condition.

(e) The project-specific agreement does not obligate amounts allocated in the Obligation Condition Table in section 2 of schedule D to portions of the Project for which that table lists an obligation condition. The parties may obligate the amounts allocated to those portions of the Project only as described in section 4.3(f) or by modifying the project-specific agreement under article 15.

(f) For each portion of the Project for which the Obligation Condition Table in section 2 of schedule D lists an obligation condition, the amount allocated in that table to that portion of the Project is obligated if, not later than the statutory lapse date identified in the project-specific agreement as applicable to the Grant Program.

(g) For that portion of the Project, the parties execute an instrument, in the form provided in Exhibit D, documenting that:

(1) the FHWA determines that the obligation condition listed in that table for that portion of the Project is satisfied;

(2) the FHWA determines that all applicable Federal requirements for obligating the

amount are satisfied; and

(3) the Recipient states that it is not required to request a modification of the project-specific agreement under article 5.

(h) The Recipient shall not request reimbursement of costs for a portion of the Project for which the Obligation Condition Table in section 2 of schedule D lists an obligation condition, unless the amount allocated in that table to that portion of the Project is obligated under section 4.3(f).

(i) Reserved.

(j) The Recipient acknowledges that:

(1) the FHWA is not liable for payments for a portion of the Project for which the Obligation Condition Table in section 2 of schedule D lists an obligation condition, unless the amount allocated in that table to that portion of the Project is obligated under section 4.3(f);

(2) any portion of the Grant that is not obligated under this section 4.3 by the statutory lapse date identified in the project-specific agreement for those funds lapses on the day after that date and becomes unavailable for the Project; and

(3) the FHWA may consider the failure to obligate funds by the statutory lapse date identified in the project-specific agreement as applicable to the Grant Program for those funds to be a basis for terminating the project-specific agreement under section 10.1.

4.4 Budget Period. The budget period for this award begins on the date of the project-specific agreement and ends on the budget period end date that is listed in section 1 of schedule C or as determined in the FHWA Fiscal Management Information System ("FMIS"). In the project-specific agreement, "budget period" is used as defined at 2 C.F.R. 200.1.

4.5 Period of Performance.

(a) If the USDOT Payment System identified in section 6 of schedule A is "FMIS," then the period of performance for this award begins on the date of the project-specific agreement and ends on project end date in FMIS.

(b) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then the period of performance for this award is listed on page 1, line 6 of the project-specific agreement.

(c) In the project-specific agreement, "period of performance" is used as defined at 2 C.F.R.

200.1.

ARTICLE 5

STATEMENT OF WORK, SCHEDULE, AND BUDGET CHANGES

5.1 **Notification Requirement.** The Recipient shall notify all FHWA representatives who are identified in section 5 of schedule A in writing within 30 calendar days of any change in circumstances or commitments that adversely affect the Recipient's plan to complete the Project. In that notification, the Recipient shall describe the change and what actions the Recipient has taken or plans to take to ensure completion of the Project. This notification requirement under this section 5.1 is separate from any requirements under this article 5 that the Recipient request modification of the project-specific agreement.

5.2 **Scope and Statement of Work Changes.** If the Project's activities differ from the activities described in the Technical Application, then the Recipient shall request a modification of the project-specific agreement in Schedule E.

5.3 **Schedule Changes.** If one or more of the following conditions are satisfied, then the Recipient shall request a modification of the project-specific agreement to update schedule C:

(1) a completion date for the Project or a component of the Project is listed in section 2 of schedule C and the Recipient's estimate for that milestone changes to a date that is more than six months after the date listed in section 2 of schedule C;

(2) a schedule change would require the budget period to continue after the budget period end date listed in section 1 of schedule C; or

(3) the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing" and a schedule change would require the period of performance to continue after the period of performance listed on page 1, line 6 of the project-specific agreement.

For other schedule changes, the Recipient shall follow the applicable procedures of the FHWA and document the changes in writing.

5.4 **Budget Changes.**

(a) The Recipient acknowledges that if the cost of completing the Project increases:

(1) that increase does not affect the Recipient's obligation under the project-specific agreement to complete the Project; and

(2) the FHWA will not increase the amount of this award to address any funding

shortfall.

(b) The Recipient shall request a modification of the project-specific agreement to update schedule D if, in comparing the Project's budget to the amounts listed in section 3 of schedule D:

(1) the total "Non-Federal Funds" amount decreases; or

(2) the total eligible project costs amount decreases.

(c) For budget changes that are not identified in section 5.4(b), the Recipient shall follow the applicable procedures of the FHWA and document the changes in writing.

(d) If there are Project Cost Savings, then the Recipient may propose to the FHWA, in writing consistent with the FHWA's requirements, to include in the Project specific additional activities that are within the scope of this award, as defined in section 1.1 and schedule B, and that the Recipient could complete with the Project Cost Savings.

In this agreement, "**Project Cost Savings**" means the difference between the actual eligible project costs and the total eligible project costs that are listed in section 3 of schedule D, but only if the actual eligible project costs are less than the total eligible project costs that are listed in section 3 of schedule D. There are no Project Cost Savings if the actual eligible project costs are equal to or greater than the total eligible project costs that are listed in section 3 of schedule D.

(e) If there are Project Cost Savings and either the Recipient does not make a proposal under section 5.4(d) or the FHWA does not accept the Recipient's proposal under section 5.4(d), then:

(1) in a request under section 5.4(b), the Recipient shall reduce the Federal Share by the Project Cost Savings; and

(2) if that modification reduces this award and the FHWA had reimbursed costs exceeding the revised award, the Recipient shall refund to the FHWA the difference between the reimbursed costs and the revised award.

In this agreement, "**Federal Share**" means the sum of the total "BIP Grant Funds" and "Other Federal Funds" amounts that are listed in section 3 of schedule D.

(f) The Recipient acknowledges that amounts that are required to be refunded under section 5.4(e)(2) constitute a debt to the Federal Government that the FHWA may collect under 2 C.F.R. 200.346 and the Federal Claims Collection Standards (31 C.F.R. parts 900–999).

5.5 **FHWA Acceptance of Changes.** The FHWA may accept or reject modifications requested under this article 5, and in doing so may elect to consider only the interests of the Grant Program and the FHWA. The Recipient acknowledges that requesting a modification under this article 5 does not amend, modify, or supplement the project-specific agreement unless the FHWA accepts that modification request and the parties modify the project-specific agreement under section 15.1.

ARTICLE 6 GENERAL REPORTING TERMS

6.1 **Report Submission.** The Recipient shall send all reports required by the project-specific agreement to all FHWA contacts who are listed in section 5 of schedule A and all FHWA contacts who are listed in section 2.2.

6.2 **Alternative Reporting Methods.** The FHWA may establish processes for the Recipient to submit reports required by the project-specific agreement , including electronic submission processes. If the Recipient is notified of those processes in writing, the Recipient shall use the processes required by the FHWA.

6.3 **Paperwork Reduction Act Notice.** Under 5 C.F.R. 1320.6, the Recipient is not required to respond to a collection of information that does not display a currently valid control number issued by the Office of Management and Budget (the "OMB"). Collections of information conducted under the project-specific agreement are approved under OMB Control No. 2125-0664.

ARTICLE 7

PROGRESS AND FINANCIAL REPORTING

7.1 **Quarterly Project Progress Reports and Recertifications.** On or before the 20th day of the first month of each calendar year quarter and until the end of the period of performance, the Recipient shall submit to the FHWA a Quarterly Project Progress Report and Recertification in the format and with the content described in exhibit C. If the date of this agreement is in the final month of a calendar year quarter, then the Recipient shall submit the first Quarterly Project Progress Report and Recertification in the second calendar year quarter that begins after the date of this agreement**.**

7.2 **Final Progress Reports and Financial Information.** No later than 120 days after the end of the period of performance, the Recipient shall submit:

(1) a Final Project Progress Report and Recertification in the format and with the content described in exhibit C for each Quarterly Project Progress Report and Recertification, including a final Federal Financial Report (SF-425); and

(2) any other information required under FHWA award closeout

procedures.

ARTICLE 8 PERFORMANCE REPORTING

8.1 Baseline Performance Measurement.

(1) The Recipient shall collect data for each performance measure that is identified in the Performance Measure Table in schedule G, accurate as of the Baseline Measurement Date that is identified in schedule G; and

(2) On or before the Baseline Report Date that is stated in schedule G, the Recipient shall submit a Baseline Performance Measurement Report that contains the data collected under this section 8.1 and a detailed description of the data sources, assumptions, variability, and estimated levels of precision for each performance measure that is identified in the Performance Measure Table in schedule G.

8.2 Post-construction Performance Measurement.

(1) For each performance measure that is identified in the Performance Measure Table in schedule G with quarterly measurement frequency, for each of 12 consecutive calendar quarters, beginning with the first calendar quarter that begins after the Project substantial completion date, at least once during the quarter, the Recipient shall collect data for that performance measure;

(2) For each performance measure that is identified in the Performance Measure Table in schedule G with annual measurement frequency, the Recipient shall collect data for that performance measure on at least three separate occasions: (i) once during the four consecutive calendar quarters that begin after the Project substantial completion date; (ii) once during the fourth calendar quarter after the first collection; and (iii) once during the eighth calendar quarter after the first collection; and

(3) Not later than January 31 of each year that follows a calendar year during which data was collected under this section 8.2, the Recipient shall submit to the USDOT a Post-Project Performance Measurement Report containing the data collected under this section 8.2 in the previous calendar year and stating the dates when the data was collected.

If an external factor significantly affects the value of a performance measure collected under this section 8.2, then the Recipient shall identify that external factor in the Post-Project Performance Measurement Report and discuss its influence on the performance measure.

8.3 Project Outcomes Report. The Recipient shall submit to the FHWA, not later than January

31 of the year that follows the final calendar year during which data was collected under section 8.2, a Project Outcomes Report that contains:

(1) a narrative discussion detailing project successes and the influence of external factors on project expectations;

(2) all baseline and post-Project performance measurement data that the Recipient reported in the Baseline Performance Measurement Report and the Post-Project Performance Measurement Reports; and

(3) an *ex post* examination of project effectiveness relative to the baseline data that the Recipient reported in the Baseline Performance Measurement Report.

8.4 Performance Reporting Survival. The data collection and reporting requirements in this article 8 survive the termination of this agreement.

ARTICLE 9 NONCOMPLIANCE AND REMEDIES

9.1 Noncompliance Determinations.

(a) If the FHWA determines that the Recipient may have failed to comply with the United States Constitution, Federal law, or the terms and conditions of the project-specific agreement, the FHWA may notify the Recipient of a proposed determination of noncompliance. For the notice to be effective, it must be written and the FHWA must include an explanation of the nature of the noncompliance, describe a remedy, state whether that remedy is proposed or effective at an already determined date, and describe the process through and form in which the Recipient may respond to the notice.

(b) If the FHWA notifies the Recipient of a proposed determination of noncompliance under section 9.1(a), the Recipient may, not later than 7 calendar days after the notice, respond to that notice in the form and through the process described in that notice. In its response, the Recipient may:

(1) accept the remedy;

(2) acknowledge the noncompliance, but propose an alternative remedy; or

(3) dispute the noncompliance.

To dispute the noncompliance, the Recipient must include in its response documentation or other information supporting the Recipient's compliance.

(c) The FHWA may make a final determination of noncompliance only:

(1) after considering the Recipient's response under section 9.1(b); or

(2) if the Recipient fails to respond under section 9.1(b), after the time for that response has passed.

(d) To make a final determination of noncompliance, the FHWA must provide a notice to the Recipient that states the bases for that determination.

9.2 Remedies.

(a) If the FHWA makes a final determination of noncompliance under section 9.1, the FHWA may impose a remedy, including:

(1) additional conditions on the award;

(2) any remedy permitted under 2 C.F.R. 200.339–200.340, including withholding of payments; disallowance of previously reimbursed costs, requiring refunds from the Recipient to the FHWA; suspension or termination of the award; or suspension and disbarment under 2 C.F.R. part 180; or

(3) any other remedy legally available.

(b) To impose a remedy, the FHWA must provide a written notice to the Recipient that describes the remedy, but the FHWA may make the remedy effective before the Recipient receives that notice.

(c) If the FHWA determines that it is in the public interest, the FHWA may impose a remedy, including all remedies described in section 9.2(a), before making a final determination of noncompliance under section 9.1. If it does so, then the notice provided under section 9.1(d) must also state whether the remedy imposed will continue, be rescinded, or modified.

(d) In imposing a remedy under this section 9.2 or making a public interest determination under section 9.2(c), the FHWA may elect to consider the interests of only the FHWA.

(e) The Recipient acknowledges that amounts that the FHWA requires the Recipient to refund to the FHWA due to a remedy under this section 9.2 constitute a debt to the Federal Government that the FHWA may collect under 2 C.F.R. 200.346 and the Federal Claims Collection Standards (31 C.F.R. parts 900–999).

9.3 Other Oversight Entities. Nothing in this article 9 limits any party's authority to report activity under the project-specific agreement to the United States Department of Transportation Inspector General or other appropriate oversight entities.

ARTICLE 10 AGREEMENT TERMINATION

10.1 FHWA Termination.

(a) The FHWA may terminate the project-specific agreement and all of its obligations under this agreement if any of the following occurs:

(1) the Recipient fails to obtain or provide any non- Grant contribution or alternatives approved by the FHWA as provided in the project-specific agreement and consistent with schedule D;

(2) a completion date for the Project or a component of the Project is listed in section 2 of schedule C and the Recipient fails to meet that milestone by six months after the date listed in section 2 of schedule C;

(3) the Recipient fails to meet a milestone listed in section 3 of schedule C by the deadline date listed in that section for that milestone;

(4) the Recipient fails to comply with the terms and conditions of the project-specific agreement, including a material failure to comply with the project schedule in schedule C even if it is beyond the reasonable control of the Recipient;

(5) circumstances cause changes to the Project that the FHWA determines are inconsistent with the FHWA's basis for selecting the Project to receive a Grant; or

(6) the FHWA determines that termination of the project-specific agreement is in the public interest.

(b) In terminating the project-specific agreement under this section, the FHWA may elect to consider only the interests of the FHWA.

(c) This section 10.1 does not limit the FHWA's ability to terminate the project-specific agreement as a remedy under section 9.2.

(d) The Recipient may request that the FHWA terminate the project-specific agreement under this section 10.1.

10.2 Closeout Termination.

(a) The project-specific agreement terminates on Project Closeout.

(b) In the project-specific agreement, "**Project Closeout**" means the date that the FHWA

notifies the Recipient that the award is closed out. Under 2 C.F.R. 200.344, Project Closeout should occur no later than one year after the end of the period of performance.

10.3 Post-Termination Adjustments. The Recipient acknowledges that under 2 C.F.R. 200.345–200.346, termination of the project-specific agreement does not extinguish the FHWA's authority to disallow costs, including costs that the FHWA reimbursed before termination, and recover funds from the Recipient.

10.4 Non-Terminating Events.

(a) The end of the budget period described under section 4.4 does not terminate the project-specific agreement or the Recipient's obligations under the project-specific agreement.

(b) The end of the period of performance described under section 4.5 does not terminate the project-specific agreement or the Recipient's obligations under the project-specific agreement.

(c) The cancellation of funds under section 14.2 does not terminate the project-specific agreement or the Recipient's obligations under the project-specific agreement.

10.5 Other Remedies. The termination authority under this article 10 supplements and does not limit the FHWA's remedial authority under article 9 or 2 C.F.R. part 200, including 2 C.F.R. 200.339–200.340.

ARTICLE 11

MONITORING, FINANCIAL MANAGEMENT, CONTROLS, AND RECORDS

11.1 Recipient Monitoring and Record Retention.

(a) The Recipient shall monitor activities under this award, including activities under subawards and contracts, to ensure:

(1) that those activities comply with the project-specific agreement; and

(2) that funds provided under this award are not expended on costs that are not allowable under this award or not allocable to this award.

(b) If the Recipient makes a subaward under this award, the Recipient shall monitor the activities of the subrecipient in compliance with 2 C.F.R. 200.332(d).

(c) The Recipient shall retain records relevant to the award as required under 2 C.F.R. 200.334.

11.2 Financial Records and Audits.

(a) The Recipient shall keep all project accounts and records that fully disclose the amount and disposition by the Recipient of the award funds, the total cost of the Project, and the amount or nature of that portion of the cost of the Project supplied by other sources, and any other financial records related to the project.

(b) The Recipient shall keep accounts and records described under section 11.2(a) in accordance with a financial management system that meets the requirements of 2 C.F.R. 200.301–200.303, 2 C.F.R. 200 subpart F, and title 23, United States Code, and will facilitate an effective audit in accordance with 31 U.S.C. 7501–7506.

(c) The Recipient shall separately identify expenditures under the fiscal year of the Grant Program in financial records required for audits under 31 U.S.C. 7501–7506. Specifically, the Recipient shall:

(1) list expenditures under that program separately on the schedule of expenditures of Federal awards required under 2 C.F.R. 200 subpart F, including the Federal Fiscal Year ("FY") in the program name; and

(2) list expenditures under that program on a separate row under Part II, Item 1 ("Federal Awards Expended During Fiscal Period") of Form SF-SAC, including the Federal Fiscal Year ("FY") in column c ("Additional Award Identification").

11.3 Internal Controls. The Recipient shall establish and maintain internal controls as required under 2 C.F.R. 200.303.

11.4 USDOT Record Access. The FHWA may access Recipient records related to this award under 2 C.F.R. 200.337.

11.5 Title 23 Oversight Responsibilities. This award is subject to the oversight program at 23 U.S.C. 106(g).

ARTICLE 12 CONTRACTING AND SUBAWARDS

12.1 Minimum Wage Rates. The Recipient shall include, in all contracts in excess of $2,000 for construction work to be performed on a Federal-aid highway (or work that is treated as if performed on a Federal-aid highway) under the Project that involves labor, provisions establishing minimum rates of wages, to be predetermined by the United States Secretary of Labor, in accordance with 23 U.S.C. 113, as applicable, that contractors shall pay to skilled

and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

12.2 Buy America.

(a) Steel, iron, and manufactured products used in the Project are subject to 23 U.S.C. 313, as implemented by the FHWA. The Recipient acknowledges that the project-specific agreement is neither a waiver of 23 U.S.C. 313(a) nor a finding under 23 U.S.C. 313(b).

Construction materials used in the Project are subject to the domestic preference requirement at § 70914 of the Build America, Buy America Act, Pub. L. No. 117-58, div. G, tit. IX, subtit. A, 135 Stat. 429, 1298 (2021), as implemented by OMB, USDOT, and FHWA. The Recipient acknowledges that the project-specific agreement is neither a waiver of § 70914(a) nor a finding under § 70914(b).

(b) Under 2 C.F.R. 200.322, as appropriate and to the extent consistent with law, the Recipient should, to the greatest extent practicable under this award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The Recipient shall include the requirements of 2 C.F.R. 200.322 in all subawards including all contracts and purchase orders for work or products under this award.

12.3 Small and Disadvantaged Business Requirements. The Recipient shall comply with 49 C.F.R. part 26 ("Participation by disadvantaged business enterprises in Department of Transportation financial assistance programs"). For the purpose of 49 C.F.R. 26.3 that part applies to the Recipient.

12.4 Engineering and Design Services. The Recipient shall award each contract or sub- contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping, or related services with respect to the project in the same manner that a contract for architectural and engineering services is negotiated under the Brooks Act, 40 U.S.C. 1101-1104 as implemented in 23 U.S.C. 112(b)(2), or an equivalent qualifications-based requirement prescribed for or by the Recipient and approved in writing by the USDOT.

12.5 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. The Recipient acknowledges that Section 889 of Pub. L. No. 115-232 and 2 C.F.R. 200.216 prohibit the Recipient and all subrecipients from procuring or obtaining certain telecommunications and video surveillance services or equipment under the Grant award.

12.6 Pass-through Entity Responsibilities. If the Recipient makes a subaward under the Grant award, the Recipient shall comply with the requirements on pass-through entities under 2 C.F.R. parts 200 and 1201, including 2 C.F.R. 200.331–200.333 and 23 U.S.C. 106(g)(4) where applicable.

12.7 Subaward and Contract Authorization.

(a) If the FHWA Office for Subaward and Contract Authorization identified in section 7 of schedule A is "FHWA Division," then the Recipient shall comply with subaward and contract authorization requirements under 23 C.F.R chapter I.

(b) If the FHWA Office for Subaward and Contract Authorization identified in section 7 of schedule A is "FHWA Office of Acquisition and Grants Management," then the Recipient must obtain prior written approval from the FHWA agreement officer pursuant to 2 C.F.R. 200.308 and 23 C.F.R. 172 as applicable for the subaward or contracting out of any BIP Planning Grant work under the project-specific agreement above the Simplified Acquisition Threshold. Approvals under 2 C.F.R. 200.308 will be contingent upon a fair and reasonable price determination on the part of the Recipient and the agreement officer's concurrence on that determination. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

ARTICLE 13

COSTS, PAYMENTS, AND UNEXPENDED FUNDS

13.1 Limitation of Federal Award Amount. Under the Grant Program award, the FHWA shall not provide funding greater than the amount obligated under section 4.3, and FMIS as applicable. The Recipient acknowledges that the FHWA is not liable for payments exceeding that amount, and the Recipient shall not request reimbursement of costs exceeding that amount.

13.2 Projects Costs. The Grant Program award is subject to the cost principles at 2 C.F.R. 200 subpart E, including provisions on determining allocable costs and determining allowable costs.

13.3 Timing of Project Costs.

(a) The Recipient shall not charge to the Grant Program award costs that are incurred after the budget period.

(b) Except as permitted under section 13.3(d)(f), the Recipient shall not charge to the Grant award costs that were incurred before the date of the project-specific agreement.

(c) The execution of the project-specific agreement will terminate and supersede any previous FHWA approval for the Recipient to incur costs under the Grant Program award for the Project. Section 5 of schedule D is the exclusive FHWA approval of costs incurred before the date of the project-specific agreement.

(d) If the USDOT Payment System identified in section 6 of schedule A is "FMIS" and

section 5 of schedule D identifies an advance construction authorization under 23 U.S.C. 115, then the Recipient may charge to the Grant Program award, for payment from the Grant Program grant or other Federal amounts, costs that were incurred before the date of the project-specific agreement, were consistent with that authorization, and would have been allowable if incurred during the budget period.

(e) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing" and section 5 of schedule D identifies a pre-award approval under 2 C.F.R. 200.458, then the Recipient may charge to the Grant Program award, for payment from the Grant Program grant or other Federal amounts, costs that were incurred before the date of the project-specific agreement, were consistent with that approval, and would have been allowable if incurred during the budget period.

(f) If the USDOT approves a request from the Recipient under 23 U.S.C. 117(k)(2) and section 5 of schedule D describes that approval, then the Recipient may charge to this award, for payment from non-Federal amounts, costs that were incurred before the date of this agreement, were consistent with that approval, and would have been allowable if incurred during the budget period.

13.4 Recipient Recovery of Federal Funds. The Recipient shall make all reasonable efforts, including initiating litigation, if necessary, to recover Federal funds if the FHWA determines, after consultation with the Recipient, that those funds have been spent fraudulently, wastefully, or in violation of Federal laws, or misused in any manner under this award. The Recipient shall not enter a settlement or other final position, in court or otherwise, involving the recovery of funds under the Grant award unless approved in advance in writing by the FHWA.

13.5 Unexpended Federal Funds. Any Federal funds that are awarded at section 4.1 but not expended on allocable, allowable costs remain the property of the United States.

13.6 Timing of Payments to the Recipient.

(a) Reimbursement is the payment method for the Grant Program.

(b) The Recipient shall not request reimbursement of a cost before the Recipient has entered into an obligation for that cost.

13.7 Payment Method.

(a) If the USDOT Payment System identified in section 6 of schedule A is "FMIS," then the Recipient shall follow FMIS procedures to request and receive reimbursement payments under this award.

(b) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then the Recipient shall use the DELPHI eInvoicing System to request

reimbursement under this award unless the FHWA agreement officer provides written approval for the Recipient to use a different request and payment method.

(c) The FHWA may deny a payment request that is not submitted using the method identified in this section 13.7.

13.8 Information Supporting Expenditures.

(a) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then when requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs), shall identify the Federal share and the Recipient's share of costs, and shall submit supporting cost detail to clearly document all costs incurred. As supporting cost detail, the Recipient shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, and travel.

(b) If the Recipient submits a request for reimbursement that the FHWA determines does not include or is not supported by sufficient detail, the FHWA may deny the request or withhold processing the request until the Recipient provides sufficient detail.

13.9 Reimbursement Frequency. If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then the Recipient shall not request reimbursement more frequently than monthly.

ARTICLE 14

LIQUIDATION, ADJUSTMENTS, AND FUNDS AVAILABILITY

14.1 Liquidation of Recipient Obligations.

(a) The Recipient shall liquidate all obligations of award funds under the project-specific agreement not later than the earlier of (1) 120 days after the end of the period of performance or (2) the statutory funds cancellation date identified in section 6 of schedule F.

(b) Liquidation of obligations and adjustment of costs under the project-specific agreement follow the requirements of 2 C.F.R. 200.344–200.346.

14.2 Reserved.

ARTICLE 15 AGREEMENT MODIFICATIONS

15.1 Bilateral Modifications. The parties may amend, modify, or supplement the project-specific

agreement by mutual agreement in writing signed by the FHWA and the Recipient. Either party may request to amend, modify, or supplement the project-specific agreement by written notice to the other party.

15.2 Unilateral Contact Modifications.

(a) The Recipient may update the contacts who are listed in section 3 of schedule A by written notice to all of the FHWA contacts who are listed in section 5 of schedule A and section 2.2.

(b) The FHWA may update the contacts who are listed in section 5 of schedule A and section 2.2 by written notice to all of the Recipient contacts who are listed in section 3 of schedule A.

15.3 FHWA Unilateral Modifications.

(a) The FHWA may unilaterally modify the project-specific agreement to comply with Federal law, including the Program Statute.

(b) To unilaterally modify the project-specific agreement under this section 15.3, the FHWA must provide a notice to the Recipient that includes a description of the modification and state the date that the modification is effective.

15.4 Other Modifications. The parties shall not amend, modify, or supplement the project-specific agreement except as permitted under sections 15.1, 15.2, or 15.3. If an amendment, modification, or supplement is not permitted under section 15.1, not permitted under section 15.2, and not permitted under section 15.3, it is void.

ARTICLE 16

CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE

16.1 Climate Change and Environmental Justice. Consistent with Executive Order 14008, "Tackling the Climate Crisis at Home and Abroad" (Jan. 27, 2021), schedule H documents the consideration of climate change and environmental justice impacts of the Project.

ARTICLE 17

RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

17.1 Racial Equity and Barriers to Opportunity. Consistent with Executive Order 13985, "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government" (Jan. 20, 2021), schedule I documents activities related to the Project to improve racial equity and reduce barriers to opportunity.

ARTICLE 18 LABOR AND WORK

18.1 Labor and Work. Consistent with Executive Order 14025, "Worker Organizing and Empowerment" (Apr. 26, 2021), and Executive Order 14052, "Implementation of the Infrastructure Investment and Jobs Act" (Nov. 15, 2021), schedule J documents the consideration of job quality and labor rights, standards, and protections related to the Project.

ARTICLE 19
CRITICAL INFRASTRUCTURE SECURITY AND RESILIENCE

19.1 Critical Infrastructure Security and Resilience.

(a) Consistent with Presidential Policy Directive 21, "Critical Infrastructure Security and Resilience" (Feb. 12, 2013), and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems (July 28, 2021), the Recipient shall consider physical and cyber security and resilience in planning, design, and oversight of the Project.

(b) If the Security Risk Designation in section 6 of schedule F is "Elevated," then, not later that than two years after the date of this agreement, the Recipient shall submit to the FHWA a report that:

(1) identifies a cybersecurity Point of Contact for the transportation infrastructure being improved in the Project;

(2) summarizes or contains a cybersecurity incident reporting plan for the transportation infrastructure being improved in the Project;

(3) summarizes or contains a cybersecurity incident response plan for the transportation infrastructure being improved in the Project;

(4) documents the results of a self-assessment of the Recipient's cybersecurity posture and capabilities; and

(5) describes any additional actions that the Recipient has taken to consider or address cybersecurity risk of the transportation infrastructure being improved in the Project.

ARTICLE 20
FEDERAL FINANCIAL ASSISTANCE, ADMINISTRATIVE, AND NATIONAL POLICY REQUIREMENTS

20.1 Uniform Administrative Requirements for Federal Awards. The Recipient shall comply with the obligations on non-Federal entities under 2 C.F.R. parts 200 and 1201.

20.2 Federal Law and Public Policy Requirements.

(a) The Recipient shall ensure that Federal funding is expended in full accordance with the United States Constitution, Federal law, and statutory and public policy requirements: including but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.

(b) The failure of the project-specific agreement to expressly identify Federal law applicable to the Recipient or activities under the project-specific agreement does not make that law inapplicable.

20.3 Federal Freedom of Information Act.

(a) The FHWA is subject to the Freedom of Information Act, 5 U.S.C. 552.

(b) The Recipient acknowledges that the Technical Application and materials submitted to the FHWA by the Recipient related to this agreement may become FHWA records subject to public release under 5 U.S.C. 552.

20.4 History of Performance. Under 2 C.F.R 200.206, any Federal awarding agency may consider the Recipient's performance under the project-specific agreement, when evaluating the risks of making a future Federal financial assistance award to the Recipient.

20.5 Whistleblower Protection.

(a) The Recipient acknowledges that it is a "grantee" within the scope of 41 U.S.C. 4712, which prohibits the Recipient from taking certain actions against an employee for certain disclosures of information that the employee reasonably believes are evidence of gross mismanagement of the Grant Program award, gross waste of Federal funds, or a violation of Federal law related this this award.

(b) The Recipient shall inform its employees in writing of the rights and remedies provided under 41 U.S.C. 4712, in the predominant native language of the workforce.

20.6 External Award Terms and Obligations.

(a) In addition to this document and the contents described in article 25 the project-specific agreement includes the following additional terms as integral parts:

(1) Appendix A to 2 C.F.R. part 25: System for Award Management and Universal Identifier Requirements;

(2) Appendix A to 2 C.F.R. part 170: Reporting Subawards and Executive Compensation;

(3) 2 C.F.R 175.15(b): Trafficking in Persons; and

(4) Appendix XII to 2 C.F.R. part 200: Award Term and Condition for Recipient Integrity and Performance Matters.

(b) The Recipient shall comply with:

(1) 49 C.F.R. part 20: New Restrictions on Lobbying;

(2) 49 C.F.R. part 21: Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964;

(3) 49 C.F.R. part 27: Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance;

(4) 23 C.F.R. Chapter 1: Federal Highway Administration, Department of Transportation as, applicable to the Recipient.

(5) Subpart B of 49 C.F.R. part 32: Governmentwide Requirements for Drug-free Workplace (Financial Assistance).

20.7 Incorporated Certifications. The Recipient makes the statements in the following certifications, which are incorporated by reference:

(1) Appendix A to 49 CFR part 20 (Certification Regarding Lobbying).

ARTICLE 21 ASSIGNMENT

21.1 Assignment Prohibited. The Recipient shall not transfer to any other entity any discretion granted under this agreement, any right to satisfy a condition under this agreement, any remedy under this agreement, or any obligation imposed under this agreement.

ARTICLE 22 WAIVER

22.1 Waivers.

(a) A waiver of a term of the project-specific agreement granted by the FHWA will not be effective unless it is in writing and signed by an authorized representative of the FHWA.

(b) A waiver of a term of the project-specific agreement granted by the FHWA on one occasion will not operate as a waiver on other occasions.

(c) If the FHWA fails to require strict performance of a term of the project-specific agreement , fails to exercise a remedy for a breach of the project-specific agreement, or fails to reject a payment during a breach of the project-specific agreement, that failure does not constitute a waiver of that term or breach.

ARTICLE 23 ADDITIONAL TERMS AND CONDITIONS

23.1 Effect of Urban or Rural Designation. As applicable to the Grant Program, based on information that the Recipient provided to the FHWA, including the Technical Application, if section 1 of schedule F designates the Grant award as an urban award or a rural award, as defined in the NOFO, then the Recipient shall comply with the requirements that accompany that designation on minimum award size, geographic location, and cost sharing.

23.2 Effect of Historically Disadvantaged Community or Area of Persistent Poverty Designation. If section 3 of schedule F lists "Yes" for the "HDC or APP Designation," then based on information that the Recipient provided to the FHWA, including the Technical Application, the FHWA determined that the Project will be carried out in a historically disadvantaged community or an area of persistent poverty, as defined in the NOFO. The Recipient shall incur a majority of the costs under the Grant award in historically disadvantaged communities or areas of persistent poverty.

23.3 Reserved.

23.4 Reserved.

23.5 Reserved.

23.6 Disclaimer of Federal Liability. The FHWA shall not be responsible or liable for any damage to property or any injury to persons that may arise from, or be incident to, performance or compliance with the project-specific agreement.

23.7 Relocation and Real Property Acquisition.

(a) To the greatest extent practicable under State law, the Recipient shall comply with the land acquisition policies in 49 C.F.R. 24 subpart B and shall pay or reimburse property owners for necessary expenses as specified in that subpart.

(b) The Recipient shall provide a relocation assistance program offering the services described in 49 C.F.R. 24 subpart C and shall provide reasonable relocation payments

and assistance to displaced persons as required in 49 C.F.R. 24 subparts D–E.

(c) The Recipient shall make available to displaced persons, within a reasonable period of time prior to displacement, comparable replacement dwellings in accordance with 49 C.F.R. 24 subpart E.

23.8 Equipment Disposition.

(a) In accordance with 2 C.F.R. 200.313 and 1201.313, if the Recipient or a subrecipient acquires equipment under the Grant Program award, then when that equipment is no longer needed for the Project:

(1) if the entity that acquired the equipment is a State or a subrecipient of a State, that entity shall dispose of that equipment in accordance with State laws and procedures; and

(2) if the entity that acquired the equipment is neither a State nor a subrecipient of a State, that entity shall request disposition instructions from the FHWA.

(b) In accordance with 2 C.F.R. 200.443(d), the distribution of the proceeds from the disposition of equipment must be made in accordance with 2 C.F.R. 200.313–200.316 and 2 C.F.R. 1201.313.

(c) The Recipient shall ensure compliance with this section 23.8 for all tiers of subawards under the Grant Program award.

23.9 Environmental Review.

(a) In this section, "**Environmental Review Entity**" means:

(1) if the Project is located in a State that has assumed responsibilities for environmental review activities under 23 U.S.C. 326 or 23 U.S.C. 327 and the Project is within the scope of the assumed responsibilities, the State; and

(2) for all other cases, the FHWA.

(b) Except as authorized under section 23.9 , the Recipient shall not begin final design; acquire real property, construction materials, or equipment; begin construction; or take other actions that represent an irretrievable commitment of resources for the Project unless and until:

(1) the Environmental Review Entity complies with the National Environmental Policy Act, 42 U.S.C. 4321 to 4370m-12, and any other applicable environmental laws and regulations; and

(2) if the Environmental Review Entity is not the Recipient, the Environmental Review Entity provides the Recipient with written notice that the environmental review process is complete.

(c) If the Recipient is using procedures for early acquisition of real property under 23 C.F.R. 710.501 or hardship and protective acquisitions of real property 23 C.F.R. 710.503, the Recipient shall comply with 23 C.F.R. 771.113(d)(1).

(d) The Recipient acknowledges that:

(1) the Environmental Review Entity's actions under section 22.6(a) depend on the Recipient conducting necessary environmental analyses and submitting necessary documents to the Environmental Review Entity; and

(2) applicable environmental statutes and regulation may require the Recipient to prepare and submit documents to other Federal, State, and local agencies.

(e) Consistent with 23 C.F.R. 771.105(a), to the extent practicable and consistent with Federal law, the Recipient shall coordinate all environmental investigations, reviews, and consultations as a single process.

(f) The activities described in schedule B and other information described in the project-specific agreement may inform environmental decision-making processes, but the parties do not intend the project-specific agreement to document the alternatives under consideration under those processes. If a build alternative is selected that does not align with schedule B or other information in the project-specific agreement, then:

(1) the parties may amend the project-specific agreement under section 15.1 for consistency with the selected build alternative; or

(2) if the FHWA determines that the condition at section 10.1(a)(5) is satisfied, the FHWA may terminate the project-specific agreement under section 10.1(a)(5).

(g) The Recipient shall complete any mitigation activities described in the environmental document or documents for the Project, including the terms and conditions contained in the required permits and authorizations for the Project.

23.10 Railroad Coordination. If section 3 of schedule C includes one or more milestones identified as a "Railroad Coordination Agreement," then for each of those milestones, the Recipient shall enter a standard written railroad coordination agreement, consistent with 23 C.F.R. 646.216(d), no later than the deadline date identified for that milestone, with the identified railroad for work and operation within that railroad's right-of-way.

ARTICLE 24 MANDATORY AWARD INFORMATION

24.1 Reserved.

24.2 Federal Award Identification Number.

(a) If the USDOT Payment System identified in section 6 of schedule A is "FMIS," then the Federal Award Identification Number ("FAIN") will be generated when the FHWA Division authorizes the project in FMIS. The Recipient acknowledges that it has access to FMIS and can retrieve the FAIN from FMIS.

(b) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then the Federal Award Identification Number is listed on page 1, line 1 of the project-specific agreement.

24.3 Recipient's Unique Entity Identifier.

(a) If the USDOT Payment System identified in section 6 of schedule A is "FMIS," then the Recipient's Unique Entity Identifier, as defined at 2 C.F.R. 25.415, is available in FMIS. The Recipient acknowledges that it has access to FMIS and can retrieve the unique entity identifier from FMIS.

(b) If the USDOT Payment System identified in section 6 of schedule A is "DELPHI eInvoicing," then the Recipient's Unique Entity Identifier, as defined at 2 C.F.R. 25.415, is listed on page 1, line 4 of the project-specific agreement.

ARTICLE 25 CONSTRUCTION AND DEFINITIONS

25.1 Schedules. This agreement includes the following schedules as integral parts:

Schedule A	Administrative Information
Schedule B	Project Activities
Schedule C	Award Dates and Project Schedule
Schedule D	Award and Project Financial Information
Schedule E	Changes from Application
Schedule F	BIP Program Designations
Schedule G	BIP Performance Measurement Information
Schedule H	Climate Change and Environmental Justice Impacts
Schedule I	Racial Equity and Barriers to Opportunity
Schedule J	Labor and Work

25.2 Exhibits. The following exhibits, which are located in the document titled "Exhibits to Grant

Agreements under the Fiscal Year 2022 Bridge Investment Program" dated January 31, 2023, and available at https://www.fhwa.dot.gov/bridge/bip/index.cfm, are part of this agreement.

Exhibit A	Applicable Federal Laws and Regulations
Exhibit B	Additional Standard Terms
Exhibit C	Quarterly Project Progress Reports and Recertifications: Format and Content
Exhibit D	Form for Subsequent Obligation of Funds

25.3 Construction.

(a) In these General Terms and Conditions:

(1) unless expressly specified, a reference to a section or article refers to that section or article in these General Terms and Conditions;

(2) a reference to a section or other subdivision of a schedule listed in section 25.1 will expressly identify the relevant schedule; and

(3) there are no references to articles or sections in project-specific portions of the project-specific agreement that are not contained in schedules listed in section 25.1.

(b) If a provision in these General Terms and Conditions or the exhibits conflicts with a provision in the project-specific portion of the project-specific agreement, then the project-specific portion of the project-specific agreement prevails. If a provision in the exhibits conflicts with a provision in these General Terms and Conditions, then the provision in these General Terms and Conditions prevails.

25.4 Integration. The project-specific agreement constitutes the entire agreement of the parties relating to the Grant Program and awards under that program and supersedes any previous agreements, oral or written, relating to the Grant Program and awards under that program.

25.5 Definitions. In the project-specific agreement, the following definitions apply:

"**General Terms and Conditions**" means this document, including articles 1–26.

"Grant" means an award of FY 2022 BIP funds that were made available under the 2022 Bridge Investment Program Grants Notice of Funding Opportunity 693JJ322NF00009 posted to Grants.gov on June 10, 2022.

"Grant Amount" means the amount of the FY 2022 BIP discretionary grant funds awarded to the Recipient.

"**Grant Program**" means the FY 2022 BIP discretionary grants program under 23 U.S.C. 124.

"**Program Statute**" means the collective statutory text in schedule F.

"**Project**" means the project proposed in the Technical Application, as modified by the negotiated provisions of the project-specific agreement, including schedules A–J.

"Project-Specific Agreement" means the agreement executed between the FHWA and Recipient and may be a grant agreement or a project agreement in FMIS.

"**Technical Application**" means the application identified in section 1 of schedule A, including Standard Form 424 and all information and attachments submitted with that form through Grants.gov.

ARTICLE 26

AGREEMENT EXECUTION AND EFFECTIVE DATE

26.1 Counterparts. The project-specific agreement may be executed in counterparts, which constitute one document. The parties intend each countersigned original to have identical legal effect.

Effective Date. The project-specific agreement will become effective when all parties have signed it. The date of the project-specific agreement will be the date the project-specific agreement is signed by the last party to sign it. This instrument constitutes a Grant when the FHWA's authorized representative signs it.

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Attachment #5

Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

11/1/2023

PI No. 0020030, Athens-Clarke County
ATHENS-CLARKE PLANNING & FEASIBILITY STUDY @ 5 LOCS

The Honorable Kelly Girtz, Mayor
Athens-Clarke County Unified Government
301 College Avenue, Suite 300
Athens, GA 30601
Attention: Rani Katreeb

Subject: Request for GDOT PE Oversight

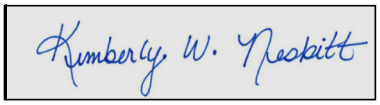
Dear Mayor Girtz:

Attached is the Memorandum of Agreement (MOA) detailing Preliminary Engineering Oversight commitments for Athens-Clarke County Unified Government for the above referenced project.

Please review the attached agreement and if satisfactory, execute the agreement within the Contract Authorization Tracking System (CATS) using the DocuSign® electronic signature system. Once the agreement has been fully executed by the Georgia Department of Transportation, Athens-Clarke County Unified Government will receive a notification from CATS that an electronic copy of the executed agreement is available and can be downloaded for your project file. Any additional Specific Activity Agreements for Right of Way, Utility Relocation, and Construction will be sent at the appropriate time, if required.

If you have any questions about items contained in this agreement, please contact the Project Manager, Katyna Knapton, at (404) 631-1373.

Sincerely,



Kimberly W. Nesbitt
State Program Delivery Administrator

CAR

KWN:CAR:kk
Attachment(s)

cc: Albert Shelby III, Director of Program Delivery
Kelvin H. Mullins, District 1 Engineer
Vacant, District 1 Preconstruction Engineer
Attn: Shelley Ramey, District Planning & Programming Liason

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MEMORANDUM OF AGREEMENT
BY AND BETWEEN
GEORGIA DEPARTMENT OF TRANSPORTATION
AND
ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT
FOR

PRELIMINARY ENGINEERING

This Memorandum of Agreement is made and entered into this 21st day of z December 2023 (the "Effective Date") by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia (hereinafter called the "DEPARTMENT" or "GDOT"), and The *Athens-Clarke County Unified Government*, Georgia, acting by and through its Mayor and City Council (hereinafter called the "LOCAL GOVERNMENT").

WHEREAS, PI No. 0020030, ATHENS-CLARKE PLANNING & FEASIBILITY STUDY @ 5 LOCS (hereinafter called "PROJECT") has been added to the Statewide Transportation Improvement Plan; and

WHEREAS, the DEPARTMENT policy requires, and the LOCAL GOVERNMENT has agreed, that the LOCAL GOVERNMENT shall fund the DEPARTMENT expenses associated with Preliminary Engineering Oversight (hereinafter called "PE Oversight") for the PROJECT; and

WHEREAS, PE Oversight funds will be used to fund staff hours and any other associated expenses incurred by any DEPARTMENT employee working on the PROJECT; and

WHEREAS, the estimated amount for the Preliminary Engineering Oversight is **$30,000 and 00/100 (thirty thousand dollars and zero cents)**; and

WHEREAS, the LOCAL GOVERNMENT has agreed to pay the amount of **$30,000 and 00/100 (thirty thousand dollars and zero cents)** to the DEPARTMENT within thirty (30) days of the effective date of this Agreement for feasibility studies to rehabilitate five bridges: College Avenue Bridge, Mitchell Bridge Road Bridge, North Avenue Bridge, Vine Street Bridge, and Whitehall Road Bridge and

WHEREAS, the Constitution authorizes intergovernmental agreements whereby state and local entities may contract with one another "for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services or facilities which the parties are authorized by law to undertake or provide." Ga. Constitution Article IX, §III, ¶I(a).

NOW THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the LOCAL GOVERNMENT hereby agree each with the other as follows:

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1. The LOCAL GOVERNMENT has applied for and received "LAP Certification" to administer federal-aid projects. The GDOT Local Administered Project (LAP) Certification Committee has reviewed, confirmed and approved the certification for the LOCAL GOVERNMENT to develop this PROJECT within the scope of its certification using the DEPARTMENT'S Local Administered Project Manual procedures.

2. In accordance with the DEPARTMENT's Policy 3150-1 - Preliminary Engineering (PE) Oversight Funding Structure for Non-GDOT Sponsored Projects, the LOCAL GOVERNMENT shall contribute to the PROJECT by funding all portions of the PROJECT costs for the preconstruction engineering (design) activities, hereinafter referred to as "PE". This includes but is not limited to PE Oversight. The DEPARTMENT shall not contribute any funding for PE or PE Oversight.

3. PAYMENT BY THE LOCAL GOVERNMENT TO THE DEPARTMENT

   a. Subject to the provisions of this section, the LOCAL GOVERNMENT will be responsible for providing payment of $30,000 and 00/100 (thirty thousand dollars and zero cents) to the DEPARTMENT within thirty (30) days after the effective date of this Agreement.

   b. All payments by the LOCAL GOVERNMENT to the DEPARTMENT shall be sent as follows:

   For payments made by check:
   Georgia Department of Transportation
   P.O. Box 932764
   Atlanta, GA 31193-2764

   For payments made by ACH:
   Bank Routing (ABA) # 121000248
   Account # 29794840000000007

   c. The DEPARTMENT reserves the right to request additional funds from the LOCAL GOVERNMENT for PE Oversight, such additional funds to be determined by the DEPARTMENT. If, as determined by the DEPARTMENT, at any time the PE Oversight funds are depleted within $5,000 of the remaining PE Oversight balance and PROJECT activities and tasks are still outstanding, the LOCAL GOVERNMENT shall, upon request, make additional payment to the DEPARTMENT. The payment shall be determined by prorating the percentage complete and calculating the balance required to complete stated activities. Until such time as applicable requested additional PE Oversight is received, the DEPARTMENT shall not conduct further project activities.

   d. If there is an unused balance after completion of all tasks and phases of the PROJECT, then pending a final audit by the DEPARTMENT, the remainder will be refunded to the LOCAL GOVERNMENT.

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4. The DEPARTMENT will prepare Specific Activity Agreements for funding applicable to other PROJECT activities, such as right of way, utilities and construction phases, when appropriate.

5. Both the LOCAL GOVERNMENT and the DEPARTMENT hereby acknowledge that Time is of the Essence. It is agreed that both parties shall adhere to the schedule of activities currently established in the approved Transportation Improvement Program/State Transportation Improvement Program. Furthermore, all parties shall adhere to the detailed PROJECT schedule as approved by the DEPARTMENT. In the completion of respective commitments contained herein, if a change in the schedule is needed, the LOCAL GOVERNMENT shall notify the DEPARTMENT in writing of the proposed schedule change and the DEPARTMENT shall acknowledge the change through written response letter; provided that the DEPARTMENT shall have final authority for approving any change.

6. If, for any reason, the LOCAL GOVERNMENT does not produce acceptable deliverables in accordance with the approved schedule, the DEPARTMENT reserves the right, where applicable, to delay the PROJECT's implementation until funds can be re-identified for PE, right of way, utility, or construction phases, as applicable.

7. The LOCAL GOVERNMENT shall accomplish the PE activities in accordance and pursuant to with the LAP Manual, the PDP, the applicable guidelines of the American Association of State Highway and Transportation Officials, hereinafter referred to as "AASHTO", the DEPARTMENT's Standard Specifications Construction of Transportation Systems, and all applicable design guidelines and policies of the DEPARTMENT, in order to, among other goals, produce a cost effective PROJECT. Failure to follow the PDP and all applicable guidelines and policies will jeopardize the use of federal funds in some or all categories outlined in this Agreement, and it shall be the responsibility of the LOCAL GOVERNMENT to make up the loss of that funding.

8. COMPLIANCE WITH APPLICABLE LAWS

   a. The undersigned, on behalf of the LOCAL GOVERNMENT, certifies that the provisions of Section 45-10-20 through 45-10-28 of the Official Code of Georgia Annotated relating to Conflict of Interest and State employees and officials trading with the State have been complied with in full.

   b. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated relating to the "Drug-Free Workplace Act" have been complied with in full, as stated in Appendix A of this Agreement.

   c. The LOCAL GOVERNMENT has read and understands the regulations for STATE AUDIT REQUIREMENT as stated in Appendix B of this Agreement and will comply in full with said provisions of O.C.G.A. § 36-81-7.

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d. By execution of this Agreement, I, on behalf of the LOCAL GOVERNMENT, certify under penalty of law that the LOCAL GOVERNMENT is in compliance with the service delivery strategy law (O.C.G.A. Sec. 36-701 et seq.) and is not debarred from receiving financial assistance from the State of Georgia.

e. The LOCAL GOVERNMENT hereby agrees that it shall comply, and shall require its subcontractors to comply, with all applicable requirements of the American with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, *et seq*. and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

f. The LOCAL GOVERNMENT hereby agrees that it shall, and shall require its contractors and subcontractors to, comply with Official Code of Georgia Annotated Title 25, Section 9, Georgia Utility Facility Protection Act, CALL BEFORE YOU DIG 1-800-282-7411.

g. Pursuant to O.C.G.A. § 13-10-91, the LOCAL GOVERNMENT and all contractors and subcontractors performing work under this Agreement are, and shall be at all times, in compliance with the Federal Work Authorization Program. Prime contractors and subcontractors may participate in any of the electronic verification work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United State Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ("IRCA"), Appendix C.

h. The LOCAL GOVERNMENT hereby agrees that neither it nor its subcontractors shall discriminate on the basis of age, race, color, sex, national origin, religion or disability and that it and its subcontractors shall comply, at a minimum, with the following Georgia laws: the Georgia Age Discrimination Act (O.C.G.A. § 34-1-2 et seq.); the Georgia Equal Employment for Persons with Disabilities Code (O.C.G.A. 34-6A-1 et seq.); and the Sex Discrimination in Employment (O.C.G.A. 34-5-1 et seq.). The LOCAL GOVERNMENT further agrees that it and its subcontractors will comply with any and all state and federal laws not specifically stated herein addressing discrimination to the extent that such is applicable.

i. LOCAL GOVERNMENT acknowledges and agrees that failure to complete appropriate certifications or the submission of a false certification shall result in the termination of this Agreement.

9. The Parties acknowledge that the following Appendices to this Agreement are hereby incorporated into and made a part of this Agreement as though expressly written herein:

Appendix A - Certification of Local Government Drug Free Workplace
Appendix B - Certification of Compliances
Appendix C – Certification of The Georgia Department of Transportation

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Appendix D – Certification of The Local Government
Appendix E – Georgia Security and Immigration Compliance Act (E-verify)

Attachment A – Scope of Work (General Description of Work to be Performed)

10. This Agreement is made and entered into in FULTON COUNTY, GEORGIA, and shall be governed and construed under the laws of the State of Georgia.

11. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

12. If any provision of this amendment is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

13. Nothing contained herein shall be construed as conferring upon or giving to any person, other than the parties hereto, any rights or benefits under or by reason of this Agreement.

14. This Agreement supersedes all prior negotiations, discussion, statements and agreements between the parties and constitutes the full, complete and entire agreement between the Parties with respect hereto; no member, officer, employee or agent of either party has authority to make, or has made, any statement, agreement, representation or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Agreement. No modification of or amendment to this Agreement will be binding on either Party hereto unless such modification or amendment will be properly authorized, in writing, properly signed by both Parties and incorporated in and by reference made a part hereof.

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IN WITNESS WHEREOF, the DEPARTMENT and the LOCAL GOVERNMENT have caused these presents to be executed under seal by their duly authorized representatives.

GEORGIA DEPARTMENT OF TRANSPORTATION

DocuSigned by:
Russell R McMurry
BY: _____76D6577D00644FA...
Commissioner

Attest: DocuSigned by:
Angela O. Whitworth by SR
_____43738AF05411441...
Treasurer

Athens-Clarke County Unified Government, Georgia

DocuSigned by:
BY: _____612B368FDB424EE...(Seal)
Name and Title

Signed, sealed and delivered
This 12/18/2023,
in the presence of:

DocuSigned by:
_____E2570146E225436...
Witness

DocuSigned by:
_____3B814265051F4E1...
Notary Public

This Agreement, approved by
Athens- Clarke County Unified Government,
the 10-3-2023 at Ahens GA

Attest

DocuSigned by:
_____A733C10976114E5...
Clerk of Commission
Name and Title

FEIN: 58-1911146

DocuSign Envelope ID: 948A7B2F-0D1F-45D3-B183-1E4DD32400CE

APPENDIX A

CERTIFICATION OF LOCAL GOVERNMENT

DRUG-FREE WORKPLACE

I hereby certify that I am a principal and duly authorized representative of Unified Government of Athens-Clarke Co. whose address is 301 College Avenue, Room 300 Athens, GA 30601 and it is also certified that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and

2. A drug-free workplace will be provided for the LOCAL GOVERNMENT's employees during the performance of the contract; and

3. Each subcontractor hired by the LOCAL GOVERNMENT shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The LOCAL GOVERNMENT shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with Athens-Clarke County Georgia, Contractor(s) certifies to the LOCAL GOVERNMENT that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

DocuSigned by:

612B368FDB424EE...

12/18/2023

Date

Signature

DocuSign Envelope ID: 948A7B2F-0D1F-45D3-B183-1E4DD32400CE

APPENDIX B

CERTIFICATION OF COMPLIANCES

I hereby certify that I am a principal and duly authorized representative of Unified Government of Athens-Clarke Co whose address is 301 College Avenue, Athens, GA 30601 and it is also certified that:

I. PROCUREMENT REQUIREMENTS

The below listed provisions of State Procurement requirements shall be complied with throughout the contract period:

(a) Provisions of Chapters 2 and Chapters 4 of the Title 32 of the Official Code of Georgia Annotated. Specifically, as to the County the provisions of O.C.G.A. § 32-4-40 *et seq*. and as to the Municipality the provisions of O.C.G.A. § 32-4-92 *et seq*.

II. STATE AUDIT REQUIREMENT

The provisions of Section 36-81-7 of the Official Code of Georgia Annotated, relating to the "Requirement of Audits" shall be complied with throughout the contract period in full, including but not limited to the following provisions:

(a) Each unit of local government having a population in excess of 1,500 persons or expenditures of $550,000.00 or more shall provide for and cause to be made an annual audit of the financial affairs and transactions of all funds and activities of the local government for each fiscal year of the local government.

(b) The governing authority of each local unit of government not included above shall provide for and cause to be made the audit required not less often than once every two fiscal years.

(c) The governing authority of each local unit of government having expenditures of less than $550,000.00 in that government's most recently ended fiscal year may elect to provide for and cause to be made, in lieu of the biennial audit, an annual report of agreed upon procedures for that fiscal year.

(d) A copy of the report and any comments made by the state auditor shall be maintained as a public record for public inspection during the regular working hours at the principal office of the local government. Those units of local government not having a principal office shall provide a notification to the public as to the location of and times during which the public may inspect the report.

(e) The audits of each local government shall be conducted in accordance with generally accepted government auditing standards.

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III. SERVICE DELIVERY STRATEGY REQUIREMENT

The provisions of Section 36-70-20 et seq. of the Official Code of Georgia, relating to the "Coordinated And Comprehensive Planning And Service Delivery By Counties And Municipalities", as amended, have been complied with throughout the contract period.

DocuSigned by:

12/18/2023 _____ _____ 612B368FDB424EE...

Date Signature

DocuSign Envelope ID: 948A7B2F-0D1F-45D3-B183-1E4DD32400CE

APPENDIX C

CERTIFICATION OF

THE GEORGIA DEPARTMENT OF TRANSPORTATION

I hereby certify that I am the Commissioner of the Department of Transportation of the State of Georgia, and that the above consulting firm or his representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Agreement to:

a. employ or retain, or agree to employ or , any firm or person, or

b. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated, (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement involving participation of Federal-aid Highway Funds, and is subject to applicable State and Federal Laws, both criminal and civil.

DocuSigned by:
Russell R McMurry
76D6577D00644FA...

12/21/2023

Date Commissioner

DocuSign Envelope ID: 948A7B2F-0D1F-45D3-B183-1E4DD32400CE

APPENDIX D

CERTIFICATION OF

ATHENS- CLARKE COUNTY UNIFIED GOVERNMENT

STATE OF GEORGIA

I hereby certify that I am the Mayor of Athens-Clarke County Unified Government in the State of Georgia, and that the above consulting firm or their representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Agreement to:

a. employ or retain, or agree to employ or retain, any firm or person, or

b. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated, (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement involving participation of Federal - aid Highway Funds, and is subject to applicable State and Federal Laws, both criminal and civil.

DocuSigned by:

12/18/2023

612B368FDB424EE...

Date

Athens- Clarke County Unified Government

Name: Kelly Girtz

Title: Mayor

DocuSign Envelope ID: 948A7B2F-0D1F-45D3-B183-1E4DD32400CE

APPENDIX E

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

P.I.# and Project Description:	0020030 ATHENS-CLARKE PLANNING & FEASIBILITY STUDY @ 5 LOCS
Sponsor's Name:	Athens-Clarke County Unified Government
Sponsor's Address:	301 College Avenue, Suite 300 Athens, GA 30601

SPONSOR AFFIDAVIT

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation 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 applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned person or entity will continue to use the federal work authorization program throughout the contract period and the undersigned person or entity 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). The undersigned person or entity hereby attests that its federal work authorization user identification number and date of authorization are as follows:

47452 — Federal Work Authorization User Identification Number

7/16/2007 — Date of Authorization (EEV/E-Verify Company Identification Number)

Athens-Clarke County Unified Government

Name of Sponsor

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

Kelly Girtz

Printed Name (of Authorized Officer or Agent)

Mayor

Title (of Authorized Officer or Agent)

DocuSigned by:
612B368FDB424EE...

Signature (of Authorized Officer or Agent)

12/18/2023

Date

Signed SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 18 DAY OF December, 20 23

DocuSigned by:
3B814265051F4E1...

Notary Public

[NOTARY SEAL]

My Commission Expires: 03/16/2027

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ATTACHMENT A

RESERVED

DocuSign

Certificate Of Completion

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Certificate Pages: 6
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gdot_contracts@dot.ga.gov
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Signer Events	Signature	Timestamp
Kelly Girtz kelly.girtz@accgov.com Mayor Unified Government of Athens-Clarke Co Security Level: Email, Account Authentication (None)	DocuSigned by: 612B368FDB424EE... Signature Adoption: Uploaded Signature Image Using IP Address: 97.80.150.2	Sent: 11/17/2023 4:55:06 PM Resent: 11/29/2023 10:13:03 AM Resent: 12/1/2023 2:26:19 PM Resent: 12/5/2023 3:57:38 PM Resent: 12/18/2023 8:48:39 AM Viewed: 12/18/2023 8:52:42 AM Signed: 12/18/2023 8:58:31 AM
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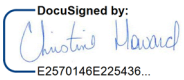
Christine Howard christine.howard@accgov.com Executive Assistant Security Level: Email, Account Authentication (None)	DocuSigned by:  E2570146E225436... Signature Adoption: Uploaded Signature Image Using IP Address: 97.80.150.2	Sent: 12/18/2023 8:58:33 AM Viewed: 12/18/2023 9:00:31 AM Signed: 12/18/2023 9:00:59 AM
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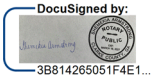
Shemekia Armstrong shemekia.armstrong@accgov.com Security Level: Email, Account Authentication (None)	DocuSigned by:  3B814265051F4E1... Signature Adoption: Uploaded Signature Image Using IP Address: 97.80.150.2	Sent: 12/18/2023 9:01:01 AM Viewed: 12/18/2023 9:06:29 AM Signed: 12/18/2023 9:09:37 AM
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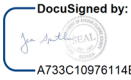
Jean Spratlin jean.spratlin@accgov.com Clerk of Commission Security Level: Email, Account Authentication (None)	DocuSigned by:  A733C10976114E5... Signature Adoption: Uploaded Signature Image Using IP Address: 97.80.150.2	Sent: 12/18/2023 9:09:39 AM Viewed: 12/18/2023 11:07:59 AM Signed: 12/18/2023 1:43:04 PM
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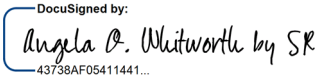
Angela O. Whitworth by SR sriordan@dot.ga.gov Treasurer Security Level: .Email ID: 4eb7cbec-2df3-4117-a892-29e6a36a9691 12/22/2023 8:50:09 AM **Electronic Record and Signature Disclosure:** Accepted: 7/6/2022 11:57:12 AM ID: c6397312-225b-4685-a56c-8a40c186e0af	DocuSigned by:  43738AF05411441... Signature Adoption: Pre-selected Style Using IP Address: 71.56.20.47	Sent: 12/21/2023 5:59:49 PM Resent: 12/22/2023 8:14:57 AM Viewed: 12/22/2023 8:50:13 AM Signed: 12/22/2023 8:50:19 AM

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Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

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Payment Events	**Status**	**Timestamps**
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To advise Georgia Department of Transportation of your new e-mail address
To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at gdot_contracts@dot.ga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..
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i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to gdot_contracts@dot.ga.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically
To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
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THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: TSPLOST 2023 Project 18 and TSPLOST 2018 Project 6, Firefly Trail Sub-Project (SP) #3 Construction Services Contract Award

DATE: July 18, 2024

EXECUTIVE SUMMARY:
This agenda item, in accordance with the approved Purchasing Policy, requests Mayor and Commission (M&C) take the following action: 1) Designate apparent low responsive and responsible bidder; and 2) approve a construction contract award, and approve a budget ordinance amendment to support remaining land acquisition, future construction, and construction contingency. Also, in keeping with the ACCGov ordinances, the agenda also request M&C approve the designation of the project as appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	16,166,455	TSPLOST 2018 Project 06 (All Tiers)
$	7,345,000	TSPLOST 2023 Project 18 (All Tiers)
$	2,500,000	Proposed Budget Amendment TSPLOST 2018 Excess Revenue
$	26,011,455	Total Revenue

EXPENSES:

CAPITAL:

$	15,083,304	Expensed & Encumbered
$	38,250	Remaining Designated Public Art (TSPLOST 2018 Project 06)
$	50,000	Proposed Public Art (TSPLOST 2023 Project 18)
$	1,025,076	Remaining Design, Inspection, Testing, Misc, PM Fees
$	750,000	Furniture, Fixtures, & Equipment
$	600,000	Remaining Designated Land Acquisition
$	3,000,000	Designated Future Construction (Segment 3)
$	1,815,669	Designated Project Contingency – all segments
$	3,699,156	Available for Construction

ANNUAL: $ 362,000

FUNDING SOURCE:
CAPITAL: TSPLOST 2023 Program Revenues and TSPLOST 2018 Program Revenues
ANNUAL: General Fund

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve a designation of Backbone Infrastructure, LLC, as the apparent low responsive and responsible bidder and award Unit Price Construction Services Contract in the amount of $3,699,156.00 to Backbone Infrastructure, LLC, for the construction of Firefly Trail Project, SP #3 (TSPLOST 2023 Project 18 and TSPLOST 2018 Project 6);

b. Approve a Proposed Budget Amendment as shown in **Attachment #1** in the amount of $2,500,000 from TSPLOST 2018 Excess Revenues to TSPLOST 2018 Project 06 for future construction cost, remaining land acquisition, and contingency to complete the project;

c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation, **Attachment #2**, that the Firefly Trail Project, SP #3 (TSPLOST 2023 Project 18) is appropriate for Public Art with a proposed Public Art budget, from TSPLOST 2023 Project 18, of $50,000 for all segments; and,

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

HISTORY:

1. On November 2, 2010, Athens-Clarke County voters approved the SPLOST 2011 Program Referendum. The referendum included SPLOST 2011 Project 08, as a continuation of the SPLOST 2005 R2T Program (subsequently renamed as the Firefly Trail (FFT), History #4.).

2. On November 1, 2011, M&C approved the Master Implementation Plan and Funding Schedule for the SPLOST 2011 Program. The SPLOST 2011 Project 08 - R2T Network Program included funding programmed for SPLOST 2011 Program Tiers 1, & 3-9.

3. On December 3, 2013, M&C approved the continuation of SPLOST 2005 Project 029, SP #1 and #2 as SPLOST 2011 Project 08 - R2T Network Program Project Concepts for SP #1 and #2, and authorized staff to acquire as much right-of-way/property as necessary along the rail bed between Old Winterville Road and Winterville Road to specifically include those areas impacted by the potential future Georgia Department of Transportation (GDOT) project.

4. On November 4, 2014, M&C approved designating the R2T corridor as the FFT.

5. On March 20, 2015, staff began land acquisition efforts with CSX Railroad on SPLOST 2011, Project 08 - R2T Network Program, SP #2.

6. On March 6, 2016, staff began land acquisition efforts with private property owners on SPLOST 2011, Project 08 - R2T Network Program, SP #2.

7. On July 5, 2016, M&C approved SPLOST 2011, Project 08, R2T Network Program Project Concepts for SP #3 for the segments from the end of SP #2 Winterville Road/Spring Valley Road Intersection to the County line shown.

8. On October 20, 2017, M&C dedicated Firefly Trail SP #1 with a ribbon cutting ceremony. SP #1 began on East Broad Street and terminated at Old Winterville Road.

9. On November 7, 2017, the voters of ACC approved the TSPLOST 2018 Program Referendum, which included the Project 06 - FFT Project, as a continuation of the previously named R2T Network.

10. On December 20, 2017, the Project User Group for the SPLOST 2011 program was asked to continue service as the Project User Group for the TSPLOST 2018 Project 06 - FFT Project. The User Group effort consists of providing project design input and to act as a liaison to larger community groups such as the R2T Committee and FFT, Inc. The Project User Group includes:
    - Kent Kilpatrick (Leisure Services Director)
    - Todd Miller (Park Planner)
    - Dorothy O'Neill
    - Chris Fleisher (R2T Committee Members) and
    - Mike Hall (FFT, Inc. and R2T Committee Member).

11. On January 2, 2018, M&C approved the TSPLOST Funding Schedule for the TSPLOST 2018 Program. The TSPLOST 2018 Project 06 - FFT Project included funding programmed for Tiers #1 (FY18) through #5 (FY23).

12. On February 6, 2018, M&C approved the Project Concepts for TSPLOST 2018 Project 06 - FFT Project, SP #2 & #3.1, and authorized staff to advance those sub-projects to the Preliminary Plan Phase.

13. On February 6, 2018, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for TSPLOST 2018 Project 06 FFT Project. Based on the nature of TSPLOST 2018 Project 06 FFT Project, the ACAC recommended that TSPLOST 2018 Project 06 FFT Project be designated as appropriate for public art at the rate of 1% of the construction budget.

14. On May 1, 2018, M&C approved a CDO approving the Preliminary Plans for SP #3.1, authorized staff to acquire necessary rights-of-way, adopted a Resolution authorizing the use of Eminent Domain, and authorized staff to advance SP #3.1 to the bid & award phase.

15. On December 4, 2018, M&C approved designating Trail Creek Crossing as SP #4 of the Firefly Trail Project, accepted the R2T advisory committee's recommendation to withdraw the previously M&C approved Preliminary Plans, and authorized staff to re-initiate the Preliminary Plan development phase for SP #4.

16. On October 22, 2019, and October 24, 2019, Leisure Services hosted a Public Information Open House for SP #3 – Firefly Expansion from Hancock Road to Winterville. Approximately 150 post cards were mailed to property owners adjacent to the proposed trail and to those in close proximity.

17. On November 5, 2019, M&C approved SP #4 Preliminary Plan for Firefly Bridge over Trail Creek and authorized staff to enter the Bid & Award Phase.

18. On May 5, 2020, M&C approved a construction services contract with Georgia Development Partners, LLC, to complete SP #2 of the Firefly Trail.

19. On July 6, 2020, ACCGov Manager Williams expanded the current User Group to include two additional resident members. The current User Group effort consists of providing project design input and to act as a liaison to larger community groups such as the Rail to Trail Committee and Firefly Trail, Inc. The Project User Group includes:
    - Kent Kilpatrick (Leisure Services Director);
    - Todd Miller (Park Planner);
    - Rose West (Leisure Services Trails & Open Supervisor);
    - Dorothy O'Niell (Rail to Trail Committee);
    - Mike Hall (Firefly Trail, Inc. and Rail to Trail Committee Member),
    - Shawanda Johnson (Area Resident and Neighborhood Leader-Family Connections); and,
    - Bruce Johnson (Area Resident and Firefly Trail, Inc.).

20. On July 2, 2019, M&C approved a construction services contract with CMES, Inc. to complete the SP #3.1 of the Firefly Trail.

21. On August 11, 2020, at the M&C Work Session, Firefly Trail SP #3 Preliminary Plans were presented.

22. On August 12, 2020, public information and comment opportunities began with material hosted on the ACCGov Leisure Services Listens webpage.

23. On August 20, 2020, ACCGov hosted an online Webex event to present the Firefly Trail SP #3 Preliminary Plans.

24. On August 22, 2020, ACCGov hosted a half day in-person drop-in session to answer questions regarding the Firefly Trail SP #3 Preliminary Plans.

25. On August 25, 2020, staff presented the Firefly Trail SP #3 Preliminary Plans to the Athens In Motion Commission (AIM).

26. On August 27, 2020, ACCGov hosted an evening in-person drop-in session to answer question regarding the Firefly Trail SP #3 Preliminary Plans.

27. On September 9, 2020, public input opportunities concluded.

28. On October 6, 2020, M&C approved Firefly Trail SP #3 Preliminary Plans beginning at SP #3 centerline alignment station 0+00 (Spring Valley Road/Hancock Road intersection) to centerline alignment station 139+50 (southeastern corner of ACCGov Tax Parcel 222018).

29. On October 16, 2020, M&C dedicated Firefly Trail SP #3.1 with a ribbon cutting ceremony. SP #3.1 begins at Moores Grove Road and terminates near the Athens Clarke-Oglethorpe County line.

30. On December 1, 2020, M&C approved a Construction Services Contract with Astra Group, LLC to complete SP #4, Firefly Trail -Trail Creek Bridge. Substantial completion was reached in December 2022.

31. On March 2, 2021, M&C approved a CDO approving the Preliminary Plans for SP #3 beginning at centerline alignment station 139+50 to Moores Grove Road, authorized staff to develop final stormwater management plans outside the defined trail alignment, begin acquisition of rights-of-way for this approved portion, and advance the project to the bid & award phase.

32. On October 1, 2021, M&C dedicated Firefly Trail SP #2 with a ribbon cutting ceremony. SP #2 begins at Old Winterville Road and terminates at Spring Valley Road/Hancock Road intersection.

33. On November 4, 2021, the County Attorney, ACCGov ROW Agent, and SPLOST staff met to discuss several issues that are noted in F&I #5 noting that the only way to ensure proper acquisition and title of the necessary project easement areas by ACCGov may be the use of Eminent Domain, upon M&C approval.

34. On April 5, 2022, M&C approved an Eminent Domain Resolution for parcels between Hancock Road and Ranick Road (Package A) generally for parcels that had known title challenges.

35. On May 24, 2022, the TSPLOST 2023 Program, which includes funding for Project 18, Firefly Trail, to complete the Firefly Trial between Hancock Road and Winterville Rd., was approved by Referendum by the voters of Athens-Clarke County

36. Between August 26 and September 16, 2022, Special Counsel to ACCGov Attorney's office published public notices in the Athens-Banner Herald and via onlineathens.com advertising the "Notice of Firefly Trail SP #3 Approval and Parcel Acquisition Process" for package A.

37. During September, 2022, staff developed final plans, completed permit reviews, and developed right-of-way and easements plans for the remainder of the trail.

38. On October 4, 2022, M&C adopted the TSPLOST 2023 Project Tier Funding Schedule that funds Project 18, Firefly Trail, in tier 1 (FY23) and tier 2(FY24).

39. On November 1, 2022, M&C adopted a Resolution authorizing the acquisition of rights-of-ways, permanent and temporary construction easements by eminent domain, as necessary to complete the Firefly Trail.

40. Between December 2022 and July 2024, project effort consisted of final detailed design efforts, final easement plats and legal descriptions, appraisals, land acquisition efforts, final utility coordination efforts, final permitting, and final bid document preparation.

41. On September 30, 2022, TSPLOST 2018 collections ended with a total revenue collected of $117,099,863 representing variance of $7,599,863, of which $5,002,039 remains unallocated.

42. On February 13, 2024, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for Firefly Trail Project (TSPLOST 2023 Project 18) **(Attachment #2)**. Based on the nature of the project scope, the ACAC recommended that TSPLOST 2023 Project 18 be deemed as appropriate for Public Art.

43. On July 27, 2024, ACCGov advertised for bidding the Firefly Trial SP #3 that included segments 1 ,2 and a portion of segment 3.

44. On August 6, 2024, ACCGov accepted Bids for the Firefly Trial SP #3 that included segments 1 ,2 and a portion of segment 3.

45. On August 8, 2024, ACCGov received bid recommendation from Benesch Engineering (Project Designer) upon completion of bid tabulation review and reference checks.

FACTS & ISSUES:

1. The Winterville Section of the Firefly Trail Project SP #3 generally follows the old railroad bed alignment, where possible, beginning at the Spring valley Road/Hancock Road intersection and ending at the Moores Grove Road/Winterville Road (Athens Road)/Cherokee Road intersection.

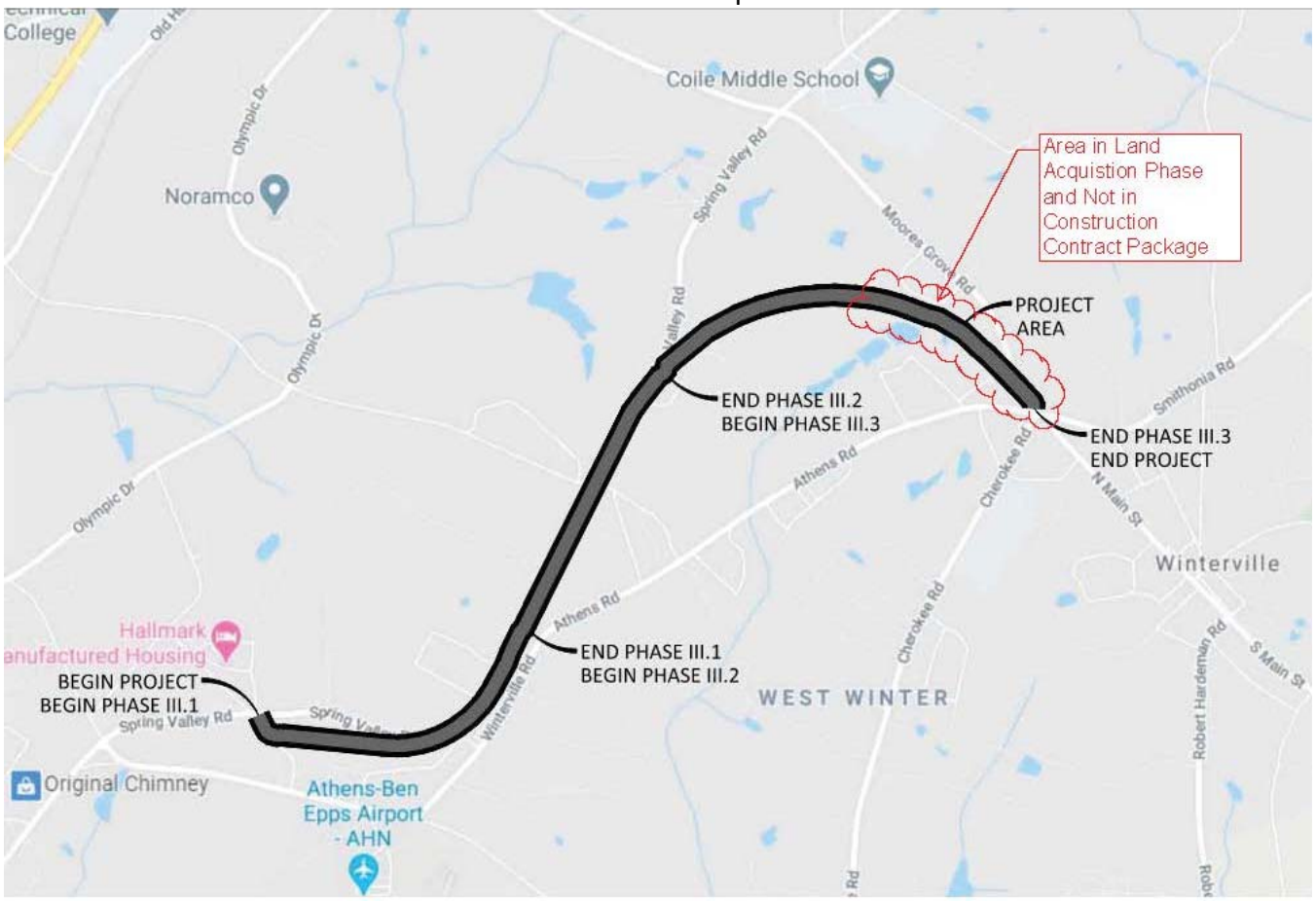
2. Sub-Project #3 is the last Section of the Firefly Trail to be constructed. Completing this last section will allow a continuous independent bike/pedestrian trail connecting downtown Athens to downtown Winterville.

3. Sub-Project #3 includes 64 parcels of land to be acquired, of which 55 have been acquired. The remaining 9 parcels, still to be acquired, are generally located in the Carney Lake Rd, Oakmont Circle, and Moores Grove Road area (Map showing remaining parcels in F&I #4, below).

4. The Firefly Trail construction generally consist of a 12-foot-wide concrete surface, shared use trail along the abandoned Georgia Railroad corridor. Construction includes clearing and grubbing, grading, base course installation, final concrete paving surface, storm drainage, utility relocation, erosion and sediment control management, traffic control, and signage/striping installation. The remaining work for SP #3 has been divided into 3 segments for phasing and management purposes. The general segment lengths are:
   Segment 1: Current end of the trail at Hancock Drive to Ranick Road – 1.07 miles
   Segment 2: Ranick Road to Taylor Lane – 0.93 miles

Segment 3: Taylor Lane to Athens Road at Winterville end of the trail – 1.38 miles total
Included in current construction package – 0.65 miles
Remaining for future construction effort – 0.73 miles

Trail Area Map



Not to scale

5. The current bid package does not include the 0.73-mile portion of segment 3, where land acquisition efforts are still on-going (F&I #3) or the build out of a trailhead at Ranick Road. Construction of that final portion of segment 3 plus the trailhead could be completed by negotiating a future change order, once land acquisition is complete, or bid separately as an independent project. Either action will be brought back to the M&C for consideration.

6. The Design Engineer, Benesch Engineering, and staff recommend holding the approximately 7% Project Contingency, or $1,815,669, to address items such as, rock, wet soils, existing historic culverts to be replaced, utility relocation cost, unknown cost due to abandoned railroad use property, and potential cost escalation for the remaining portion of Segment 3. The recommended contingency value is approximately 25% of the current and future construction budget. Based on the estimated cost of construction, the recommended contingency, and the remaining construction budget, staff recommends a budget amendment from TSPLOST 2018 Unallocated Excess Revenues,

in the amount of $2,500,000, to the TSPLOST 2018 Project 06 Firefly Trail Project. The budget amendments would provide for the recommended contingency and funding for the remaining construction, as noted in the budget information on Page 1 of the Agenda Item. If there are funds remaining at the end of the project, those would be available for reallocation by M&C to another TSPLOST 2018 Project.

7. Bids were received on August 6, 2024 (History #44) from the following firms:

Contractor	Base Bid Amount
Backbone Infrastructure, LLC	$3,699,156.00
Georgia Development Partners, LLC*	$3,778,257.46
Lagniappe Development Company, Inc	$4,438,323.09
Sol Construction, LLC	$4,799,422.00
Strack, Inc.	$4,890,000.00
Excellere Construction, LLC	$4,947,000.00
TriScapes, LLC	$8,108,969.01

**Contractor that built the last section of the Firefly Trail for ACCGov.*

8. The Design Engineer, Benesch Engineering, and staff have reviewed the bids and determined Backbone Infrastructure, LLC is the lowest responsive and responsible bidder based on the Total Bid Value of $3,699,156.00. Therefore, Staff recommends award of the Unit Price Construction Services Contract to Backbone Infrastructure, LLC in an amount of $3,699,156.00. The construction contract that includes Segments 1, 2, and a portion of 3. The contract also allows for 365 calendar days for completion of those segments of work.

9. The Proposed Project will be presented to the 2023 TSPLOST Oversight Committee (TSOC) at their August 26, 2024 meeting. The TSOC will review the Proposed Project to determine if the Proposed Project is consistent with the TSPLOST 2023 Project 18 Initial Project Statement. The Agenda Report will be revised after that TSOC's meeting and before the M&C vote meeting on September 3, 2024, with the results of the TSOC's determination.

10. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Safely Move Around Athens Goal, Strategy A*: Improve, expand, maintain sidewalks, shared-use paths, and bike facilities to provide greater opportunities for residents to use active transportation safely.*

OPTIONS:

1. Mayor and Commission:
   a. Approve a designation of Backbone Infrastructure, LLC, as the apparent low responsive and responsible bidder and award Unit Price Construction Services Contract in the amount of $3,699,156.00 to Backbone Infrastructure, LLC, for the construction of Firefly Trail Project, SP #3 (TSPLOST 2023 Project 18 and TSPLOST 2018 Project 6);

b. Approve a Proposed Budget Amendment as shown in **Attachment #1** in the amount of $2,500,000 from TSPLOST 2018 Excess Revenues to TSPLOST 2018 Project 06 for future construction cost, remaining land acquisition, and contingency to complete the project;

c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation, **Attachment #2**, that the Firefly Trail Project, SP #3 (TSPLOST 2023 Project 18) is appropriate for Public Art with a proposed Public Art budget, from TSPLOST 2023 Project 18, of $50,000 for all segments; and,

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

2. Mayor and Commission deny approving Backbone Infrastructure, LLC, as the apparent low responsive and responsible bidder and awarding Unit Price Contract in the amount of $3,699,156.00 to contractor Backbone Infrastructure, LLC, for the construction of Firefly Trail Project, SP #3 (TSPLOST 2023 Project 18 and TSPLOST 2018 Project 6).

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Projects Department
Prepared by: J. Derek Doster for,

Kent Kilpatrick
Leisure Services Director

7/25/24
Date

Josh Hawkins,
Capital Projects Director

7/30/2024
Date

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones
Acting Manager

Date

ATTACHMENTS:
Attachment #1 – Proposed Budget Amendment
Attachment #2 – ACAC Public Art Recommendation

AN ORDINANCE TO AMEND THE TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX 2018 PROGRAM BUDGET SO AS TO PROVIDE ADDITIONAL FUNDING FOR PROJECT #06, THE FIREFLY TRAIL PROJECT; 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 TSPLOST 2018 Capital Projects Fund to provide additional funding for the TSPLOST 2018 Project #06, the Firefly Trail Project. Said operating and capital budget is hereby amended as follows:

TSPLOST 2018 Capital Projects Fund:

REVENUES:	
INCREASE:	
TSPLOST 2018 Excess Revenue	$2,500,000
EXPENDITURES:	
INCREASE:	
Project #06 – Firefly Trail Project	$2,500,000

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

ATHENS Cultural Affairs COMMISSION

Feb 13, 2024

To SPLOST, Mayor & Commission,

At our February meeting (February 12, 2024), the Athens Cultural Affairs Commission (ACAC) met, discussed, and voted on the TSPLOST 2024 project list.

We find the following projects suitable for public art:
Project 2: Lexington Road Corridor Improvements
Project 3: Lexington Road Sidewalk Gap
Project 4: Atlanta Highway / W. Broad Street
Project 5: Prince Avenue / Jefferson Road
Project 6: Timothy Road / Mitchell Bridge Road Corridor
Project 11: MLK Parkway Oconee River Greenway
Project 12: E. Athens Neighborhood Greenway Connectors
Project 13: E. Athens Neighborhood Pedestrian Imp.
Project 14: N. Athens Transportation Improvements
Project 15: Sycamore Drive Pedestrian Improvements
Project 16: Westchester Neighborhood Pedestrian Imp.
Project 17: Stonehenge Neighborhood Pedestrian Imp.
Project 18: Firefly Trail Project
Project 23: Greenway Trail Safety Improvements Project
Project 25: Bicycle and Pedestrian Improvements Program
Project 26: W. Broad & Hancock Neighborhood Ped. Imp.
Project 27: Five Points Intersection Safety Improvements
Project 29: Smithonia & Smokey Road Pedestrian Imp.

We find the following projects unsuitable for public art:
Project 1: Winterville Storm Drainage Improvements
Project 7: E. Athens Neighborhood Ped. Lighting Safety
Project 8: E. Athens Neighborhood Traffic Management
Project 9: E. Athens Neighborhood Pavement Rehab.
Project 10: E. Athens Neighborhood Transit Improvements
Project 19: ACCGov Public Transit Operations Program
Project 20: Electrify the Fleet Program
Project 21: Pavement and Bridge Maintenance Program
Project 22: Culvert and Live Stream Pipe Replacement
Project 24: Historic District Street Signage Project
Project 28: College Square Pedestrian Plaza Project
Project 30: Traffic Safety Infrastructure Improvements
Project 31: Neighborhood Traffic Management Program
Project 32: Traffic Signage Replacement Program
Project 33: City of Winterville
Project 34: Town of Bogart

We thank the SPLOST Office, Mayor & Commission, and Leisure Services Arts Division for their continued advocacy, work, and support as we all work to build an Athens that reflects its community. ACAC pledges to continue its devotion to enhancing the aesthetic development of built environment throughout our county, through these TSPLOST projects and beyond.

Sincerely,

Victoria Prevatt

Victoria Prevatt
Athens Cultural Affairs Commission, Chairperson

LINK CDO 9.3.24 Renewable Energy public art

AGENDA ITEM #21
SPLOST 2020 Project 11, Sub-Project #10: Building Systems and Equipment Efficiency

Approve action items a, b, d, & e
Do not approve action item c *("designation of SPLOST 2020 Project 11 SP #10 as not appropriate for Public Art")*

$92,400 total Designated Public Art funds to be dispersed among sub-projects 1, 3, 4, & 9 in amounts & proximate locations to be determined by the Cultural Affairs Commission in consultation with ACC staff.

SP #1 – Costa Building Solar
SP #3 – Memorial Park Solar
SP #4 – ACC Library Solar
SP#9 – Public Safety EV Accelerator

Selected artwork should convey a theme relating to environmental protection &/or renewable energy.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: SPLOST 2020 Project 11, Sub-Project #10: Building Systems and Equipment Efficiency

DATE: ~~July 22, 2024~~ August 28, 2024

EXECUTIVE SUMMARY:

This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) Approve the Proposed Sub-Project Concept; 2) Authorize staff to advance the Proposed Sub-Project Concept directly to the Bid & Award Phase; and, 3) Direct the Manager to have any related rebates and credits channel back to their original funding source. Also, in keeping with the ACCGov ordinances, the agenda also request M&C approve the designation of the project as not appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$	306,336	Grant Funds
$	31,829	Project Utility Rebates
$	5,137,724	Program Revenues SPLOST 2020 Project 11, Tiers 1-4
$	1,551,196	Program Revenues SPLOST 2020 Project 11, Tier 5
$	7,027,085	Total Revenues - Tiers 1-5

EXPENSES:

$	890,363	Expensed or encumbered
$	250,000	Designated SP #1 – Costa Building Solar
$	25,748	Remaining Designated SP #2 – Electrical Vehicle Accelerator
$	90,000	Designated SP #3 – Memorial Park Solar
$	470,000	Designated SP #4 – ACC Library Solar
$	6,000	Remaining Designated SP #5 – FY24 Electric Vehicle Purchases
$	367,136	Remaining Designated SP #6 – Electric Vehicle Infrastructure
$	350,000	Designated SP #7 - Metered Equip. Electrification
$	271,500	Designated SP#8 – LED Lighting Project (jail)
$	660,000	Designated SP#9 – Public Safety EV Accelerator
$	189,012	Budgeted for Misc., Testing, FF&E, & PM Fees - Tiers 1-4
$	92,400	Designated Public Art - Tiers 1 - 4
$	3,024,926	Available for Other Projects (Unallocated)
$	1,000,000	Available for Sub-Project #10

OPERATIONAL: Savings to be determined once evaluation is complete

FUNDING SOURCE: SPLOST 2020 Project 11

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the Proposed Project Concept for SPLOST 2020 Project 11 Renewable Energy Project SP #10 as described in **Attachment #1** and Facts and Issues #4;
b. Authorize staff to advance SP #10 directly to the bid and award phase;
c. Approve the designation of SPLOST 2020 Project 11 SP #10 as not appropriate for Public Art;
d. Direct the Manager to have any related rebates and credits channel back to their original funding source; and,
e. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. On April 5, 2016, the Mayor & Commission (M&C) passed a resolution calling for the increased use of renewable energy to support operations of Athens-Clarke County (ACCGov).

2. On July 3, 2018, the M&C adopted the 2018 Comprehensive Plan that was informed by the Envision Athens Action Agenda that included an environmental implementation strategy to "Increase energy efficiency, sources, and use of renewables."

3. On May 21, 2019, the M&C passed a resolution in support of transitioning to 100% renewable energy.

4. On November 5, 2019, Athens-Clarke County voters approved the SPLOST 2020 Program Referendum, which included Project #11 - Renewable Energy Project.

5. On February 2, 2021, the M&C approved the 2020 SPLOST Tier Funding Schedule.

6. On May 11, 2021, the M&C were presented the SPLOST 2020 Project Implementation Plan at a work session in which an initial schedule was proposed by staff. The SPLOST 2020 Project 11, Renewable Energy Project, included funding programmed for SPLOST 2020 Program Quarters 1-4; Tiers 1-12.

7. On May 12, 2021, the Athens Cultural Affairs Commission (ACAC) offered a recommendation in accordance with Athens-Clarke County Code Ordinance, Section 1, Title I, Chapter 1-25-6, Additional Funding for Public Art, to the M&C related to the use of public art for SPLOST 2020 Project 11. The ACAC recommended that the project is appropriate for public art (**Attachment #2**).

8. On August 2, 2022, the M&C voted unanimously to accept the Clean and Renewable Energy Plan, which details pathways ACCGov and the community will use to meet the renewable energy goals.

9. On August 30, 2023, the Project 11 User Group held its first meeting. The User group included two Athens-Clarke County residents along with representatives from the Central Services Department and the Sustainability Office. The two community representatives had previously served on the Clean and Renewable Energy Plan Community Advisory Board.

10. On July 17, 2024, Project Concept for SP #10 was presented to the SPLOST 2020 Project 11 User Group. The User Group unanimously voted to recommend this sub-project to the M&C.

11. On August 19, 2024, the SPLOST 2020 Oversight Committee ~~will review~~ confirmed the proposed Project Concept for SP #10 to ~~confirm if it~~ is consistent with the Initial Project Statement for SPLOST 2020 Project 11, Renewable Energy Project.

FACTS & ISSUES:

1. The Initial Project Statement of SPLOST 2020 Project 11, Renewable Energy Project reads as follows;

   Project # 11, Renewable Energy Project, *will provide funding for a variety of subprojects that serve to move the Unified Government towards 100% sustainable and renewable energy. Depending upon costs and funding availability, examples of eligible sub-projects may include, but not be limited, to solar energy systems; geothermal systems; biogas systems; energy storage systems; building energy management systems; alternative fuel vehicle replacement; providing funds to electrify the ACC vehicle fleet; recharging facilities for electric vehicles; upgrades to lighting and control systems, fenestration, or other energy systems in existing facilities; solar water heating; energy storage and management systems; more efficient HVAC systems, such as geo-thermal; and/or, other renewable energy or sustainability projects defined in an approved sustainability plan as may be amended by the Mayor and Commission from time to time. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.*

2. During the August 30, 2023 inaugural meeting of the User Group, four priority areas were identified by the group that could have the greatest impact on a clean energy transition for ACCGov operations. They were
   - Transportation
   - Buildings and building systems
   - Solar, microgrids, alternative fuel sources, and clean energy generation
   - Moving/pumping water

3. To help balance the use of available funds to best meet needs across these four priority areas, the User Group determined that the most efficient approach would be to develop sub-projects and allocate funding to these areas. SP #10 focuses on building and building systems.

4. Proposed SP #10 Project Concept is as follows:

   This sub-project allocates $1,000,000 to advance the Tier I Building and Energy Pathways identified in the Athens-Clarke County Clean & Renewable Energy Plan by increasing the efficiency of building system equipment as part of life-cycle replacement, renovations, new building construction, or those designated as an emergency replacement. Additional SPLOST Project 11 funds may periodically be added to this sub-project, upon approval from the M&C.

5. The proposed evaluation criteria for SP #10 is shown on **Attachment #1**. Once approved by M&C, Central Services and Sustainability staff will evaluate ACCGov buildings and equipment and build a recommended priority replacement list. The priority list would then be submitted to the Project User Group for review and feedback.

6. The Athens Cultural Affairs Commission recommended that Project #11 was appropriate for Public Art but did not specify any particular Sub-Project (**Attachment #2**). However, the nature of the SPLOST 2020 Project 11, SP #10, is all equipment replacement and partial building renovation. Therefore, in accordance with the Public Art Ordinance exclusion for Capital Equipment Projects, even though the ACAC recommends the overall Project is appropriate for public art (History #7), staff recommends that this SP #10 be declared as not appropriate for public art.

7. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
   - Built and Natural Infrastructure Goal, Strategy D, milestones 1 and 3: *Develop action items and processes needed to implement Tier 1 recommendations from the adopted 100% Clean and Renewable Energy Action Plan.*

OPTIONS:

1. Mayor and Commission:

   a. Approve the Proposed Project Concept for SPLOST 2020 Project 11 Renewable Energy Project SP #10 as described in **Attachment #1** and Facts and Issues #4;
   b. Authorize staff to advance SP #10 directly to the bid and award phase;
   c. Approve the designation of SPLOST 2020 Project 11 SP #10 as not appropriate for Public Art;
   d. Direct the Manager to have any related rebates and credits channel back to their original funding source; and,
   e. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission do not approve SP #10, SPLOST 2020 Project 11 Renewable Energy Project.

3. Mayor and Commission Defined Option.

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

DEPARTMENT: Sustainability
Prepared by: Mike Wharton

7/18/2024

Mike Wharton
Sustainability Department Director

Date

8/07/2024

Josh Hawkins
Captial Projects Director

Date

ADMINISTRATIVE COMMENTS:

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

8/14/2024

Niki Jones, Acting Manager

Date

ATTACHMENTS:
Attachment #1 Sub-Project #10 - Building Systems and Equipment Efficiency
Attachment #2 - ACAC Public Art Suitability Letter for SPLOST 2020

Project Concept for Buildings Systems and Equipment Efficiency Initiative

Sub-Project #10 Concept: Buildings Systems and Equipment Efficiency Initiative

This sub-project allocates $1,000,000 to advance the Tier I Building and Energy Pathways identified in the Athens-Clarke County Clean & Renewable Energy Plan by increasing the efficiency of building system equipment as part of life-cycle replacement, renovations, new building construction, or those designated as an emergency replacement.

1. Building Systems and Equipment Efficiency

Using SPLOST 2020 Project 11 funds to exceed base-line Energy Star ratings lowers energy costs or helps offset energy cost increases, further reduces Green House Gas emissions, and furthers ACCGov's goal of transforming to 100% Clean and Renewable Energy by 2035. This sub-project can pay for the increase in cost of building system equipment that exceeds US Department of Energy, Energy Star standards and, on a case-by-case basis, the difference in available funding and the cost to meet Energy Star standards for equipment replaced under emergency situations that fall outside of normal life cycle processes. Additional SPLOST Project 11 funds can periodically be added to this sub-project upon approval from the Mayor and Commission.

For Building Systems and Equipment, Existing and New Buildings

Proposed Equipment Efficiency	*Funding Match Available	Frequency of Use	Simple ROI	Fuel Conversion
Exceeds latest Georgia energy codes (current IECC or Standard 90.1): **+2**	Match equal or greater than funds needed to replace unit with latest Georgia Energy Code rated equipment: **+2**	Daily year-round: **+2**	7 years or less: **+2**	Diesel to Electric: **+3**
Meets latest Georgia energy codes (current IECC or Standard 90.1) : **+ 1**	Match >75% but <100% of current latest Georgia Energy Code rated equipment: **+1**	Seasonal: **+1**	7-10 years: **+1**	Natural Gas to Electric: +2
Doesn't meet Georgia energy codes (current IECC or Standard 90.1): (N**ot Eligible**)	Match <75%: **0**	Occasional: **0**	10-15 years: **0**	Diesel to Natural Gas: **+1**
Emergency Replacement User Group will evaluate on a case-by-case basis				Diesel to Diesel: **0**

Project Concept for Buildings Systems and Equipment Efficiency Initiative

Eligibility: Minimum score of 4 (within this systems & equipment ranking).
Ranked order of priority selection based on projects proposed and funding available, funding generally starts with highest ranked projects on down.

Projected GHG Avoided: Greenhouse Gas Equivalencies Calculator shall be used to assess the CO2 emissions of building systems and equipment. Shall be used as a tie breaker in the selection process. https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator

Assessments and Modeling: assessments and modeling may be included in this sub-project to ensure that the existing duct work, configuration, etc. of the system is appropriately located and sized to meet current and/or projected us.

Energy Tracking: Project 11 funds may be used to provide upgrades and additions needed to be able to verify, monitor, and evaluate energy use and savings, potentially including the installation of meters and sub-meters.

Examples of Building Systems: HVAC, boilers, chillers, hot-water heaters, and duct work

Examples of Eligible Building Components: windows, doors, and insulation

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: 4555 Lexington Road - Approval of Private Pump Station & Force Main

DATE: July 22, 2024

EXECUTIVE SUMMARY:

The Public Utilities Department is requesting approval of a private pump station and force main to provide service to property located at 4555 Lexington Road. By existing ordinance, the commercial use of a pump station must be approved by the M&C. The projected wastewater flow from this development to the private pump station is approximately 10,400 gallons per day (gpd).

BUDGET INFORMATION:

REVENUES:

EXPENSES:

ANNUAL:
CAPITAL:
OTHER:

FUNDING SOURCE: N/A

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request Mayor and Commission approve a connection to the Athens-Clarke County Unified Government (ACCGov) sanitary sewer system by means of a private pump station and force main to provide sewage service to property located at 4555 Lexington Road.

HISTORY:

1. On July 1, 1978, the City of Athens adopted a Sewer Use Ordinance regulating connections to the public sanitary sewer system.
2. On October 3, 1995, the Mayor and Commission (M&C) enacted new provisions to the Sewer Use Ordinance, which requires any and all connections to the public sanitary sewer system by means of any force main from a pumped facility or apparatus be approved by the M&C. Single-family residences and duplexes containing two-family units were exempt.
3. Since June of 2020, seven private pump station/force mains have been approved by the M&C at several different locations in ACC.
4. On July 2, 2024, Jeff Carter with Carter Engineering Consultants, Inc., submitted a written request on behalf of the developer, D.R. Horton, Inc., to connect a portion of a proposed

single-family subdivision development located at 4555 Lexington Road to the public sanitary sewer system by means of a private pump station and force main.

FACTS & ISSUES:

1. An 87-lot single-family subdivision project is proposed to be constructed on the subject property located at 4555 Lexington Road (**Attachment #1)**. The 55 lots located in the northern portion of the subject property will connect to the ACCGov Public Sanitary Sewer by gravity flow through a proposed sewer line extension which will discharge into the existing 8" public sanitary sewer line located within the northern portion of the parcel. The remaining 32 lots located in the southern portion of the subject property will gravity flow to the proposed private pump station owned and operated by a private contractor. The wastewater will be pumped by a force main and connected to the public sewer lines constructed by this project. The private force main and all of the development are located within the same sewer basin as the gravity sewer to which the force main will connect. Therefore, approving this request does not create an inter-basin transfer.
2. The section of the ACCGov Sewer Use Ordinance dealing with pump stations was developed to minimize the transfer of wastewater from one drainage basin to another. In designing our wastewater collection system, the Public Utilities Department (PUD) sizes all sewer lines to accommodate the estimated wastewater demand projected for a specific basin. The pipe sizing is also based on the existing Land Use Plan and the associated basin specific population projections. The unregulated transfer of wastewater from one basin to another can impact the design capacity of the sewer collection system in the receiving drainage basin. This can impact the future wastewater service availability within the basin.
3. Currently, there is an existing 8" gravity sanitary sewer located within the northern portion of the subject property, which discharges to the publicly owned and maintained Weatherly Woods Pump Station. Although located on the subject property, the topography of the site is such that the southern portion of the parcel is at a lower elevation than the existing sewer line, hence the need for the pump station and force main.
4. The pump station and force main serving the subject property will be owned and maintained by a private contractor.
5. By existing ordinance, the commercial use of a pump station must be approved by the M&C. The projected wastewater flow from this development to the private pump station is approximately 10,400 gallons per day (gpd). As a comparison, the publicly owned and maintained Weatherly Woods Pump Station can pump over 2.5 million gallons per day (mgd) of sewage.
6. PUD staff evaluated the request and determined the proposed private pump station and force main will not impose a burden on ACCGov's wastewater collection system.
7. Construction of the private pump station and force main is contingent upon standard development policies and procedures as well as the following:

a. Submission by the owner of construction drawings acceptable to PUD and Building Permits and Inspections Department;

b. All costs associated with the pump station, force main stubs, connection fees, easement costs, and maintenance, etc. shall be the property owner's responsibility;

c. Long-term operation and maintenance of the private pump station and force main is binding on the property owner and successors, to be recorded on the easement plat and documents; and

d. Conveyance of the easements necessary to accommodate the subject public sewer improvements.

8. 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 approve a connection to the Unified Government of Athens-Clarke County (ACCGov) sanitary sewer system by means of a private pump station and force main to provide sewage service to property located at 4555 Lexington Road.
2. Mayor and Commission deny the request.
3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option 1

DEPARTMENT: Public Utilities

Prepared by: Hollis Terry IV

Hollis Terry IV — July 22, 2024

Hollis Terry IV — Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1

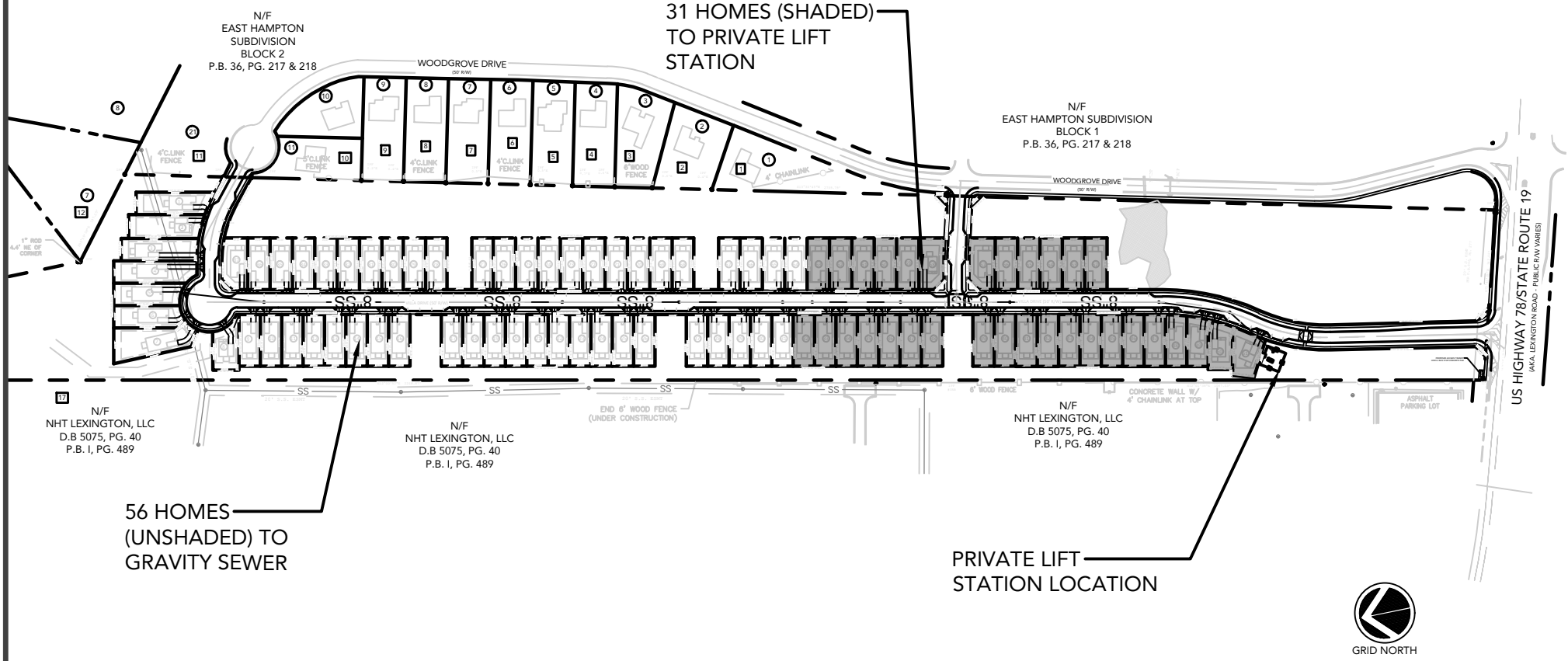
8/14/2024

Niki Jones, Acting Manager Date:

ATTACHMENTS:

Attachment #1 - Map

Attachment #1



CARTER ENGINEERING

PRIVATE PUMP STATION EXHIBIT
4555 LEXINGTON RD, ATHENS, GA

300' 150' 0 300'

GRAPHIC SCALE
SCALE: 1" = 300'

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Neighborhood Leaders Request for Increase of Funding

DATE: August 2, 2024

EXECUTIVE SUMMARY: The Neighborhood Leaders program is requesting a cost of living personnel salary increase of $38,062 for their FY25 contract activities. If approved, this will increase their FY25 contract to a total of $1,140,723.

BUDGET INFORMATION:

REVENUES: N/A

EXPENSES:

ANNUAL:	$ 1,102,661	Previously approved FY25 funding for Neighborhood Leaders Program
	$ 34,602	4% Cost of Living Adjustment
	$ 3,460	10% Indirect Costs
	$ 1,140,723	**Total FY25 Funding Requested**

FUNDING SOURCE: FY25 General Fund Operating Contingency (proposed)
FY25 HCD General Fund Operating Budget

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve Family Connection-Communities in Schools (FC-CIS)'s request for additional $38,062 in funding—for total of $1,140,723—to implement the Neighborhood Leaders Program in FY25 **(Attachment #1)** in accordance to the scope of services approved in FY24 **(Attachment #3)**;
b. Approve the revised performance metrics proposed by FC-CIS for the Neighborhood Leaders Program starting in FY25 (**Attachment #2)**;
c. Approve related Budget Ordinance (**Attachment #4)**; and,
d. Authorize the Mayor and appropriate staff to execute all related documents.

HISTORY:

1. On June 4, 2019, the Mayor and Commission (M&C) approved the FY20 Operating and Capital Budgets for ACCGov, which included $4 million of General Fund, Fund Balance for the creation of a "Prosperity Package."

2. On June 13, 2019, the M&C held a retreat to discuss potential focus areas for the Prosperity Package. A presentation regarding early childhood education and workforce development opportunities was shared, and by general consensus, the M&C asked for further concept development.

3. On August 22, 2019, the M&C held a follow up meeting to the June retreat and received follow up information regarding the June concept. By general consensus, the M&C did not want to pursue the concept any further.

4. On September 19, 2019, the M&C held a second retreat to discuss the Prosperity Package. By general consensus, the M&C directed staff to develop a job description for a grant coordinator, develop a draft scope for a Neighborhood Leaders Program, and to identify additional topic areas for further discussion.

5. On October 8, 2019, at their regularly scheduled work session regarding the Prosperity Package, the M&C reviewed the proposed job description for the grant coordinator positions, a draft scope for a Neighborhood Leaders Program, and discussed other potential areas of focus for the Prosperity Package. The M&C directed the Manager that the Neighborhood Leaders Program should progress as quickly as possible to cover the sixteen school empowerment zones. They further directed that a poverty simulation should be organized for the group.

6. On December 3, 2019, the M&C approved initial actions for the Prosperity Package, which included an $800,000 allocation to initiate the Neighborhood Leaders Program. This initial allocation included approximately $50,000 in start-up expenses.

7. On December 13, 2019, ACCGov executed a contract with Family Connections-Communities in Schools (FC-CIS) for the Neighborhood Leaders Program.

8. On July 7, 2020, under suspension of rules, the M&C approved the “Resiliency Package” to support COVID-19 response in our community. This action reallocated the undesignated $3 million allocation from the “Prosperity Package.”

9. On June 15, 2021, the M&C adopted the FY22 Annual Budget, which included one-time funding of $750,000 to continue the Neighborhood Leaders Program.

10. Since FY22, FC-CIS has received a total of $397,406 in grants from the Georgia Division of Family and Children Services (DFCS) to *expand* the Neighborhood Leaders Program with an emphasis on increasing SNAP and WIC benefit utilization in Athens-Clarke County. This additional funding added two new Neighborhood Leaders and increased all the salaries of the Neighborhood Leaders.

11. On April 29, 2022, the Mayor released the FY23 Mayor Recommended Budget, which proposed to provide a $750,000 allocation to sustain the Neighborhood Leaders Program on an annual basis.

12. On June 7, 2022, the Mayor and Commission approved the FY23 contract renewal with FC-CIS for the Neighborhood Leaders Program. The FY23 contract with FC-CIS is in sync with the ACCGov fiscal year and was established as a one-year contract renewable for up to four additional one-year terms.

13. On June 7, 2022, the Mayor and Commission approved an ordinance to amend the Housing and Community Development annual operating and capital budget to provide a $79,000 supplemental increase for cost-of-living wage increases for the Neighborhood Leaders contract budget. Approval increased the FY22 Neighborhood Leaders budget and future contract budgets from $750,000 to $1,032,661.

14. In May 2023, FC-CIS submitted to staff an overview of FY23 successes, updated scope of services and goals for FY24, as well as three funding levels for M&C's consideration.

15. During the June 6, 2023 regular session, M&C voted to extend the existing FY23 Neighborhood Leaders contract for five months (ending in November 2023) to give FC-CIS sufficient time to present recent successes and future plans during an August work session, and provide M&C sufficient time to consider further extending the contract leading up to the September 5, 2023 regular session.

16. During the June 6, 2023 regular session, M&C approved the budget for FY24 which included an allocation of $1,102,661 from general funds for the NL program ($70,000 more than in FY23).

17. On June 27, 2023, HCD staff met with FC-CIS Executive Director Tim Johnson, NL Program Director Terris Thomas and FC-CIS Administrative Manager Cheri Smithson to discuss staff's recommendations to strengthen the NL program, make it easier to evaluate the programs impact, and increase understanding of the program among key stakeholders.

18. Between July 18, 2023 and August 3, 2023, HCD staff provided additional technical assistance to FC-CIS to ensure the updated scope of services, budget, and work session presentation were adequate for upcoming M&C actions.

19. During the August 10, 2023 M&C Work Session, FC-CIS Executive Director Tim Johnson and NL Program Director Terris Thomas presented on FY23 successes**,** updated scope of services and performance measurements for FY24.

20. On September 5, 2023, M&C unanimously approved the contract renewal with Family Connection-Communities in Schools (FC-CIS) for the Neighborhood Leaders Program at the funding level provided by ACCGov's FY24 annual budget, and based on updated scope of

services and budget Attachments #2 and #3 of agenda report dated July 25, 2023 with incorporation of the following additional provisions:

a. Housing and Community Development ("HCD") staff shall ensure that updates regarding the operation of the Neighborhood Leaders Program, including specific program data, shall be forwarded to the Mayor and Commission, either by HCD staff or FC-CIS staff, on at least a quarterly basis during the term of this Agreement.
b. Neighborhood Leaders shall be required to encourage and solicit community participation in surveys released by ACCGov in order to assist in gathering a representative sample of survey results to better inform ACCGov decision-making.
c. Neighborhood Leaders shall make efforts to build relationships with all ACCGov Commissioners. Neighborhood Leaders shall reach out to each Commissioner to open lines of direct communication and inquire as to the best way to communicate with each individual Commissioner.
d. The Neighborhood Leaders program shall explore grant writing opportunities for community projects and ongoing funding of its operations, using the support of the Family Connections leadership and/or ACC grant writers, as needed.
e. The Mayor and Commission shall revisit and may revise the Neighborhood Leaders Program funding source for the 2024 budget.

21. On November 2, 2023, the First Amendment to the agreement between FC-CIS and ACCGov for the Neighborhood Leaders program was fully executed. The amendment reflected contractual changes approved by M&C, described in History #20.

22. During the March 14, 2024 M&C Work Session, FC-CIS Executive Director Tim Johnson and NL Program Director Terris Thomas presented on FY24 successes to date, plans to continue current scope through FY25, and an initial request for increased funding in FY25 (though no budget was included).

23. On May 23, 2024, FC-CIS informed HCD that they were formally seeking an increase in funding for FY25. Through the course of the next week, HCD worked with FC-CIS to finalize their proposed budget.

24. On May 30, 2024, Manager Williams shared the FC-CIS funding request via email with M&C. Because the agency's request was received by staff too late to be considered as part of the FY24 Annual Operating and Capital Budget approval vote, staff was asked to submit the present agenda report for the September 2024 vote.

25. During the June 5, 2024 regular session, M&C approved the budget for FY25 Annual Operating and Capital Budget which included an allocation of $1,102,661 from general funds for the NL program (same as FY24).

26. On July 1, 2025, Erin Thompson Podvin took over the role of Executive Director of FC-CIS after Tim Johnson's retirement. Given this change in leadership, HCD offered her the opportunity

to review and revise the budget request submitted by her predecessor. Mrs. Thompson Podvin did not have any additional changes to the budget submitted by Mr. Johnson.

27. On August 2, 2024, FC-CIS met with HCD staff to discuss proposed changes to the Neighborhood Leaders Program Performance Measurements starting in FY25. Per Fact & Issue #13, these changes would better reflect the end of the COVID-19 pandemic and current capacity of the NLs **(Attachment #2)**.

FACTS & ISSUES:

1. With ACCGov funding, the Neighborhood Leaders Program employs sixteen individuals serving each of the sixteen elementary school attendance zones to help residents access services and resources (education, employment opportunities, early care & learning, SNAP and WIC access, physical and behavioral health services, civic engagement, and other). Additionally, the program employs two additional Neighborhood Leaders that focus solely on enrolling ACC households in SNAP as part of a SNAP Outreach Partnership GA DFCS grant.

2. Neighborhood Leaders also engage residents in community-building: providing input into community planning and their needs and aspirations (including family and neighborhood), responding to the Census, registering to vote, voting, engaging in neighborhood and other community organizations, and related civic activities.

3. The current Neighborhood Leaders contract was executed on July 1, 2022. It includes a provision that allows it to automatically renew each year for a period of up to four (4) additional one-year periods, unless terminated earlier in accordance to the agreement terms. FY25 constitutes the second additional one-year period, with the agreement set to terminate at the end of FY27 unless extended by the M&C.

4. To date up to and including FY25, M&C have awarded a total of $5,378,439 in general funds to FC-CIS to implement the Neighborhood Leaders Program:

Time Period	**Funding Amount**
December 4, 2019 – December 31, 2020	$ 800,000
January 1, 2021 – June 30, 2021	$ 307,795
FY22 (July 1, 2021 – June 30, 2022)	$ 1,032,661
FY23 (July 1, 2022 – June 30, 2023)	$ 1,032,661
FY24 (July 1, 2023 – June 30, 2024)	$ 1,102,661
FY25 (July 1, 2024 – June 30, 2025)	$ 1,102,661
Total	**$ 5,378,439**

5. In addition to ACCGov funding, since FY20 FC-CIS has secured several grants and private donations to support the Neighborhood Leaders Program (see table below).
   *Per the agency, please note that dollars raised from various “Fundraising Events” are used to support general operation across FC-CIS, including but not exclusively the NL Program.

	FY20	FY21	FY22	FY23	FY24
Private Donors	$28,362.64	$95,229.57	$59,313.35	$40,957.53	$21,560.78
GA Shares	$611.49	$5,146.23			
Disaster Loan	$21,611.49				
United Way	$0		$8,228.75		
DFCS-SNAP	$0		$18,297.44	$191,164.12	$187,944.11
Athens Wellness Project			$2,200.00		
Fundraising Events*	$62,160.94	$103,744.33	$57,591.14	$48,476.05	$41,901.48
Total	**$112,746.56**	**$204,120.13**	**$145,630.68**	**$280,597.70**	**$251,406.37**

6. To strengthen the NL program, better serve community need, and improve evaluation and communication of program successes starting in FY24, FC-CIS enhanced its scope of services (**Attachment #3**) to incorporate several of staff's recommendations and updated performance measurements, including:
   a. Defined food insecurity, housing insecurity, physical and mental health, and employment as the **four priority areas of focus** on which the NLs will spend the majority of their time and established performance outcome measures for each need. These areas are key indicators of poverty and were the most active areas for NLs in FY23. The NLs will continue to assist residents with other needs that contribute to poverty (e.g., child care, transportation), but most proactive efforts will focus on the four priorities.
   b. Provide **specialized and regular training** to NLs focused on (1) core competencies and skills needed for NLs to be effective in their role, like communication, outreach, and community education; and (2) the four prioritized community needs (food, housing, health and employment). This training will help increase the NLs' knowledge of these issues and available resources.
   c. In collaboration with ACCGov staff, **improve data collection tools** to more accurately measure key performance outcomes, maintain individual case management, and track community outreach efforts.
   d. **Share program successes** more regularly through an updated public dashboard, quarterly reports/newsletters, and an annual Work Session with M&C.

7. In FY24, the Neighborhood Leaders program met the majority of their contracted performance goals (see **Attachment #5)**. FC-CIS offered the following explanations for the goals that were missed, with which staff concurs:
   - An FY24 goal was provide health and healthcare information and/or screenings to 7,200 residents, but only 244 residents received this service. Per FC-CIS, the FY24 goal was based on the previous 2 years' performance, which was skewed extremely high due to all the COVID-related education, vaccine and testing efforts.
   - FY24 goals included providing services to 100% of residents who requested services related to housing, health and employment. Per Fact & Issue #6, the use of two

different data collection tools created serious discrepancies and undercounting of services provided by the NLs. Per FC-CIS, the reported data is not a true reflection of the services provided by the NLS, but rather a reflection of the clarity/functionality of the new data tools. Staff and FC-CIS continue to work to perfect the system for FY25 reporting.

8. Throughout FY24, HCD staff collaborated with the Department of Budget and Strategic Analysis (formerly GIO) and FC-CIS to refine the Neighborhood Leaders data collection tools and public-facing dashboard. During this process, the Neighborhood Leaders used two sets of data collection tools (one between July-December 2023, and another between January-June 2024), which created significant challenges to ensuring that the public-facing dashboard would adequately reflect the NL's multi-faceted work and successes. As such, the dashboard was not made publicly-available in FY24.

9. By August 16, 2024, HCD will publish the FY25 Neighborhood Leaders dashboard on www.accgov.com/hcd. The dashboard will be updated on at least a monthly basis and highlight progress on contracted performance measurements. A direct link will be provided to M&C upon publication.

10. **Attachment #6** is a compilation of the quarterly updates provided by FC-CIS highlighting key Neighborhood Leaders successes during FY24 Q1-Q3 (Q4 successes incorporated into **Attachment #5**). In FY25, HCD staff will work more closely with new FC-CIS leadership to ensure all future quarterly reports are as comprehensive as the one provided for FY24 Q4.

11. For FY25, FC-CIS requested a total budget increase of $112,588 for a total contract budget of $1,215,249 (**Attachment #1, Column C**), and justified it as follows:
    - Salaries & Benefits: Increase current salaries by 4% and cover 4% increase in benefits cost (commensurate with ACCGov employee raises); and addition of assistant to program director ($48,000 salary, 30% benefits). Justification: NL program director provides supervision and support to 17 full-time and 2 half-time NLs, reporting to ACCGov, training, and related support.
    - Communications: Addition of one cell phone (for assistant to director) plus inflation increase.
    - All other line items: 3.4% inflation adjustment (based on BLS inflation rate of 5/15/24).

12. Given other funding priorities and an underspending of $3,427.90 in the FY24 budget, staff recommends that M&C only approve an additional $38,062 in funding (for a total of $1,140,723) to cover increase in current salaries (4%, commensurate with ACCGov employee COLA), increase in cost of employee benefits, and difference in indirect costs (**Attachment #1, Column D)**.

13. Additionally, staff recommends M&C approve the revised NL Program Performance Measurements proposed by FC-CIS on **Attachment #2** starting in FY25. Key changes from FY24 include:
    - Increase number of community-wide meetings, trainings and activities focused on the four (4) focus areas from 4/year to 10/year in each of the four areas.
        i. Justification for change: The Neighborhood Leaders significantly exceeded established goal in FY24.
    - Decrease number of residents who receive health and healthcare information from 6,500/year to 200/year.
        i. Justification for change: Early years of NL program had very high numbers as a result of COVID-related outreach and initiatives. Additionally, any services rendered that were categorized as "other" were previously included in this number, both leading to higher-than-average numbers. With the creation of the dashboard, FY24 results of 182 served were more indicative of non COVID-related, health-specific support. Thus, 200 residents/year is a more realistic target.

14. This recommendation is consistent with the following Organizational Strategic Plan Strategies, Goals, and Initiatives
    a. Initiative 1-E-1: Target health and nutrition education programming to priority populations.
    b. Initiative 1-E-2: Increase SNAP & WIC utilization.
    c. Initiative 1-F-2: Extend ACCGov's reach into the community.
    d. Initiative 2-B-2: Amplify partnership with Neighborhood Leaders.
    e. Initiative 2-C-2: Partner directly with and listen to residents at the neighborhood level.

OPTIONS:

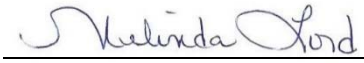
1. Mayor and Commission:
    a. Approve Family Connection-Communities in Schools (FC-CIS)'s request for additional $38,062 in funding—for total of $1,140,723—to implement the Neighborhood Leaders Program in FY25 **(Attachment #1)** in accordance to the scope of services approved in FY24 **(Attachment #3)**;
    b. Approve the revised performance metrics proposed by FC-CIS for the Neighborhood Leaders Program starting in FY25 (**Attachment #2)**;
    c. Approve related Budget Ordinance (**Attachment #4)**; and,
    d. Authorize the Mayor and appropriate staff to execute all related documents.

2. Mayor and Commission deny the budget increase requested for Neighborhood Leaders, and keep contract budget to the current $1,102,661.

3. Mayor and Commission defined option.

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

DEPARTMENT: Housing and Community Development
Prepared by: Alejandra Calva



Melinda Lord
Interim HCD Director

08/02/2024
Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option 1 a, b, c, and d

8/14/2024

Niki Jones, Acting Manager

Date

ATTACHMENTS:

Attachment #1: Proposed FY25 Neighborhood Leaders Budget
Attachment #2: Proposed Revised Neighborhood Leaders Performance Metrics
Attachment #3: Approved Neighborhood Leaders Scope of Work
Attachment #4: Budget Ordinance
Attachment #5: FY 2024 Q4 NL Report, Including FY24 Performance Metrics
Attachment #6: FY 2024 Q1-Q3 NL Quarterly Reports

Attachment #1

FC-CIS FY 2025 Proposed Budget for Neighborhood Leaders Program

Column A: Category	Column B: Description	Column C: FC-CIS Request	Column D: Staff Recommendation
Salaries & Benefits	Current Neighborhood Leaders and program director with 4% pay raises and 4% increase in benefit costs	$899,656	$899,656
	Assistant to the Program Director (new position, salary @$48,000, benefits @30%)	$62,400	$0
Communications	Cell phone service	$13,276	$12,180 (same as FY24)
Organizational Insurance	Required under ACC contract	$9,823	$9,500 (same as FY24)
Payroll Services	Contracted service	$5,583	$5,400 (same as FY24)
Supplies, Outreach, and Equipment	Office supplies, replacement for laptops, supplies for community resource fairs, printing, and similar costs, plus replacement of cell phones.	$39,292	$38,000 (same as FY24)
Travel and Training	Travel (primarily local mileage), training	$45,790	$44,285 (same as FY24)
Facility cost	Neighborhood Leaders Hub facility (reimburse owner for cost, less share paid by DFCS), utilities, upkeep	$28,952	$28,000 (same as FY24)
Subtotal		*$1,104,772*	*$1,037,021*
Indirect @10%	Rate set for us by State of Georgia	$110,477	$103,702
	Total	**$1,215,249**	**$1,140,723**

Requested changes from FC-CIS from FY 2024 budget:

- Salaries & Benefits: Increase current salaries by 4% and cover 4% increase in benefits cost (commensurate with ACCGov employee raises); and addition of assistant to program director ($48,000 salary, 30% benefits). Justification: NL program director provides supervision and support to 17 full-time and 2 half-time NLs, reporting to ACCGov, training, and related support.
- Communications: Addition of one cell phone (for assistant to director) plus inflation increase.
- All other line items: 3.4% inflation adjustment (most recent BLS inflation rate, May 15 2024).

Attachment #2

Proposed Amended Neighborhood Leader Performance Goals

Starting FY25

Food Insecurity

Current Goal	Proposed Amended Goal starting FY25
Pre-screen 15,000 potential SNAP applicants	**NO CHANGE**
Enroll/re-enroll 1,000 SNAP eligible applicants	**NO CHANGE**
Distribute fresh foods to 4,000 households	**NO CHANGE**
Host and participate in 4 community-wide meetings, trainings, and activities focused on food insecurity	**Move from 4 to 10**; *Justification: Last year NL's were at 6700% of goal having completed 268 such events*

Housing Access

Current Goal	Proposed Amended Goal starting FY25
Assist 1,000 residents with education, referral, security, legal, and other information related to housing	**NO CHANGE**
Assist 100% of residents who request assistance with applications in Public Housing and Section 8 programs	**NO CHANGE**
Provide referrals to shelter and other homeless services to 100% of residents who request such assistance	**NO CHANGE**
Host or participate in 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on housing insecurity	**Move from 4 to 10**; *Justification: Last year NL's were at 675% of goal having completed 27 such events*

Physical & Mental Health

Current Goal	Proposed Amended Goal starting FY25
Provide health and healthcare information to 6,500 residents.	**Move from 6,500 to 200**; *Justification: Early years of NL program had very high numbers as a result of COVID-related outreach and initiatives. Additionally, any services rendered that were categorized as "other" were previously included in this number, both leading to higher-than-average numbers. With the creation of the dashboard, FY24 results of 182 served were more indicative of non COVID-related, health-specific support and*

	we'd like to come in line with that as a more realistic target
Provide screening and assistance in health insurance, WIC, and other benefits enrollment to 100% of residents who request such assistance	**NO CHANGE**
Help residents find healthcare services and providers, with at least 25% having a provider	**NO CHANGE**
Host or participate in 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on physical and mental health	**Move from 4 to 10**; *Justification: Last year NL's were at 1175% of goal having completed 47 such events*

Employment

Current Goal	Proposed Amended Goal starting FY25
Provide one-on-one employment assistance and referrals to 500 residents	**NO CHANGE**
Assist 3,000 individuals with job opportunity resources	**NO CHANGE**
125 residents assisted with support for employment will find employment	**NO CHANGE**
Participate in 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on employment	**Move from 4 to 10**; *Justification: Last year NL's were at 1275% of goal having completed 51 such events*

Civic Engagement

Current Goal	Proposed Amended Goal starting FY25
Contact and communicate with 500 residents about voting	**NO CHANGE**
125 residents contacted and communicated with will register to vote	**NO CHANGE**
Identify and Report 100 zone needs to ACCGov	**NO CHANGE**

NEIGHBORHOOD LEADERS: ACCGOV PARTNERS ADDRESSING POVERTY AND RELATED ISSUES

Scope of Services Starting in FY24

In partnership with the Athens-Clarke County Mayor, Commission, and staff, Neighborhood Leaders are* of *the community,* in *the community, working* with *the community to address poverty, social disparity, and wealth inequality.

Purpose: The partnership utilizes Family Connection-Communities In Schools Neighborhood Leaders to support community engagement and navigation for the Mayor & Commission's initiatives to address poverty, social disparity, and wealth inequality in Athens-Clarke County, and to support implementation of ACCGov's Strategic Plan. (Neighborhood Leaders address 17 of the strategic goals in the plan.)

Time period: The current version of the program launched with the Mayor & Commission funding in January 2020 and went to scale at the beginning of March 2020. When the state of emergency was declared in that same month, Neighborhood Leaders were key respondents. They are fulfilling and exceeding expectations. The partnership has continued, switching to a fiscal year contract in FY 2023, and the intent is for the partnership to continue and expand as long as it continues to be effective.

Staffing and Personnel:

- **Neighborhood Leaders Project Director**: Full-time position to oversee the project (with Family Connection-Communities In Schools executive director), including recruiting, hiring, and training of Neighborhood Leaders; ongoing supervision; assuring of ongoing data collection and updating; timely reporting; engagement with partners; and related duties.
- **Sixteen Neighborhood Leaders** paid by ACCGov funding, plus 2 additional Neighborhood Leaders paid by SNAP Outreach Partnership with GA DFCS grant. FC-CIS Neighborhood Leaders are *of* the community, *in* the community, working *with* the community to provide ongoing support for the Mayor & Commission's initiative to reduce poverty, social disparity, and wealth inequality in Athens-Clarke County. The most important qualifications for the role of Neighborhood Leader are knowledge of the community (including services), life experience and cultural background that connects with those with whom they're working, interpersonal skills, and a heart for the work. FC-CIS Neighborhood Leaders serve in each of 16 Prosperity Zones, working with residents to achieve *their* aspirations.

Program Activities:
Neighborhood Leaders provide information, referral, navigation, case management, and community engagement for residents. They also help inform the Mayor & Commission and community partners about systemic barriers to prosperity.

The Neighborhood Leaders primarily serve their 16 zones, with flexibility as needed (for example, a Spanish-speaking Neighborhood Leader crossing zones, expertise on a particular issue, and multi-zone or community-wide events).

Through a federally funded SNAP Outreach Partnership with the Georgia Division of Family & Children Services, two additional FTE Neighborhood Leader positions serve county-wide to enroll eligible households in the federal Supplemental Nutrition Assistance Program. It also supports the 16 zone-specific Neighborhood Leaders. This partnership and others provide significant additional support for the goals of the Prosperity Package.

With an emphasis on removing barriers to economic self-sufficiency, Neighborhood Leaders help residents access services and resources, including but not limited to education (basic adult education, ESL, GED, job training), employment opportunities, early care & learning including quality child care, rent assistance/housing, support for the aging, SNAP and WIC, physical and behavioral health services, needed commodities (child & adult diapers, winter wear, work gloves, food, cell phones, school supplies, other), civic engagement (including Athens Wellbeing Project, voter registration, voting, and engaging in public processes), and others. This is done in two tiers:

- Tier 1 includes group outreach, such as information-sharing through presentations in neighborhoods and at community gatherings, hosting resource fairs (including at the neighborhood level in neighborhoods long neglected), tabling at community events and venues, and other outreach.

- Tier 2 is individual case management support, working with (not just for) individuals of all ages and families to: identify economic and other goals, connect to needed services, access the services as appropriate (including assistance in filling out application paperwork if needed), and follow up to ascertain the status of their individual plan, if they got the service(s), what if any outcomes resulted, and to offer further assistance.

Neighborhood Leaders also engage residents in community-building. This includes providing in-the-community expertise for the Mayor and Commission, providing input into other community planning (HCD and other Unified Government departments' planning, Athens Wellbeing Project, Envision Athens, Family Connection-CIS Strategic Action Teams, other), engaging in neighborhood and other community organizations, registering to vote, voting, and other civic activities. This is incorporated into both Tier 1 and Tier 2 work.

Neighborhood Leaders receive extensive, ongoing professional training in core competencies and specialized training related to services and needs.

FY24 Improvements: To strengthen the NL program, better serve community needs, and improve evaluation and communication of program successes, starting in FY24, FC-CIS will implement the following improvements to the program.

1. **<u>Define Prioritized Areas of Focus</u>**
   Poverty is complex. Individuals and families face a myriad of interrelated issues and challenges, both personal and systemic. Neighborhood Leaders assist with navigating and referring to services, accessing resources (for example, taking food boxes to homes without transportation), and informing decision-makers about systemic barriers. They address scores of specific issues with those they serve. We have learned that by attempting to share as much information on the Neighborhood Leaders' work as practical, it is challenging for ACCGov

and the public to clearly see the impact. By defining priority areas of focus, we will make it easier to see the impact.

Neighborhood Leaders will have four priority areas of focus: food, housing, health, and employment. Among the ways we address these are utilizing CLIFF (Career Ladder Identifier & Financial Forecaster) tools developed by the Federal Reserve, which provided the tools and training in their use. These tools address the benefits cliff (at certain levels of income, increased pay can actually decrease household income due to loss of public benefits) and provide ways to understand and move from survival to thriving.

The priority areas of focus, the vision, and examples of the ways Neighborhood Leaders address them, as well as related performance measurements that will be reported on monthly:

- **Food insecurity:** *We envision a community where every resident has affordable, accessible, healthy food.* Examples of work in this area include:
    - SNAP and WIC enrollment
    - Navigating all food systems
    - Distribution of donated food to households and individuals in need
    - Addressing CLIFF with individuals, employers, and systems
    - Strategic engagement in systemically addressing food insecurity

  <u>FY24 Performance Measurements</u>:
    - In FY24, pre-screen 16,000 potential SNAP applicants (vs. 15,620 in the first 11 months of FY23).
    - In FY24, enroll and/or re-enroll 1,000 into SNAP, an increase of 4.7% from FY23.
    - In FY24, distribute fresh produce and other healthy food to at least 4,200 households in partnership with existing food distributions (vs. 4,000 in FY23)
    - In FY24, Neighborhood Leaders will host or participate in at least 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on food insecurity.

- **Housing insecurity:** *We envision a community where every resident has safe, affordable residence.* Examples of work in this area include:
    - Identification and connection with affordable housing, such as AHA, Section 8 and tax subsidized private, Habitat, Athens Land Trust, and other
    - Assist in enrollment in Public Housing and Section 8
    - Connection with shelter and services for unsheltered
    - Addressing CLIFF with individuals, employers, and systems
    - Strategic engagement in systemically addressing housing insecurity

  <u>FY24 Performance Measurements</u>:
    - In FY24, assist 1,000 residents with education, referral, security, legal, and other information related to housing (vs. 604 in FY23).

- In FY24, assist 100% of residents who request assistance enrolling in Public Housing and Section 8 programs.
- In FY24, provide referrals to shelter and other homeless services to 100% of residents who request such assistance from Neighborhood Leaders.
- In FY24, Neighborhood Leaders will host or participate in at least 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on housing insecurity.

- **Physical and mental health:** *We envision a community where every resident receives appropriate preventive and interventive mental and physical health services.* Examples of work in this area include:
  - Enrollment in health insurance – Medicaid, Peachcare, Medicare, ACA Exchange
  - Connection with free and sliding scale health services
  - Continuing work to destigmatize mental health challenges
  - Addressing CLIFF with individuals, employers, and systems
  - Strategic engagement in systemically addressing health issues (including promoting students of color entering the mental health field)

  <u>FY24 Performance Measurements</u>:
  - In FY24, provide health and healthcare information and screenings to 7,200 residents (vs. 7,056 in FY23).
  - In FY24, provide screening and assistance in health insurance and other benefits enrollment to 100% of residents who request such assistance.
  - In FY24, at least 25% of residents who received assistance finding healthcare will have new/renewed access to healthcare providers (vs. 23% in the first 11 months of FY23).
  - In FY24, Neighborhood Leaders will host or participate in at least 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on physical and mental health.

- **Employment**: *We envision a community where every resident is able to gain productive employment and thrive.* Examples of work in this area include:
  - Connecting residents with job openings
  - Connecting employers with applicants
  - Connecting residents with education and training opportunities focused on job market and living wages
  - Connecting residents with supports for employment (transportation, child care, other)
  - Addressing CLIFF with individuals, employers, and systems
  - Strategic engagement in systemically addressing employment needs

  <u>FY24 Performance Measurements</u>:
  - In FY24, provide one-to-one employment assistance and referrals to at least 500 residents (vs. 296 individuals who received job referrals and other workforce development assistance in FY23).

- In FY24, assist 1,950 individuals with finding employment by providing information about job opportunities and related resources (vs. 1,700 in 2023)
- In FY24, at least 150 residents that receive Neighborhood Leaders' support surrounding employment will find employment (vs. 143 in FY23)
- In FY24, Neighborhood Leaders will participate in at least 4 community-wide meetings, trainings, discussions and/or strategic planning activities focused on employment.

2. <u>Improve Reporting and Impact Measures</u>

ACCGov has developed and maintains an online case management system for Neighborhood Leaders that includes a dashboard of data available to staff and Mayor & Commission. FC-CIS has provided monthly Indicator Reports since FY22. In FY24, FC-CIS will continue to work with ACCGov staff to update and improve this system to provide better support for case management and better reporting on the work. This includes:

- Improve data collection instruments for individual case management (with privacy-protecting identification numbers) to better track individual cases, and community-level work.
- Report monthly on the following performance measurements and program outcomes:
  - All performance measurements outlined above for each prioritized area of focus;
  - All "tracked outcomes" included in Logic Model below;
  - In FY24, the goal is for Neighborhood Leaders to manage 6,000 cases, an increase of 8.2% from the previous year;
  - Neighborhood Leaders collaborated with 208 agencies, programs, and departments in FY23. The goal in FY24, is for Neighborhood Leaders to collaborate with 230 agencies, programs, and departments.
- Implement Resident Satisfaction Surveys among sampled residents served by Neighborhood Leaders. This will help evaluate impact of individual Neighborhood Leaders and the larger program.

3. Provide targeted ongoing training to Neighborhood Leaders.

While Neighborhood Leaders have regularly completed trainings on a variety of topics, in FY24, FC-CIS will facilitate additional training to include:

- Training on core competencies/skills used by similar professions, such as Community Health Workers. Training will cover skills such as communication, interpersonal/ relationship-building, service coordination and navigation, capacity-building, advocacy, education and facilitation, individual and community assessment, outreach, professional skills and conduct, evaluation and research, and knowledge base on relevant topics.
- FC-CIS will leverage its relationships with local agencies to offer trainings focused on the four prioritized areas of focus (food, housing, health, and employment).

4. Share Successes More Accessibly and Regularly

In addition to monthly reporting submitted to ACCGov, as described in the contract:

- *Updated dashboard:* FC-CIS will work with ACCGov to update the existing Neighborhood Leaders Overview Dashboard to reflect the four prioritized areas of focus and their respective performance measures. Our goal includes making the dashboard

more readily available to the public with safeguards to assure protection of privacy of those served (currently only those with the exact link can access it).

- *Quarterly Report/Update*: FC-CIS will develop quarterly reports/updates of NL activities that include key metrics from the dashboard, highlights of successes and resident testimonials, upcoming initiatives, funding sources and spending to date, and photos. FC-CIS may also share these documents with potential funders and on its website, and ACCGov staff may submit it to M&C for quarterly review.
- *Engagement with M&C*:
  - FC-CIS invites all Commissioners individually to shadow a Neighborhood Leader for a day (or part of a day).
  - Neighborhood Leaders are available to meet with their Commissioners for one-on-one conversations about their work and the needs of the residents they serve.
  - FC-CIS invites all Commissioners to meet in groups of 3 or 4 at a time with all Neighborhood Leaders for conversations.
- *Annual M&C Work Session*: With the intent to help ensure that M&C better understand the Neighborhood Leaders activities and impact on community prior to the annual ACCGov budget process, FC-CIS shall present on program accomplishments in the year prior and plans for the upcoming fiscal year during a M&C Work Session in January-March.

Program Logic Model: See next page.

Neighborhood Leaders Logic Model

As community engagers, the FC-CIS Neighborhood Leaders who are OF, IN and WITH the Athens community, serve in each of the 16 Prosperity Zones to help community members connect to resources and opportunities to reach their aspirations and work to address poverty and other challenges using the Bridges Out of Poverty framework. In building trusted relationships with residents in each zone and collaborative relationships with partnering agencies and organizations, Neighborhood Leaders collect and share information specifics regarding opportunities, resources, etc. with residents. Neighborhood Leaders respond to the ongoing emergent needs of residents. Additionally, they provide resident input/feedback to those agencies and organizations.

Types of Engagement	Inputs	Activities	Outputs	Tracked Outcomes
Individual and Household-Level Case Management	• 18 Neighborhood Leaders • Director of the Neighborhood Leaders • Materials and supplies from the Hub • Resource lists • Neighborhood Leader training on various resources (SNAP, WIC, unemployment, disability, EITC, housing)	• NLs will submit at least 8 clientele specific case note entries weekly including a follow up contact, information sharing and resource connection • All documentation (SNAP reports, online tool submission, NL indicator measurement template, weekly work schedules) will be submitted to director by 5 PM on Monday of each week • Director will use Google form to track completion of case management • Have a standing agenda item for NL meetings to discuss zone specific details, events and needs	• # of people served • # of referrals made by agency • # of follow ups completed • # of action plans completed	• # of people assisted who found employment • # of people served who secured childcare • # of people served who received health care they needed • # of residents screened who were eligible and whose SNAP, WIC, CAPS and Medicaid applications completed using the Gateway System • # of residents connected to housing resources

Types of Engagement	Inputs	Activities	Outputs	Tracked Outcomes
		• Work with individuals and families to develop action plans		
Community Outreach and Information Sharing	• 18 Neighborhood Leaders • Director of the Neighborhood Leaders • Time spent planning • Supplies for meetings • Location for meetings and events • Resource or informational flyers	• Host group outreach zone events (quarterly) • Host monthly community meetings • Collaborate with other agencies to host events • Zone canvassing • Presentations with or for community collaborators	• # of community meetings /neighborhood tiered events held and attended • # of attendees per event/presentation held • # of surveys completed (if participating in data collection) • # of collaborations or partnerships	• % of meetings/events where attendance and agenda goals were reached % of collaborations result in long-term partnerships
Civic Engagement and Public Input Process	• 18 Neighborhood Leaders • Director of the Neighborhood Leaders • Commissioner for specific zone • NL Strategic Connector Groups, including Housing (homelessness, tenant rights, eviction prevention), Education (PreK, K-12, College, Post-Secondary), Health & Wellness, Latina/o Community, and Safety & Community Stability. • ACCGov departments and community partners	• Identify zone specific needs • NLs will meet with their commissioner to discuss zone specific needs quarterly • NLs will share public input with commissioners during their quarterly meetings • Commissioners will be invited in small groups to join NL meetings • NLs will attend various meetings in the community • NL Strategic Connector Group meetings • NLs will plan, develop and implement FC-CIS Family,	• # of voters registered • # of committees/board positions held by NLs • # of meetings held/ attended with policy makers • # of NL full staff meetings with small group of commissioners • # of reports submitted to the Mayor and Commission with recommendations/reporting the needs for each zone • # of connector group meetings • # of solutions carried out from connector meetings	• # of eligible residents served who newly register to vote • # of identified needs met for each specific zone • # of identified community needs specifically addressed in FC-CIS and other community plans

Types of Engagement	Inputs	Activities	Outputs	Tracked Outcomes
		Community & Neighborhood Engagement Strategic Action Team • If resources are provided, NLs will organize and implement Youth Neighborhood Leadership Program • NLs will engage in Envision Athens work groups, all FC-CIS Strategic Action Teams, Homeless Coalition, Local School Governance Teams, and other strategic planning • NLs will work with ACCGov departments for outreach on services and input on ways to strengthen connection and services	• # of EA work groups, FC-CIS SATs, Homeless Coalition committees, other strategic planning with NL engagement • # of ACCGov departments partnering with NLs for outreach/engagement • ACC Mayor & Commission work session presentations from NL program • # of zone specific needs identified • # of ideas for solutions for specific needs • # of collaborations or connections made to help with need	
NL Professional Development	• 18 Neighborhood Leaders • Director of the Neighborhood Leaders	• Attend trainings and educational opportunities pertaining to NL job • Participate on local committees and boards as members and in leadership roles (Committee Chair, President, Vice-President, etc.)	• # of certifications/training certificates NLs receive • # of opportunities presented to NLs because of their training	• % of NLs who obtain training or professional development through the NL program • % of NLs promoted to other positions because of their time and training in the program

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ATTACHMENT # 4

AN ORDINANCE TO AMEND THE FY2025 ANNUAL OPERATING AND CAPITAL BUDGET FOR ATHENS-CLARKE COUNTY, SO AS TO PROVIDE ADDITIONAL FUNDING FOR THE NEIGHBORHOOD LEADERS PROGRAM IN THE HOUSING AND COMMUNITY DEVELOPMENT (HCD) DEPARTMENT; 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 FY2025 Annual Operating and Capital Budget so as to provide additional funding for the Neighborhood Leaders Program in the Housing and Community Development Department (HCD); and for other purposes.

Said Operating and Capital Budget is hereby amended as follows:

General Fund

EXPENDITURES:	
Decrease:	
Other General Administration	
Operating Contingency	$38,062
Increase:	
Housing & Community Development (HCD)	
Operating Expense	$38,062

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

Attachment #5

FCCIS Neighborhood Leader Quarterly Report
March – June 2024

Performance Data for Neighborhood Leaders Program (FY24)

Food Insecurity	Housing
Goal: Pre-Screen 16,000 residents for SNAP Result: Pre-Screened 24,454 residents for SNAP	Goal: Assist 1,000 residents with education, referrals, security, legal and other housing related information Result: Assisted 1,700 residents with education, referrals, security, legal and other housing related information
Goal Enroll/Re-Enroll 1,000 residents into SNAP Result: Enrolled/Re-Enrolled 1,560 residents into SNAP	Goal: Assist 100% of residents who request assistance enrolling in Public Housing and/or Section 8 programs Result: 57%, 263 out of 461 residents helped**
Goal: Host or participate in at least 4 food related community wide events Result: Hosted or participated in 268 food related community wide events	Goal: Host or participate in at least 4 housing-related community wide events Result: Hosted or participated in 27 housing related community wide events
Goal: Distribute fresh produce and healthy food to at least 4,200 households Result: Distributed fresh produce and healthy food to at least 10,180 households	Goal: Provide referrals to shelter and homeless services to 100% of residents who request such assistance Result: 58%, 11 out of 19 residents helped**

Health (Physical & Mental)	Employment
Goal: Provide health and healthcare information and/or screenings to 7,200 residents Result: Provided health & healthcare information and/or screenings to 244 residents**[1]	Goal: Assist 1,950 individuals with finding employment by providing information about job opportunities and related resources Result: Assisted 4,682 individuals with finding employment by providing information about job opportunities and related resources
Goal: Provide screenings and assistance with health insurance and other benefits enrollment to 100% of residents who request these services Result: Provided screenings and assistance with health insurance and other benefits enrollment to 66% of residents who request these services **	Goal: Provide one-to-one employment assistance and referrals to at least 500 residents Result: Provided one-to-one employment assistance and referrals to at least 288 residents**
Goal: Host or participate in at least 4 health-related community-wide Result: Hosted or participated in 47 health related community wide events	Goal: Host or participate in at least 4 employment-related community-wide events Result: Hosted or participated in 51 employment related community wide events
GOAL: At least 25% of residents who receive assistance finding healthcare will have new/renewed access to healthcare	Goal: At least 150 residents that received services related to employment will find employment Results: 59 Residents employed

[1] This goal was based on the previous 2 year's numbers which skewed extremely high due to all of the COVID-related education efforts with partner organizations, canvassing with fliers to educate about COVID, and scheduling for both COVID testing and COVID vaccinations.

Result: 27 % of residents who received assistance finding healthcare have new/renewed access to healthcare	

***PLEASE NOTE:** The data recorded on the FCCIS Neighborhood Leader Dashboard show discrepancies from previous reports and an under representation of services because two different data collection tools were used. The under representation is not a reflection of the services provided by the FCCIS Neighborhood Leaders but reflects the clarity and functionality of the NL Dashboard tool. HCD and FCCIS are in the process of migrating to a new data system to ensure accurate data.

Neighborhood Leader Training:

- Bridges Out of Poverty Framework
- Core Competency Training
  - Leadership Styles
  - Communication
- LEAD Athens
- ACC Citizens Police Academy
- Georgia Conflict Center Restorative Circles Facilitation
- Georgia Department of Human Services
  - Customer Service
  - Information Security
  - HIPPA
  - Civil Rights
- Mandated Reporter

Neighborhood Leader Specifics:

- Employee Retention
- Taneisha Brooks, previous Neighborhood Leader now serves as Equitable Home Preservation Coordinator with Historic Athens

Resident Satisfaction Survey Results

Satisfaction Surveys were conducted with 223 residents, 10-15% of Neighborhood Leaders case load/clients.

Of the 223 residents contacted:

- 96 Not interested, wrong number, number not in service
- 92 Called but no answer, left voicemail
- 35 Completed surveys

Demographics:

- 30 Female/ 5 Male
- 6 White-non-Hispanic, 2 Hispanic/Latino, 25 Black/African American-non-Hispanic, 1 Did not disclose, 1 Other

- Age: 18-24 (2), 25-34 (7), 35-44 (9), 45-54 (6),55-64 (3), 65-74 (4), 75-Older (4)
- 33 English/ 2 Spanish

Resident Satisfaction Survey Questions:

1. How did you learn about the program?

- Neighbor
- Neighborhood Leader Canvassing
- Timothy Baptist Church Food Bank and Affordable Housing Summit
- Resources Website
- Meeting at local Elementary School
- Social Worker from Piedmont Athens Regional Hospital
- Project Safe – DVP
- Social Media – Facebook
- HeadStart Program
- ACC Library Social Worker
- DFCS
- Flyer
- Friend
- Pastor spoke of the program at church

2. Prior to the Neighborhood Leaders program, what was it like for you/your family to try to access resources in your community?

- It was a struggle not knowing where our next meal would come from.
- Didn't have resources - 6
- Periodically using what I was aware of
- Rough
- No resources, hard times getting by, had to make tough decisions
- Got resources through school
- More of a struggle
- Googled programs
- Not hard
- Limited due to lack of knowledge 2
- Didn't know about resources available - 2
- Not easy
- It was difficult - 6
- It was hard - 6
- Not easy at all
- Took more research
- Unable to access resources
- Not as easy as it is now
- I didn't even try

3. With the support of the Neighborhood Leaders Program, has you and your family's experience accessing resources changed?

- Good, because we feel that people care because they provide us with resources
- It has helped tremendously with diapers and connecting to other resources
- Helped with groceries and connected me to the community

- Connected me to resources
- Helped bridge the gap, I had no idea of offered serves until I was connected with my NL
- It's been really good
- Positive, able to access resources - 7
- Help with diapers, food boxes and help catching up on my bills
- It's helped a lot - 2
- It's impacted my family by informing us of available resources
- Don't have to worry about having food for me and my kids
- Easier access and eating better food
- Changed for the better
- Easier to get connected to resources - 3
- Awesome
- Program and resources always come through just in time
- It's been helpful especially because of the language barrier, I also like the flexibility of my NL.

4. Overall, what do you like most about the program?

- The community is thinking about those who are struggling, I have nutritious meals, NL has a great attitude
- Provided with resources
- Being informed about what is happening in our community
- Food Boxes
- Helping People - 5
- Some NL see people they help as less than, I've experienced a lack of follow up
- Helping Community
- Resource Delivery - 2
- You don't have to feel embarrassed about needing help
- NL keeps me informed on community events, give us healthy foods
- Access to diapers
- I like everything about the program
- Personality, they care about us - 2
- Helps my family eat better
- Overall great program, they help various individuals
- Nice people that connect you to resources
- Program includes the whole neighborhood, one that is positive for both children and adults
- Convenience
- Karen really helps you out
- They help with SNAP renewal, Medicaid benefits
- The trust my NL has built with the community
- Employees are nice and friendly
- They support the community

5. What do you like least about this program?

- No transportation
- None – 18
- Need more readily available housing resources and opportunities
- Some people don't know about the program
- Food boxes have more processed food than fresh ones
- Lack of advertising, the community needs to know about the program
- Program needs more support

- Having to line up to get my food box (not my NL fault)
- I do not get eggs
- Some resources I was connected to do not help you out at all
- Needs more employees because there is a lot of need
- More resources

6. What can the Neighborhood Leader with whom you are working do to support you better?

- Just keep up the good work 2
- She does an outstanding job
- None/Nothing - 8
- He's doing a good job
- Listening to the residents more
- More neighborhood meetings that allow us to talk about their needs
- Keep doing what you are doing - 2
- He's great
- Advertise more
- More involvement in the community
- None, she helps when I need
- She's doing a good job
- She's been wonderful, prompt to respond
- Very diligent in delivering resources on time
- The Neighborhood Leader Hub is too far out, designated location accessible
- Deliver food boxes to elderly
- Not sure
- None, she does a good job, informative and keeps me updated
- They are pretty good
- Christine is great, she is involved in the community
- She does everything she can do
- More resources
- Make sure to keep on top of the people that offer resources "stay on folks butt"
- Help me figure things out
- Access to CPR class

7. Additional Comments:

- The program is great and a blessing
- Help with transportation
- I really like updates about the community and that the program is helping feed the homeless
- Thank you to everyone supporting the program
- It has been very helpful during hard times, I am very grateful
- Just keep doing what you are doing
- Don't take the program away
- It is recommended, it is a great program
- Very beautiful program
- I love the program; I share it with others
- I hope it is here to stay long-term

During the month of August 2023 while canvassing the Parkview Extension neighborhood, I, Neighborhood Leader Barbara Barnett, spoke with the residents to see what they would like to see happening in their community. The residents said they would like to have some types of activities for adults and children in their neighborhood. I contacted Tammy Howard, the Director of Resident Support for Parkview Extension and shared this information and asked her if it would be possible to open the Tanyard Creek Community Center, which is in this neighborhood. In September 2024, Athens Housing Authority authorized, giving me permission as Neighborhood Leader to open the Tanyard Creek Community Center, with the implementation of programs and activities for the residents.

I shared this good news with a Family Connection-Communities In Schools Board Member, Daniel Epting. He then met me at the center for a tour, where we decided it would be a great project for Athens Housing Authority to consider having the Community Center also serve as a Community Kitchen. The Community Kitchen would serve as a place for the Senior citizens to gather and teach the younger generation how to cook and prepare healthy meals.

Information flyers were created and distributed to the residents, inviting the residents to attend an Open House Information Session at the center. During the same month various programs and activities were put in place. The center is now open and operate on a three day a week schedule: The Schedule is as follows:

- **Tuesday is "Meet and Greet"** The residents gather at the center to discuss whatever is on their mind and to address issues and concerns.
- **Wednesday is "Rites of Passage Program"** where the youth learn about their culture, peer pressure, empowerment, conflict resolution, etc. They also participate in Drumming sessions.
- **Thursday is "Wellness Walks"** where residents participate in the neighborhood walk/stroll. After the Wellness Walk, the community residents prepare a healthy meal, where everyone eats and fellowship together at the center.

In October of 2023, Daniel Epting and I met with Athens Housing Authority Board members to discuss the Community Kitchen. The AHA board members in attendance shared excitement about the possibility of opening the kitchen and asked us to get back to them with a proposal. The residents are also very excited about the Community Kitchen. After our presentation, the AHA Board Members thanked me as Neighborhood Leader and encouraged me to continue the resident engagement at the center. Most recently, Athens Housing Authority granted permission to redo the flowers beds in front of the center. This type of work hasn't been done in several years.

Since the re-opening of Tanyard Creek Community Center, the center is full of life. It is exciting to see the children, adults and seniors taking advantage of all that we offer. On any given day you will see children drawing with chalk on the sidewalks in front of the building, parents picking up diapers, distribution of food boxes or residents just sitting together fellowshipping, talking and building community. From week to week, we notice more residents are visiting the center and participating in the programs and activities.

THE CONNECTOR
WINTER 2023

family connection OF ATHENS | Communities In Schools Athens

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2. Get to Know Rodney Robinson
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5. Board Retreat Recap
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Fourth Quarter Recap

FC-CIS | Jennifer Griffeth

Exciting developments are unfolding as our Executive Director prepares for retirement at the end of June 2024. Show your support by sending messages, and find details about the Executive Director search at fc-cis.org/edsearch.

In October, Our leaders attended the Communities In Schools Board to Board Conference at Stone Mountain where we learned of new potential grants and opportunities to lean into telling our story better.

The FC-CIS Board Retreat was a transformative experience marked by discovery, collaboration, and empowerment. Board President Shannon Brooks provided an update on the Executive Director search, while David Bradley discussed enhancing board participation. Sonya Hope led a powerful community-building exercise. Insightful speakers, including Sonya Hope, Scott Pollack, and Terris Thomas, emphasized empowerment, evaluation, and neighborhood engagement.

Alison McCullick, an FC-CIS board member, earned the 2023 ATHENA Honoree title from the Athens Area Chamber of Commerce. Jennifer Zwirn, another board member, was also a nominee.

Rodney Robinson, one of our Site Coordinators with Communities In Schools, was honored as Support Person of the Year for Gaines Elementary School in the Clarke County School District. Demonstrating unwavering community support, Rodney organizes events to benefit his community, such as providing high-quality shoes to

all students at Gaines Elementary School.

The Legislative Session Preview in November featured insightful presentations and discussions with local legislators, strengthening community connections.

Collaboration with Walgreens and a national partner resulted in a generous 19,000-pound donation of supplies. Walmart and Sam's Club granted a total of $1,500 in support of FC-CIS Athens' mission.

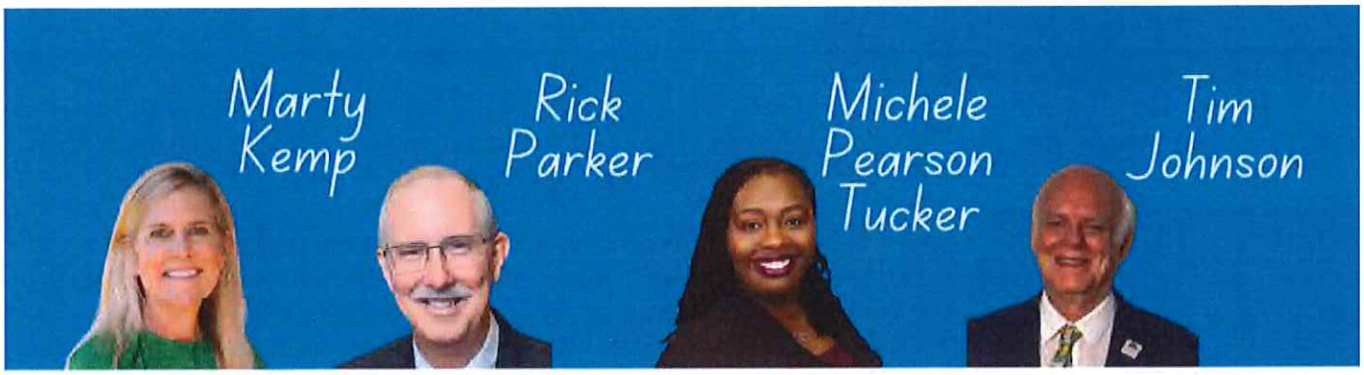
On Giving Tuesday, we secured a donation from Rosemary and Mike Padilla. In-kind donations, including an office printer, adult diapers, and winter wear, poured in through wish lists and partner support.

FC-CIS received a grant for Neighborhood Leaders to lead Restorative Circles in East Athens. Another grant from Resilient Northeast Georgia will fund a half-day training in the Community Resilience Model. BOOST after-school programs are thriving, and the reopening of Tanyard Creek Community Center by Neighborhood Leader Barbara Barnett, with support from Athens Housing Authority, explores additional programs. Neighborhood Leader Stacy Dean and his sons shared their mental health journey at Cedar Shoals. Neighborhood Leader Lizette Guevara organized a tenants workshop. Our Neighborhood leaders rekindled our Family & Community Engagement Strategic Action Team Meetings with a healthcare focused session at the First Baptist Church. Many other accomplishments contribute to FC-CIS's positive impact in the community.

Our application for the Georgia THRIVe Infant & Toddlers Court grant was successful, securing our position as one of the two pilot programs in the state. Our initiative is designated for an urban setting, distinguishing itself alongside a rural counterpart. The selection committee highlighted the distinctiveness of our proposal, expressing admiration for our existing collaborative infrastructure and commending the innovative strategies

outlined to expand the implementation of the Safe Babies trauma-responsive approach within our local community.

We announced our annual Changing the Picture for Athens Children awards honorees. First Lady Marty Kemp, Rick Parker, Michele Pearson Tucker. The event will take place on Saturday, January 27, 2024, at the Athens Country Club beginning at 6 p.m. We will also present Tim Johnson, Executive Director of FCCIS Athens, with a Lifetime Achievement Award. Be sure to secure your seat at fc-cis.org/ctp2024.

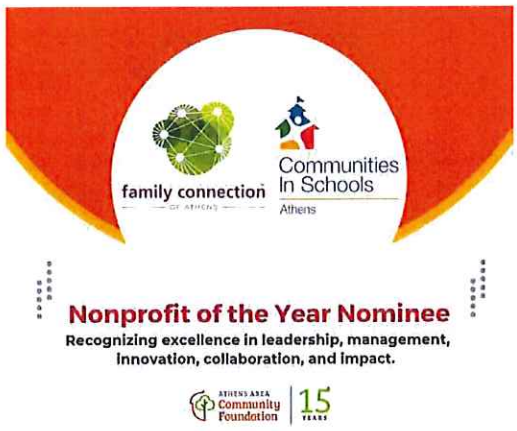


2024 Honorees and Lifetime Achievement Award

CHANGING the PICTURE FOR ATHENS CHILDREN

January 27, 2024
6 PM
Athens Country Club

PRESENTED BY: family connection, Communities In Schools Athens

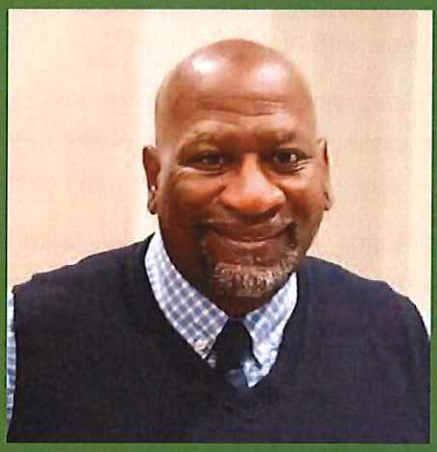


We're delighted to be announced as one of Athens Area Community Foundation's final nominees for their Nonprofit of the Year Award.

The dedicated efforts of the FC-CIS team, recognized by national and state leaders, reflect in our impactful initiatives. The tireless commitment of our community partners and board members continues to drive our

success. Together, we are building a stronger, more connected community, and the journey ahead looks promising.

Get to Know Rodney Robinson



Hardworking, committed to his students, amiable, and caring. That's Rodney Robinson, the FC-CIS Site Coordinator at Gaines School. After growing up in Athens and attending Gaines Elementary, Lyons Middle and Cedar Shoals High, Rodney spent 25 years in New York City public schools working with students from elementary school to high school. Beginning as a custodian, he eventually became a counselor who worked on issues of academic performance, attendance, and behavior.

Rodney returned to Athens in 2006 and has spent the last 8 years as a Site Coordinator in our local public school system, first 4 years at Clarke Central High School and now beginning his 5th year at Gaines. Contrasting the two different jobs, he reports that where his time in the upper level was helping students dealing with their problems and preparing to graduate, enter the work force and/or get part-time jobs, in the elementary school much of his time is devoted to working with parents and families to deal with their challenges in order to help their children in school.

At Gaines he established and supervises two after-school programs, one at Heard Park which has about 60 students and one at Gaines for about 20. He takes students on field trips, arranges for free haircuts (funded by community partners), brings in speakers to talk about careers, jobs, character, and this fall arranged for free shoes for all 500 students in the school.

Rodney's 52-student caseload is selected by a group of administrators at the school who identify those with needs in the areas of behavior, attendance and/or academics. He meets with every one of these students at least once a week and his door is open to other students seeking help.

When asked about why he does what he does, he responded "I get joy out of helping the kids and their families and making a difference in their lives." He related a story about a young girl at Clarke Central who was added to his case load there because she was fighting most every day and had a spotty attendance record at best. After working with her during her last two years, she graduated, went on to college and, while in college, wrote to thank him for his mentorship. "That's why I do what I do," he told me through a smile.

Dr. Luther McDaniel, the Principal of Gaines Elementary sums up Rodney Robinson thusly "On paper, [his] title is CIS Site Coordinator. In reality, he [is] the 'Hardest Working Man at Gaines Elementary School'."

A Life Changed

I met this young man in Hallmark Mobile Home Park. I had seen him around the neighborhood for weeks during school hours. So I asked him if he lived out there and he said yes, he lives there with his aunt.

What he said next touched my heart. He said that his mom put him out last month and his aunt just gave him a 30-day move notice. He had a fast food job that he lost due to lack of transportation. He was 20 years old at that time and had been hanging out with his friends that didn't have jobs which is why his aunt had given him notice.

So I asked him what he likes to do. He told me that he likes working with his hands, but not on cars. We talked a little more about what kinds of things he is good at. I knew that Caterpillar was having a job fair the next week so I asked him if there was anything that could get in the way of him getting a job there. He said he needed the money to get his license reinstated. I called on one of my partners, The Sparrow's Nest, to help with that process.

What was most memorable about this experience for me was the young man's willingness to get a job. And yes, he got the job at Caterpillar and is maintaining it well. This was a community effort.

by Gwen Littleton
Neighborhood Leader Stroud Prosperity Zone

Get to Know Kishonia Lumpkin

Kishonia Lumpkin is the Neighborhood Leader for the Chase Prosperity Zone.

1. What's Your WHY?

serve, I've gained a unique sense of purpose, which has manifested in other areas of my life. I will forever reach back to pull someone else up. No one changes the world alone.

2. What have you learned in your current position that you didn't know prior?
I am learning about all kinds of assistance that I didn't know was available before I came into this position. It is wonderful to be introduced to and work with these different organizations to assist the community.

3. If you could improve one thing in our community what would it be?
I'd improve the access, that a lot of the kids don't have, to activities outside of school. It's hard hearing about kids being interested in certain activities but parents aren't able because of funds, transportation or both. Kids deserve outlets to express their interest and to be introduced to possible new interests, regardless of their socioeconomic status.

4. What is your greatest challenge in your position?
My greatest challenge in this position will always be not being able to help in the total capacity that the resident may need. That will always be a hard pill to swallow for me.

5. What's one thing you find impactful about your position?
The most impactful thing about my position is being able to offer assistance to those who feel forgotten about. I can be trusted to do all I can to get the job done.

6. What's one thing that brings you joy from your current position?
It brings me joy to hear my residents say how much of a blessing I am to them. It warms my heart that a lot of them consider me apart of their family, that they know that they are more than just a number to me.

7. What do you think your unique skill(s) is that has helped you become successful in your position?
Being able to show empathy and not take anything personal. I know how frustrating it can be trying to pull it all together but at the same time feel like your world is falling apart. Sometimes people just need reassurance, and that's ok. I'm always on stand by, ready to give that.

8. Are there any resources or even advice that have really helped you on your journey?
I've learned to, "Do the best you can until you know better. Then when you know better, do better." -Maya Angelou

Board Training and Development

The theme of this year's annual FC-CIS Board retreat was gaining a deeper understanding of the broad range of organization's work so that every board member and staff member can deliver an "elevator pitch" about the organization.

In many communities, Family Connection (FC) and Communities in Schools (CIS) operate separately, but in Athens they are combined into FC-CIS to broaden the organization's impact by better coordinating resources. Broadly speaking, our goal is to do whatever it takes for all students to succeed by providing access to resources for health, literacy, education, strong families, and thriving communities. The key ideas behind both (FC) and (CIS) are collaboration and evidence-based strategies. Collaboration is essential because no single organization or agency has all the resources needed to help families through complex situations, so (FC) and (CIS) help families connect with and navigate the services provided by government and non-profit organizations. FC-CIS uses evidence-based strategies to serve students and families effectively and efficiently.

(FC) has been strengthening families for over 30 years by identifying and resolving service gaps, barriers to accessing services, and inefficiencies to create positive outcomes for children, their families, and our community. The Athens-Clarke County Mayor and Commission has funded a **Neighborhood Leader** in each of our elementary school attendance zones. Each Neighborhood Leader lives in the zone and gets to know the residents to be able to connect them with needed services for issues such as food insecurity, housing access, physical and mental health, and employment.

Board members Cole Knapper, Denise Spangler and Paul Kurtz

(CIS) strives to provide students with support in enabling them to stay in school and achieve in life. The Clarke County School District has funded a **Site Coordinator** in each of two elementary schools, Gaines and Bettye Henderson Holston (formerly Alps Road). The site coordinators collaborate with teachers, counselors, and social workers to identify and build relationships with students at risk of not being successful in school. They provide one-on-one support to identify and overcome obstacles facing these students. FC-CIS is working to expand the number of Site Coordinators to serve more students and their families.

FC-CIS brings together community partners to review data on issues related to children, select priority areas to improve outcomes, identify best practices related to those areas, and evaluate data to assure effectiveness. This is done through 6 **Strategic Action Teams**, each co-chaired by professionals and Neighborhood Leaders. The teams are Early Care & Learning Strategic, K-12

To learn more about our organization, please visit our **web site** or connect with a **staff member** or **board member**.

Written by Denise Spangler
FC-CIS Board Member

Year-End Giving

FC-CIS | Jennifer Griffeth

Dear Friends of Family Connection-Communities in Schools of Athens,

As the year draws to a close, we reflect on the incredible impact your support has had on our mission to empower students and families in the Athens community. As we look ahead to a new year, we invite you to join our **End of Year Giving Campaign** and be a catalyst for positive change.

Here are meaningful ways you can make a difference:

- **Make a Donation:** Your financial contributions provide essential resources, mentorship, and educational support to students. **Donate here**.
- **Volunteer Your Time:** Become a mentor, tutor, or assist with programs and events. Your time and expertise can change a young person's life. **Volunteer here**.
- **Shop with a Purpose:** Register with **Amazon**, **Walmart Spark**, **Kroger Community Rewards**, or similar programs, and a portion of your purchases supports our organization. Shop with links above.
- **In-Kind Donations:** Contribute school supplies, clothing, and essentials to directly benefit students and families.
- **Spread the Word:** Share our mission on social media, attend events, and encourage others to get involved.
- **Fundraise for Us:** Host a charity event to raise awareness and funds for our programs. Sponsor or Purchase tickets to our annual **Changing the Picture for Athens Children event**.
- **Planned Giving:** Include us in your estate planning to leave a lasting legacy.
- **Corporate Partnerships**: Explore collaborations that support our mission and provide positive exposure for your brand.
- **Join Our Newsletter:** Stay informed about our initiatives by subscribing **here**.

Your support, big or small, helps us create a more inclusive, nurturing, and educational community. Thank you for being part of our mission. If you have questions or ideas, reach out. Together, let's build a brighter future.

Thank you for your commitment.
Sincerely,

Family Connection-Communities In Schools

For more information contact:
Jennifer Griffeth
Director of Development
706-521-1223
jennifer.griffeth@fc-cis.org

In our next newsletter, you'll get to read our first quarter report for 2024. You'll also get a report from our **Changing the Picture** event. Stay tuned.

Find our community calendar here.

Our Funders make our work possible. To each of you, we say

Tim Johnson, FC-CIS Executive Director
Jennifer Griffeth, FC-CIS Development Director
Shannon O. Brooks, FC-CIS Board Chair
and our FC-CIS Board of Directors

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THE CONNECTOR
FALL 2023

family connection of Athens | Communities In Schools Athens

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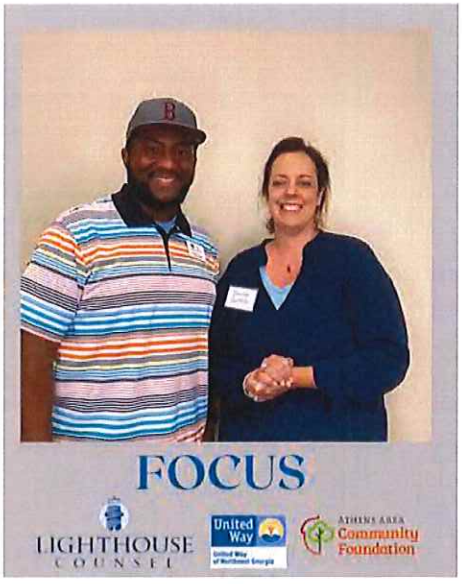
2. Empowering Our Community: Taneisha's Journey and the WIOA Program
3. Changing the Picture (save the date!)
4. The May Family—a Success Story
5. Staff Spotlight
6. Generosity in Action
7. Upcoming Community Events

Third Quarter Recap

FC-CIS | Jennifer Griffeth



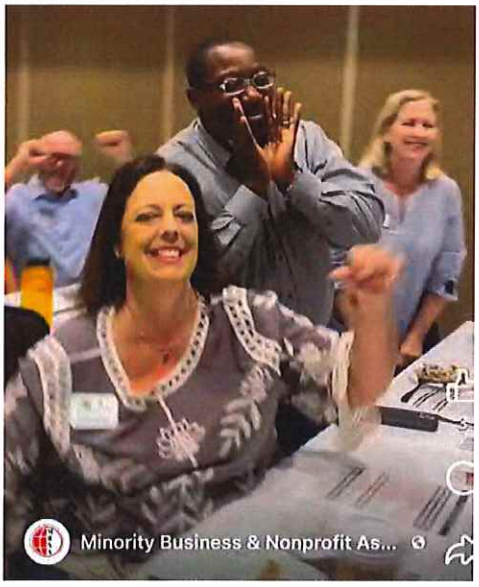
In the Third Quarter, our organization experienced tremendous growth and engagement. Our dedicated team and neighborhood leaders participated in enriching experiences that advanced our mission. In August, our neighborhood leaders played a pivotal role in a strategic planning focus group with the Athens Area Chamber of Commerce, contributing to community development strategies.

We welcomed new board members, Monique Sanders, Alison Bracewell McCullick, Faatimah Stevens, Kevin Hagan, Carl Blount, Earnest Elder,

and Chaplain Cole Knepper, bringing diverse expertise to our organization. Our team honed their skills in a training session by the Athens Area Community Foundation and United Way, enhancing fundraising, storytelling, and donor appreciation.

The 2023 Inclusion Summit, sponsored by Rashe Malcolm of Rashe's Cuisine, allowed our leaders to explore inclusivity and diverse perspectives.

Generous support from the Georgia Conflict Center and Athens Area Chamber of Commerce helped us integrate restorative approaches into our community-building efforts. We prioritized restorative practices, with our neighborhood leaders completing a restorative circle workshop, aligning with our mission of community harmony.



In September, our development director attended the Trilith Foundation Reel People Care Development Day, empowering us with fundraising insights from industry experts.

July, August, and September marked months of growth, learning, and collaboration, solidifying our commitment to creating a thriving and inclusive community.

Empowering Our Community: Taneisha's Journey and the WIOA Program

FC-CIS | Jennifer Griffeth

In our vibrant community, we bring you an inspiring story from Taneisha S. Brooks, the Neighborhood Leader (NL) for Gaines Prosperity Zone. Taneisha's journey showcases her dedication to our community and the transformative power of the Workforce Innovation and Opportunity Act (WIOA).

Taneisha recently helped a local resident upgrade her driver's license to operate dump trucks, a crucial step for her to supplement her income from her usual job at the UGA bus system. Facing financial challenges during the summer, Taneisha recommended the WIOA program, which covers tuition, childcare, books, and transportation costs. This program, which doesn't affect federal benefits like SNAP and Medicaid, turned her life around, just as it did for Taneisha in 2008 while working at Taco Bell.

Taneisha's success story reflects the life-changing impact of WIOA. Today, she's the owner of Gold Standard Solutions, offering services like grant writing and administrative support. Her journey is a reminder that our community thrives through shared experiences and information.

Taneisha's commitment and willingness to inspire us all. Together, as NLs and through our personal stories, we can overcome challenges and create a thriving community.

The May Family—a Success Story

By Christine Buice

An **Athens Area Diaper Bank** staff member contacted me with a referral for a family in need of diapers. When I arrived at the house, I met all eight members of the household. Four generations living in a small, three-bedroom house.

was six months pregnant and had already relinquished custody of her unborn child via **DFCS** to her mother.

Rapport building was not a problem. The family wasted no time opening up to me about the struggles they faced. There was a past due water bill for over $3,000 due to an undetected leak. Overcrowded living conditions. No transportation. Family conflict. A pregnant mother with a decades-long history of opioid addiction. A great-grandmother, paralyzed and bedridden.

But those problems paled in comparison as I listened to the details of Mother M's pregnancy.

Mother M found out she was pregnant when she woke up at the hospital, "after I died," she explained. She had overdosed on fentanyl. First responders administered Narcan and revived her. She was taken to the hospital where doctors informed her she was pregnant. Still, she continued to use opioids on a regular basis, almost daily. Mother M explained she thought she was buying heroin. Because the situation was high risk, it warranted my decision to leave a box of Narcan with her. Fortunately, I had received several boxes from the **Envision Athens Healthy Athens Work Group**.

The family also needed assistance with updating their information in DFCS's Gateway system. This update was required in order for their SNAP benefits to continue uninterrupted. At the time, Mother M didn't have health insurance. We applied for Medicaid through the same system. Before leaving I asked Grandmother L to fill out a budget worksheet. This will come in handy as we continue working on the family's financial needs.

CATEGORIES OF SUPPORT TOWARDS HOLISTIC HEALTH & WELLBEING

- Behavioral Health
- Childcare/Early Care & Learning (PLUS Wrap-Around Services)
- Diaper Need
- Food Insecurity
- Health Insurance
- Housing
- Literacy
- Mental Health
- Substance Use Disorder

distribution list. By partnering with **City of Refuge** and **Concrete Jungle**, FC-CIS Neighborhood Leaders can address food insecurity. I always take books with me as well. Thanks to our partnership with Books for Keeps, Neighborhood Leaders have an unlimited supply of books. Literacy is a major initiative county-wide, and I've become a huge proponent of literacy after learning just how important it is. (While I always knew reading was important, only after becoming a Neighborhood Leader did I learn that reading is the best predictor of not only academic success, but lifetime success as well. It's never too early to start reading to children, even during pregnancy.)

That was my first visit.

A day or so later I received a text from Grandmother L reminding me that she was still looking for a bigger place, hopefully one with at least four bedrooms. She reminded me that her budget for rent was about $1,000 per month.

The following Tuesday I visited the family again. I took two medication lock boxes, provided to Neighborhood Leaders at no cost by **Drug Free Athens/SAPCA**. These lock boxes are used to secure medication. With five children in the house, keeping them safe is the priority.

My main goal for the visit was to talk to Mother M about the importance of prenatal care. I must admit I was surprised when she agreed to see a doctor. Based on preliminary research and anecdotal evidence, I found that the primary reason why pregnant women do not seek prenatal care is addiction-related because of fear of trouble with either **DFCS** or the police.

We called around to a few clinics. The plan was for me to return to take Mother M to a clinic. That evening, I called my contact at Access Point, a local harm reduction organization. He was eager to help and able to utilize his network to get Mother M an appointment at the **Alliance Recovery Center** in a matter of days.

A few days later, I drove her to her appointment. All in one visit, we met with her new therapist/case manager, who, among other things, would coordinate prenatal care for Mother M going forward and a doctor who approved her to be a participant in their methadone clinic, and she received her first dose of methadone.

What started off as a "simple" home visit to a family in need of diapers resulted in a

prenatal care, mental health services, and medication-assisted treatment. This was in addition to helping the family with **SNAP** benefits, applying for **Medicaid** for a pregnant woman without health insurance, and utilizing harm reduction interventions (distributing a box of Narcan and a medication lock box).

KEY COMMUNITY PARTNERS CONNECTED TO THIS STORY INCLUDE:

- ACCGov, Mayor & Commission (primary funding source)
- ACCGov—ACC Water Business Office
- Access Point
- Alliance Recovery Center
- Athens Land Trust
- Books for Keeps
- City of Refuge (food distribution)
- Concrete Jungle
- DFCS—Medicaid
- Diaper Bank (Diaper Need & TANF Grant)
- Drug Free Athens
- Envision Athens, Healthy Athens Workgroup
- Head Start/Early Head Start
- Ninth District Opportunity
- SNAP Outreach Partnership
- Substance Abuse Prevention Council of Athens

In the days following, we made great headway toward settling the $3,000 water bill. After several conversations with **ACC Water Business Office** staff (all extremely helpful and kind), they gave her an extension on the shut-off date. We had secured an appointment with **Ninth District Opportunity, Inc** but the first available date wasn't for another month. In a household with three adults and five children, it would have been disastrous for the family to have no running water.

I consider this a success story because, amidst all the challenges, the family was connected with much-needed resources. This was made possible thanks to our strong collaborative partnerships. The Neighborhood Leaders program is dependent on its collaborative partners, and they, in turn, are dependent on us. If not for the Neighborhood Leaders, these resources would be inaccessible to many of our neighbors.

Christine Buice is the Neighborhood Leader for the Whitehead Prosperity Zone.

Staff Spotlight

We are thrilled to introduce Jennifer Griffeth, a seasoned development professional with over 15 years of experience in nonprofit management and business growth. She began in August as our Development Director and is already adding so much value to the team.

Armed with a BBA in Management & Marketing, Jennifer's journey boasts key roles like CEO of Creative by Design, Director of Operations at Jackson County Habitat for Humanity and Director of Development at Athens Tech Foundation. From digital marketing to graphic design, donor relations to policy analysis, she's a true multi-talent. Certified in Non-Profit Management and Event & Meeting Management, Jennifer's commitment to learning is unwavering.

Jennifer's diverse skill set and community-focused drive make her the perfect fit as Director of Development for Family Connection–Communities In Schools of Athens. Let's welcome Jennifer to the team and watch our impact soar!

Generosity in Action: Ways to Support Family Connection-Communities in Schools of Athens

FC-CIS | Jennifer Griffeth

Your support is crucial in our mission to empower Athens families. Here are ways you can help:

- **Donate**: Your financial support sustains us. Contribute one-time or monthly.
- **Volunteer**: Be a mentor, tutor, or assist in our programs.
- **Shop with Purpose**: Register with Walmart RoundUp, Kroger Community Rewards, or similar programs to donate a portion of your purchases.
- **In-Kind Donations**: Give school supplies, clothing, and essentials.
- **Spread the Word**: Share our mission, follow us on social media, and attend our events.
- **Fundraise**: Host events like social media fundraisers, bake sales or charity runs for us.
- **Planned Giving**: Leave a legacy through estate planning.
- **Corporate Partnerships**: Explore collaborations between your business/organization and us.
- **Join Our Newsletter**: Stay informed about our work.

Your support, big or small, fosters an inclusive, nurturing community. We appreciate your commitment to Family Connection-Communities in Schools of Athens.

For inquiries or involvement, reach out to us at info@fc-cis.org. Thank you for being part of our mission.

Ways to Give

Kroger Community Rewards:
Organization Name: FAMILY CONNECTION COMMUNITIES IN SCHOOLS OF ATHENS, Organization Number: TK617

Walmart RoundUp via Spark for Good

GAgives #GivingTuesday

Donate via PayPal

Donate via Venmo

Walmart Wish List

AMAZON Wish List

Share our Linktree

Upcoming Community Events

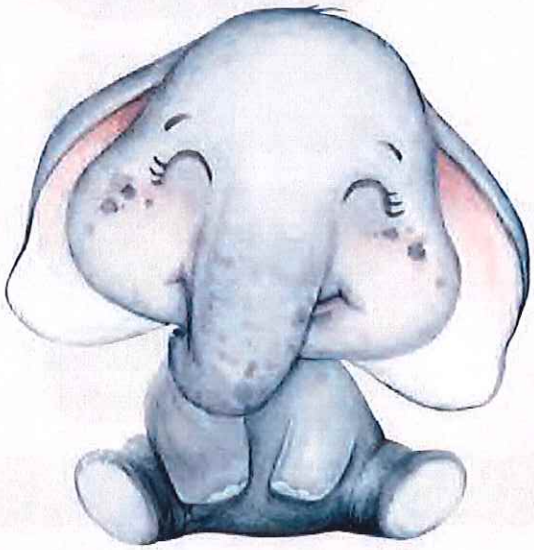
YOU ARE INVITED TO OUR

Community Baby Shower

SATURDAY OCTOBER 21, 2023

10AM-1PM

ALL PARENTS ARE WELCOME



PARTICIPANTS & SPONSORS

Winterville United Methodist Church
101 Parkview Rd
Winterville, Ga 30683

Hosted by: Shawanda Johnson

RSVP : 706-510-5771
BY OCTOBER 15TH

family connection
Communities In Schools

FREE MART
WEDNESDAY
IN
WINTERVILLE
9AM-12PM
100 NORTH CHURCH STREET
BANK BUILDING

NEWS

In our next newsletter, you'll get to read our fourth quarter report and learn about our honorees for Changing the Picture.

Our Funders make our work possible. To each of you, we say

Tim Johnson, FC-CIS Executive Director
Jennifer Griffeth, FC-CIS Development Director
Shannon O. Brooks, FC-CIS Board Chair
and our FC-CIS Board of Directors

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THE CONNECTOR
SPRING 2024

family connection OF ATHENS | Communities In Schools Athens

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2. Get to Know Tamara Ware (Site Coordinator)
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4. We're Hiring!
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7. Get to Know Lizette Guevara (Neighborhood Leader)

Celebrating Success and Community Engagement: A First Quarter Recap

FC-CIS - Jennifer Griffeth

The first quarter of this year has been nothing short of extraordinary for FC-CIS, brimming with achievements and deep-rooted community involvement. We're excited to share the remarkable progress we've made in our mission to support children and families in need. From securing vital grants to hosting impactful events and actively participating in community initiatives, our dedication to making a positive impact has never been stronger.

A significant milestone we're proud to highlight is the progress made with the GA THRIVe Safe Babies Court Grant. This $170,000 grant, generously awarded to FC-CIS by Georgia THRIVe, plays a pivotal role in our efforts to establish a collaborative system that provides crucial support to young children and families navigating the court system or facing the risk of child-welfare involvement.

Our recent Changing the Picture for Athens Children Awards event was an incredible success, attracting substantial attendance and raising over $40,000

in support of our mission. This event truly exemplifies the unwavering generosity and solidarity of our community toward our cause.

In addition to these achievements, our participation in the Kids Count Interagency Meeting has allowed us to refine our planning strategy for the upcoming year. We're proud to announce the submission of the FY 2025 Athens Community Plan for Children, developed in collaboration with our partners. Also, our Neighborhood Leaders initiated the first of a series of youth violence prevention Restorative Circles in East Athens.

Our gratitude extends to our legislative delegation for unanimously supporting increased statewide funding for Family Connection and Communities In Schools, including Representatives Spencer Frye, Houston Gaines, Marcus Wiedower, and Trey Rhodes, and Senators Bill Cowsert and Frank Ginn.

We also extend our thanks to the Athens-Clarke County Mayor and Commission for their continued support of the Neighborhood Leaders, with Mayor Girtz highlighting their efforts in his annual State of the Community address in March.

We've also been actively engaged in community outreach and vision sharing, with dedicated team members like Jennifer delivering impactful presentations to the North East Georgia BNI Oconee referral exchange, highlighting the importance of business and community collaboration.

Furthermore, we're thrilled to celebrate the well-deserved recognition received by our team members. From Terris Thomas, Director of Neighborhood Engagement, receiving the Martin Luther King Jr. Freedom Breakfast Fulfilling the Dream Award at UGA, to Tim Johnson's commendation at the Health Policy and Management department of UGA's College of Public Health HPAM Day, these accolades underscore the tireless dedication and hard work invested in serving our community.

As part of our commitment to fostering student success and community engagement, Jennifer actively participated in mock interviews with the Athens Community Career Academy, while also contributing to a chili cook-off event at the Early Learning Center, where Shawanda Johnson, a neighborhood leader, received the people's choice award.

Our involvement in events like the Uncharitable Film Screening further reinforces our commitment to breaking free from conventional limitations and catalyzing meaningful change within our community.

These achievements stand as a testament to our unwavering commitment to making a positive impact in the lives of those we serve. We extend our heartfelt gratitude for your continued support and eagerly anticipate the journey that lies ahead.

Get to Know Tamara Ware

Described by others as a joy to work with, consistently kind and solution-oriented, Tamara Ware is the Site Coordinator at Bettye Henderson Holston Elementary School where she has served since January 2020. To this job, she has brought her experiences of working as a Home Educator with the Early Learning Center and a few childcare centers here in Athens. In addition, she is the Kids Ministry Director at her church, New Covenant.

With 36 students in her caseload at Holston Elementary, Tamara works with about 10 students each week, sometimes meeting with students multiple times in a week. She enjoys providing a safe space where students and parents feel comfortable. That feeling of comfort makes it possible for them to work together well. They work on improving their attendance, behavior, and/or academics.

One particular student has been on her caseload since she began as Site Coordinator. "In the beginning," Tamara shared, "he received multiple office referrals and was suspended a few times. He was also chronically tardy to school and often absent. After working with the student and his dad, I saw improvement the following school year. He is now on our school basketball team and the Student Advisory Council."

This student isn't the only one to flourish because of Tamara's work. Another big accomplishment of Tamara's has been to experience "exceeding our school-wide goal of improving behavior [which means] decreasing the number of office referrals and suspensions."

An Athens native, one of the strengths Tamara brings to her work as Site Coordinator is her connection to the Athens community. She is able to call on community partners to assist her, furthering the success that her

When asked what keeps her motivated, Tamara said, "I believe the work I do will help lead our students on the path to personal success. Everything I do with them and say to them is intentional, in hopes that they will remember it in the long run."

Dr. Melanie D. James, Holston Elementary's principal, shared that Tamara "is a joy to work with because of her positive spirit, willingness to help out in any way, and her heart for people. She is a jewel that we are blessed to have on our team."

Written by Michaela Lawrence Jeffery
FC-CIS Board Member

Changing the Picture Report

The Changing the Picture for Athens Children Awards Celebration is an annual event that brings visibility to people in the community who are making a difference in the lives of youth in Athens. This year's celebration was held January 27 at Athens Country Club and honored Marty Kemp, Rick Parker, Michelle Pearson-Tucker, and Tim Johnson.

Marty Kemp, First Lady of Georgia, has used her platform and voice to pull together law enforcement, airlines, motels, social service agencies, the faith community, and others to open their eyes and work together to reduce and eliminate child sex trafficking. It is estimated by Human Trafficking Courts that 200 to 375 children are sold or exploited every month in Georgia, with the average victim being between the ages of 12 and 14. First Lady Kemp led the establishment of the GRACE Commission to address this issue, and successfully pushed for passage of eight pieces of legislation. She has also been a leader in promoting literacy, mental health, and reform initiatives for foster care and adoption.

Rick Parker served as CEO of the Athens Housing Authority for 34 years, retiring in February 2023. Rick is passionate about creating stable and decent housing for all, and under his leadership the Jack Wells housing project was turned into a mixed-use development that, among other things, provides safe, affordable housing for families. He worked tirelessly to pull together partners to transform an old gym on the H.G. Wells campus into a Boys and Girls Club facility, which provides a variety of opportunities for youth to gather safely and engage in a variety of activities. Currently, he continues to support the transformation of several blocks of north downtown into a mixed-use development that will include more affordable units than the old Bethel Homes village housed as well as commercial and market-rate properties. Throughout his career, Rick was guided by the question, “Are we willing to accept our neighbors?,” a question he encourages everyone in the community to consider seriously.

Michele Pearson Tucker is an Edward Jones Financial Advisor and community activist. Michele is an Athens native who intentionally returned to her hometown after obtaining her higher education degree to serve her community and

demonstrate that there is excellence, potential, and commitment right here in Athens. She is active in Rites of Passage, which provides safety and health education to African American youth ages 10-17. Michele is also engaged in local schools through Career Days and a variety of other projects. She works in myriad ways throughout the community encouraging students to consider something larger than what they think they can do, whether that be with respect to where they apply for college or the career paths they choose. Michele is a problem solver who seeks to bring her expertise and passion to solving problems in our community.

Tim Johnson is retiring as Executive Director of FC-CIS on June 30 after 33 years of serving as the founding executive director. To recognize his extraordinary service and the legacy he leaves, Tim was honored with the inaugural Lifetime Achievement Award. Tim's mission is to lift all children and all families by doing whatever it takes to make a difference, including eradicating poverty, increasing educational opportunities for every child, breaking down barriers to access to resources, and increasing awareness of the plight of so many in our community. Through his pursuit of that mission, Tim has built FC-CIS of Athens into a model that people around the state and country are trying to replicate through making connections and friendships with organizations and people and through bringing millions of dollars to our community. In particular, the Neighborhood Leaders program he conceived and launched is an exceptional model of neighbors helping neighbors, removing barriers to economic self-sufficiency by connecting residents to services and resources. In fact, FC-CIS of Athens has been cited as a model for the nation by two Presidential administrations. Tim has received many accolades, among them being named a Community Hero, an Olympic torch bearer, MLK award winner, and a recipient of the Big Voice of Children Award. The impact of Tim's leadership will be felt in this community for many years into the future.

In addition to thanking and celebrating the awardees, over 200 attendees at the dinner had the opportunity to hear from Payne Zone Neighborhood Leader Aline Loza, who supports low-income families in accessing state and federal

resources. She was joined by resident Esther Carrillo. The group also heard from Rodney Robinson, the Gaines Site Coordinator, who assists at-risk students with academic, attendance, and behavior goals and one of his students, Tyler Kindle and Tyler's mother, Shaneece Cowins. Lisa McGarrie, a member of the Safety and Community Stability Strategic Action Team, read remarks from chair, Juvenile Court Judge Amanda Trimble, to share the work being done in Athens that serves as a model for the state and nation.

We appreciate the many sponsors who made the Changing the Picture event possible and the donors who helped to raise over $40,000 to support the work of FC-CIS.

Written by Denise Spangler
FC-CIS Board Member

My Time as a Neighborhood Leader

It's really amazing how fast four years went by. Being a Neighborhood Leader has been the hardest, most rewarding job I've ever had. It's easy to get bogged down in the well of need that there is, but we find ways to alleviate someone's struggle, even if it's as simple as dropping off a box of food, or providing a couple packs of diapers.

I'm moving on to work with a local company as part of the sales team support staff. I'll miss my friends and coworkers, and the residents I've gotten to know and love over the last four years. I'll never forget the victories we had, finding a place for someone to live, landing that job that pays a living wage, helping

residents advocate for themselves, helping someone register to vote or helping get their application for SNAP approved!

There was one day where I finally got to meet a resident face to face. We'd communicated completely over the phone or by text, including doing her SNAP application via phone. I would deliver a box of food to their house, and because she implicitly trusted me, I could use their key code and put the box inside so it wouldn't get taken or the frozen food thaw.

I got there and saw a car parked in front, so I knocked and was greeted by the sweetest mama ever. She told me that I'd helped them get through a really rough period where she didn't make enough to get enough food for her kids, and the weekly box had made the difference between having a meal every night or not. I was walking back to my car and she yelled, "We love you, girl! Thank you for everything!"

That's been my goal as a neighborhood leader, to make the difference.

This position, this organization will never NOT be needed. There's so much more need than there is help, and some of that help has multiple hoops to jump through. Neighborhood Leaders are the necessary link that people need and utilize to access that help. It has been an absolute honor and privilege to work with the greatest group of people I've ever met—keep up the incredible work!

by Cecila Lozada
Former Neighborhood Leader, Timothy Prosperity Zone

A $170,000 Grant

We have been awarded the Georgia THRIVe Grant of $170,000.

Georgia THRIVe is "Georgia's Infant-Toddler Court Program that will build a collaborative system to support young children and their families who are court-involved or at risk of child-welfare involvement." (from their website)

Tim Johnson, FC-CIS Executive Director, shared, "This model provides wraparound supports for babies in the custody of the state (foster and others). It has been implemented in many other states and has had significant impact in reducing child abuse and neglect and improving child and family well-being. A just-completed state legislative study committee report recommends implementation of the model statewide, so our pilot can not only help babies in Athens, but make a real difference for babies all over Georgia."

In the award letter, Georgia THRIVe's project director, Shelmekia Hodo said, "Your proposal stood out and the selection committee was impressed by your current collaborative infrastructure and the innovative plans to extend the Safe Babies trauma-responsive approach into your local community."

This is another example of how our facilitation of collaboration changes systems and improves the lives of the most vulnerable of our neighbors. We *are* a community working together for the success of all!

Thank you for being a part of that community.

Get to Know Lizette Guevara

Lizette Guevara is the Neighborhood Leader for the JJ Harris Prosperity Zone.

1. What's Your WHY?
My WHY is my residents, I relate to them more than they know. I think about how I grew up and I wonder if my family's situation would have been better if my parents could have worked with a Neighborhood Leader to connect them with resources and advocate for them in various ways.

2. What have you learned in your current position that you didn't know prior?
I feel very privileged to work with other Neighborhood Leaders who have lived here for many years or who have families that have lived in Athens for multiple generations. I feel lucky that they share their inter-generational knowledge with me and how Athens has changed over time.

3. If you could improve one thing in our community what would it be?
I would like to see more diversity in the community. Diversity brings obvious benefits such as innovation and learning opportunities, but there are many immeasurable benefits that it brings as well.

4. What is your greatest challenge in your position?
My greatest challenge is that I can only be at one place at a time. I often find myself being very intentional about how I can use my time to make the most impact.

5. What's one thing you find impactful about your position?
I think the community partners that are always eager to collaborate with us are invaluable. If we connect a resident with a resource it usually means that we have personally vetted them and/or worked with them closely. Our continued collaboration with other nonprofits, advocacy groups, and government agencies makes our work all the more impactful

6. What's one thing that brings you joy from your current position?
Something that always brings me joy is that I genuinely enjoy the people that I work with. I know from previous experience that is not something always guaranteed in a workplace. There are so many different personalities and approaches to the Neighborhood Leader position, but my heart always feels so full during the rare occasions when the full staff is together.

7. What do you think your unique skill(s) is that has helped you

my most useful skill in this position. Due to the nature of this work, residents often have to be vulnerable with me and share their struggles in order to get the help that they need. My goal is that all of my residents receive the assistance they need without feeling shame or guilt about their situation.

8. Are there any resources or even advice that have really helped you on your journey?

I'm not sure if this is advice, but I say the phrase "it is what it is" about 15 times a day. In this role it can be very easy to get frustrated by things like bureaucratic processes or systemic inequities. Sometimes I just need a lighthearted reminder that I can only do so much and some things are simply out of my control. This is probably why the phrase "a win is a win" has also slipped into my lexicon. :)

The upcoming newsletter will provide a comprehensive review of our second quarter report for 2024. Additionally, it will include detailed information about our newly appointed Executive Director. Be sure to check it for these updates.

Find our community calendar here.

Our Funders make our work possible. To each of you, we say

Tim Johnson, FC-CIS Executive Director
Jennifer Griffeth, FC-CIS Development Director

Shannon O. Brooks, FC-CIS Board Chair
and our FC-CIS Board of Directors

Thank you!

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THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: SPLOST 2020 Project 25 - East Side Library Project, Proposed Candidate Sites

DATE: August 2, 2024

EXECUTIVE SUMMARY:

This agenda item, in accordance with the approved Capital Project Delivery Process, requests Mayor and Commission (M&C) take the following action: 1) approve the Site Selection recommendation of 1030 Barnett Shoals (Parcel 174D 005) as one of the two alternative sites for the East Side Public Library (SPLOST 2020 Project 25); 2) authorize staff to advance the East Side Public Library (SPLOST 2020 Project 25) to the Schematic Design Phase on Parcel 174D005; 3) authorize Staff to finalize acquisition/transferring of the property necessary to develop the East Side Public Library. In keeping with the ordinances, the agenda also requests M&C approve the designation of the project as appropriate for public art.

BUDGET INFORMATION:

REVENUES:

$ 14,160,020	SPLOST 2020 Funding
$ 2,000,000	State Grant Funding
$ 16,160,020	Total Revenue Available

EXPENSES:

CAPITAL:

$ 903,663	Expensed or Encumbered
$ 35,000	Designated Design & Construction Admin. Services
$ 1,229,367	Designated Testing, Permitting, Utilities, PM Fees, and Commissioning
$ 61,000	Designated Public Art - Sub-Project (SP) #1
$ 1,689,000	Designated Fixtures, Furnishings & Equipment
$ 2,000,000	Designated Books and Resources
$ 1,742,020	Designated Project Contingency
$ 8,000,000	Designated for Construction
$ 500,000	Available for Land Acquisition

OPERATIONAL:

FUNDING SOURCE: CAPITAL - SPLOST 2020 Program Revenues/Financing, State Grant Funding
OPERATIONAL – GENERAL FUND

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve the Site Selection recommendation of 1030 Barnett Shoals (Parcel 174D 005) as one of the two alternative sites for the East Side Public Library (SPLOST 2020 Project 25);

b. Authorize staff to advance the East Side Public Library (SPLOST 2020 Project 25) to the Schematic Design Phase on Parcel 174D005 as generally shown on **Attachment #1**;

c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation that the East Side Library Project (SPLOST 2020 Project 05) is appropriate for Public Art with a proposed budget of $61,000; and,

d. Authorize the Mayor and appropriate staff to execute necessary documents to develop the East Side Public Library.

HISTORY:

1. On September 19, 2007, the Northeast Georgia Regional Commission (NEGRC) entered into a lease agreement with the Athens-Clarke County Public Building Authority (PFA), for 305 Research Drive. The NEGRC entered into the agreement and transferred the property to the PFA. The agreement allowed the issuance of revenue bonds to finance the renovation of the NEGRC property and provided the NEGRC the opportunity to reaquire the property when the bonds were paid in full (History #32).

2. On August 6, 2019, the M&C approved the Call for the SPLOST 2020 Referendum; included in the call was the East Side Public Library (Project 25). The approved budget for the project was $14,499,000 with the acknowledgement that the cost of Land Acquisition was not included in the approved project budget.

3. On November 5, 2019, Athens-Clarke County (ACC) voters approved the SPLOST 2020 Program Referendum. This Referendum included the East Side Public Library (Project 25).

4. On February 2, 2021, the M&C approved the 2020 SPLOST Tier Funding Schedule. Allocating funds for this project across all Tiers but with the funding for design to begin in FY22 and Construction across FY23 and FY24.

5. On May 10, 2021, the Athens Cultural Affairs Commission (ACAC) approved a recommendation to the M&C that this project as appropriate for Public Art.

6. In July 2021, the ACCLB approved the hiring of McMillan Pazdan Smith to develop a preliminary program for the East Side Public Library. This program was to better understand the needs of the library and to help apply for state funding for the library project.

7. In July 2021, Manager Williams selected the User Group Members for the SPLOST 2020 Project 25 - East Side Library Project to help ensure the Unified Government of Athens-Clarke County (ACCGov) long terms goals are promoted during the Project Development process. The User Group Members are:

- Valerie Bell
- Beth Smith
- Jane Russell
- Toby Mayfield
- Lawrence Harris
- Greg Deal
- Terris Thomas
- Mike Wharton (Ex-Officio)

8. On April 5, 2022, the M&C approved the designation of McMillan Pazdan Smith as the highest scoring firm for Professional Design and Construction Administration Services for the project and authorized staff to negotiate a final scope of services and fees with McMillan Pazdan Smith for a not-to-exceed contract amount of $750,000.

9. During May – August 2022, the design team worked with the User Group and Site Selection Committee (SSC) to develop the site selection criteria and project concept.

10. On June 19, 2022, an initial programming session was held with key staff of the existing libraries in the Athens Regional Library system.

11. On August 8, 2022, the SSC voted to recommend the Proposed Site Selection Criteria to M&C for their consideration during the September Work Session.

12. On August 18, 2022, the User Group recommended the Proposed Project Concept and Site Selection Criteria to M&C for consideration during the September 2022 Work Session.

13. On September 13, 2022, during the regularly scheduled work session, the Proposed Project Concept and Site Selection Criteria, for the East Side Public Library, were presented to and reviewed by the M&C.

14. On September 15, 2022, information from the Work Session and the drafts of the Proposed Project Concept and Site Selection Criteria were posted to the SPLOST website for public review and feedback.

15. On October 1, 2022, the first public engagment session was held at Fire Station #7 on Barnett Shoals Road.

16. On October 3, 2022, two additional public engagment sessions were held. The first was at Living Hope Church and the second was at the East Athens Development Corporation.

17. On October 12, 2022, the SSC reviewed the Site Selection Criteria and the comments from the Public Input Sessions. The SSC reccommended the Site Selection Criteria for approval by the M&C.

18. On November 10, 2022, the on-line public input results were received for the Proposed Project Concept and Site Selection Criteria. There wwere 289 responses to the online public input and over 60 people attended the three in person sessions.

19. On November 1, 2022, the M&C approved the Project Concept and Site Selection Criteria and

authorized the SSC to advance the project into Stage II of the Major Site Selection Process and untimately to develop the Candidate Sites list.

20. On March 13, 2023, the SSC reviewed the list of Potential Sites for the project and recommended 8 Potential Sites to go out for public input.

21. Between April 28, 2023 and May 21, 2023, the SSC and staff conducted an on-line survey, three public input sessions at different locations across the County, and tabling events in an effort to inform residents about the Potential Sites and to give residents the opportunity to provide public input on the Potential Sites. There was a total of 232 responses to the online public input and over 60 people attended the three in person sessions. The full listing of all 232 public comments that were received can be viewed at:
https://link.edgepilot.com/s/ac78a36c/b35RsOk-S0e_A8OtvuqWMg?u=https://arcg.is/0avav0

22. On June 8, 2023, the UG met to review the Potential Sites and the public input received on the Potential Sites. The UG voted unanimously to recommend the sites listed below as the three recommended Candidate Sites:
    - 1030 Barnett Shoals Rd. – Current undeveloped property owned by ACCGov
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center
    - 2000 Barnett Shoals Rd. – Current location of the “old Kmart” and Kroger/College Station shopping center

23. On June 12, 2023, the SSC met to review the Potential Sites, the public input received on the Potential Sites, the evaluations by the design team, and the User Group recommendation. The SSC unanimously approved the User Group’s recommended sites and added a fourth. Additionally, the SSC decided to seek additional information before forwarding their recommendation to the M&C. The four sites approved by the SSC were as follows:
    - 1030 Barnett Shoals Rd. – Current undeveloped property owned by ACCGov
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center
    - 2000 Barnett Shoals Rd. – Current location of the “old Kmart” and Kroger/College Station shopping center
    - 1935 Barnett Shoals Rd – Current Green Acres Shopping Center

24. On July 10, 2023 the SSC met to review the potential sites. The SSC unanamously approved to remove 1935 Barnett Shoals Rd (Current Green Acres Shopping Center) from last month’s vote and replace it with a new site, approving four sites in total. The four sites approved by the SSC were as follows:
    - 1030 Barnett Shoals Rd – Current undeveloped property owned by ACCGov
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center
    - 2000 Barnett Shoals Rd., 2301 College Station Rd. – Current location of the “old K-Mart” and Kroger/College Station shopping center
    - 4440 Lexington Rd – Current location of Southeast Clarke Park

25. On August 1, 2023, the M&C approved the list of four candidate sites presented by the SSC as listed in History #24 and authorized the SSC to enter Stage III of the ACCGov Site Selection Process for technical and cost evaluations of the candidate sites, candidate site rankings and recommendation to the M&C of site aquisition.

26. On September 28, 2023, the UG met to review the Candidate Sites' technical and cost evaluations, done by the design team, and unanimously voted to rank the Candidate Sites in the following order:

    User Group Candidate Site Ranking:
    1. 2000 Barnett Shoals Rd., 2301 College Station Rd. – Current location of the "old K-Mart" and Kroger/College Station shopping center
    2. 1030 Barnett Shoals Rd – Current undeveloped property owned by ACCGov

    Candidate Sites Recommended to be removed from consideration
    - 4440 Lexington Rd – Current location of Southeast Clarke Park
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center

27. On Ocotber 3, 2023, the SSC met under executive session to review the Candidate Sites information and the recommendation of the User Group. The SSC voted unanimously to rank the sites in the order below. 1030 Barnett Shoals Rd and 4440 Lexington Rd were proposed as back up options to the 2000 Barnett Shoals Rd site, but were not ranked.

    Site Selection Committee Candidate Site Ranking:
    1. 2000 Barnett Shoals Rd., 2301 College Station Rd. – Current location of the "old K-Mart" and Kroger/College Station shopping center
    2. 1030 Barnett Shoals Rd – Current undeveloped property owned by ACCGov
    2. 4440 Lexington Rd – Current location of Southeast Clarke Park

    Candidate Sites Recommended, by the SSC, to be removed from consideration
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center

28. On November 7, 2023, under executive session, the M&C reviewed the candidate sites information and recommendation of the SSC. The M&C recommended moving forward with the 2000 Barnett Shoals Rd site and approved staff to begin negotions with Kroger for acquiring the property.

29. On May 3, 2024, under executive session, the M&C reviewed the offers from Kroger for the 2000 Barnett Shoals Rd property and the recommendation from Staff to pursue other site options. M&C directed staff move forward with the 1030 Barnett Shoals Rd site but also requested that staff engage the Northeast Georgia Regional Commission (NEGRC) and look at the possibility of shared use on the 1030 Barnett Shoals Rd site.

30. On May 10, 2024, staff met with NEGRC staff to disucss the building needs of the NEGRC and the potential for shared use operations.

31. On June 25, 2024, NEGRC requested, pursuant to the lease agreement from September 19, 2007 (History #1), that ACCGov transfer ownership of the property from the Athens-Clarke County Public Building Authority (PFA) for 305 Research Drive, the current NEGC offices, to the NEGRC.

32. On July 30, 2024, staff and the design team met with the NEGRC to go over design options and the associated cost. At this meeting it was determined that the funding available to the NEGRC was not sufficient to cover the programmimg needs desired by the NEGRC.

FACTS & ISSUES:

1. The Initial Project Statement for SPLOST 2020 Project 25 East Side Library Project reads as follows:

   Project 25, East Side Library Project, *will provide funding for land acquisition, design, construction, and/or equipping of a facility and/or renovations, improvements, additions to, and equipping of an existing facility for the purpose of extending library services to county residents on the east side of Athens-Clarke County. This annex facility would be a full-service library consistent with the level of resources and services provided at other similarly situated public libraries in the county. Depending upon costs and funding availability, the facility may include, but not be limited to, spaces such as meeting rooms, study rooms, children's area, teen area, popular reading space, computer spaces, a creation space complete with digital and modern technology, innovative spaces and technology, and associated parking and general infrastructure to support the facility. This project may also provide funding for the purchase of enhanced technology, access improvements for the disabled, and purchase of library resources for the Athens-Clarke County Libraries. Additionally, to the extent allowed by law, funds may be used as matching funds for leveraging grant opportunities.*

2. Based on the above Initial Project Statement (F&I #1) and with consideration of feedback received from the three public engagement sessions (History #15 and 16), the M&C approved the Project Concept and Site Selection Criteria (History #19).

3. The ACCGov Site Selection process is implemented by a Mayor-appointed citizen committee chaired by a Commissioner. The principal charge to the committee is to ensure both appropriate technical and community values are considered and evaluated in the selection of sites for SPLOST and ACCGov facilities. The overall process includes specific activities as follows:
   - Stage I – development of appropriate technical and community values for the site selection criteria which must be approved by the M&C;
   - Stage II – identification of Potential Sites based on the approved criteria, and determination of up to ten Candidate Sites based on evaluated rankings of the Potential Sites. The Candidate Sites must also be approved by the M&C; and,
   - Stage III – develop detailed site studies as appropriate and a recommended final site ranking for M&C review and approval. Each of these steps also includes a public information/community meeting process to receive input from the public for additional consideration.

4. Using the approved Siting Criteria, eight Potential Sites, were identified and evaluated against the criteria relative to the technical and community values. Each site was assigned points based on the site selection criteria to provide relative benefits and challenges for each of the sites. The public input on the eight Potential Sites was also reviewed and evaluated as part of determining a recommendation for the proposed candidate sites for further study and evaluation. The eight Potential Sites were as follows:
   - 1030 Barnett Shoals Rd, Parcel #174D 005 (6.293 Acres) - 56 Points
   - 2000 Barnett Shoals Rd Parcel #182B 007B (5.97 Acres) - 56 Points
   - 280 Gaines School Rd Parcel #233 022 (14 Acres) - 56 Points
   - 1935 Barnett Shoals Rd Parcel #241A3 B009A (6.36 Acres) - 54 Points

- 1065 Gaines School Rd Parcel #241 005 (4.48 Acres) - 50 Points
- 1300 Cedar Shoals Dr Parcel #241 005D (56.2 Acres) - 46 Points
- 1934 Lexington Rd Parcel #174B2 A017 (6.48 Acres) - 46 Points
- 2555 Lexington Rd, Parcel #233 003A (5 Acres) - 44 Points

5. The approved Major Project Site Selection Process required that the SSC submit to M&C a minimum of three recommended Candidate Sites for further evaluation. After the public input and the evaluation of the Potential Sites, the SSC recommended four sites (History #24) to the M&C for consideration as Candidate Sites. Subsequent to the UG recommendation, the Site Selection Committee reviewed the public input, the design team evaluation of the sites, and ultimately voted unanimously to approve the UG's recommendation (first three properties listed below) and to add the fourth property listed below:
    - 1030 Barnett Shoals Rd. – Current undeveloped property owned by ACCGov
    - 280 Gaines School Rd. – Current location of the CCSD Early Learning Center
    - 2000 Barnett Shoals Rd., 2301 College Station Rd. – Current location of the "old Kmart" and Kroger/College Station shopping center
    - 4440 Lexington Rd. – Current site of Southeast Clarke Park

6. The Site Selections above recommended Candidate Sites were presented to the M&C in an executive Session (History #28). At the executive session, M&C provided staff with authority to negotiate with the Owner of 2000 Barnett Shoals Road site, to determine if a sales option could be acquired for the East Side Library. Staff engaged the property owner to discuss the potential acquisition. From November 2023 to April 2024, staff met with representatives of Kroger to discuss several different potential lease and purchase agreements for the site. The potential of reusing the existing building and building a new building were both explored for the site. The results of these negotiations were brought back to M&C in executive session on May 3, 2024 (History #29).

7. The results of those negotiations did not yield a favorable agreement that would allow the new library to be built and within the available budget. The M&C directed staff to move forward with the property already owned by ACCGov at 1030 Barnett Shoals Rd site and to look at the potential of co-locating an expansion of the North East Georgia Regional Commission facility. After conferring with the NEGRC about potential to co-locate expansion of the of the NEGRC on the 1030 Barnett Shoals Rd site.

8. At the request of the M&C (History #29), staff engaged the NEGRC to discuss a potential shared use of the 1030 Barnett Shoals Rd site. Based on the NEGRC's space needs, staff and the library design team produced a conceptual site layout and associated cost estimate that would support a shared use of the site. After discussing layout with the NEGRC, it was determined that there was not sufficient funding available, for the NEGRC, to support the cost of the additional square footage, parking, site improvements needed for a co-located or shared use facility. It is the recommendation of the User Group and Project Design team that the East Side Library project move forward on the 1030 Barnett Shoals Rd site without co-locating the NEGRC.

9. Anticipated remaining timeline for Site Selection Process:
    - M&C Action on Selected Site — September 3, 2024
    - Schematic Design to M&C Consideration — December 2024
    - Construction Bidding — Summer 2025
    - Construction Complete — End of 2026

10. This recommendation supports the following ACCGov Strategic Plan Goal & Strategy:
    - Identify and Close Gaps in Partnership with the Community Goal, Strategy C: *Identify ways to address unaddressed community needs and develop Identify ways to address unaddressed community needs and develop programs, policies, and processes to facilitate community transformation.*

OPTIONS:

1. Mayor and Commission:

    a. Approve the Mayor and Commission's recommendation of 1030 Barnett Shoals (Parcel 174D 005) as the selected site for the East Side Public Library (SPLOST 2020 Project 25);

    b. Authorize staff to advance the East Side Public Library (SPLOST 2020 Project 25) to the Schematic Design Phase on Parcel 174D005 as generally shown on **Attachment # 1**;

    c. Approve the Athens Cultural Affairs Commission (ACAC) recommendation that the East Side Library Project (SPLOST 2020 Project 05) is appropriate for Public Art with a proposed budget of $61,000; and,

    d. Authorize the Mayor and appropriate staff to execute necessary documents to develop the East Side Public Library.

2. Mayor and Commission do not approve the 1030 Barnett Shoals (Parcel 174D 005) Site for SPLOST 2020 Project 25, East Side Public Library.

3. Mayor and Commission defined option.

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

DEPARTMENT: Capital Project Department
Prepared by: John Simoneaux for,

8/09/2024

Josh Hawkins, Capital Projects Director — Date:

ADMINISTRATIVE COMMENTS:

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

8/30/2024

Niki Jones, Acting Manager Date:

Attachment #1 – Proposed Site Concept for 1030 Barnett Shoals Road

1030 BARNETT SHOALS RD, PARCEL NO. 174D 005 (SCORE 56, 6.293 ACRES)

BENEFITS:

-IN THE "HIGHLY WANTED" AREA
-OWNED BY THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
-WALKABLE WITHIN 5-10 MINUTES OF A HIGHER DENSITY RESIDENTIAL COMMUNITY
-BUS ROUTES ON BARNETT SHOALS RD. IN EACH DIRECTION ADJACENT TO THE SITE
-CLOSE PROXIMITY TO DENSITY AND UNDERSERVED COMMUNITIES
-CLOSE TO THE FIRE STATION #7
-SITE HAS POTENTIAL FOR HIGH SUSTAINABILITY SCORE DUE TO TREE COVERAGE AND PROXIMITY TO A CREEK
-CLEAR OF AIRPORT ZONES
-POTENTIAL FOR BUILDING AND SIGNAGE TO BE VISIBLE FROM A MAJOR ROAD
-POTENTIAL FOR FUTURE EXPANSION OF THE FACILITY DUE TO ACREAGE
-EXISTING AND PROPOSED GREENWAYS ARE CLOSE TO THE SITE AND GREENWAY CONNECTIONS COULD BE IMPLEMENTED
-BUILDING AND SIGNAGE VISIBLE FROM A MAJOR ROAD

CHALLENGES:

-CURRENT ZONING RM-2 (MIXED DENSITY RESIDENTIAL)
-NOT WALKABLE TO A SCHOOL
-VEHICULAR TRAFFIC IS LIMITED, ACCESS IN AND OUT ON BARNETT SHOALS RD. ONLY. WITHOUT TRAFFIC SIGNAL, LEFT TURNS CAN BE DIFFICULT.
-GEORGIA POWER EASEMENT ON THE SITE THAT WILL IMPACT THE DEVELOPABLE AREA
-SITE TOPOGRAPHY MAY REQUIRE MODIFICATIONS

TOTAL PROJECT COST ESTIMATE: $9,727,537

PARCEL #	ADDRESS	GENERAL AREA WALKABILITY	PROXIMITY TO SCHOOLS	INTERMODAL ACCESS	DEMOGRAPHIC OPPORTUNITY ALIGNMENT	PUBLIC SAFETY	SOCIAL ENVIRONMENTAL IMPACTS	SUSTAINABILITY	CLEAR OF AIRPORT ZONES	SITE VISIBILITY	SITE LOCATION	DEVELOPABLE SQUARE FEET AVAILABLE	TOPOGRAPHY	ROAD ACCESS/ TRAFFIC IMPACT	UTILITY ACCESS	PROPERTY OWNERSHIP	PROXIMITY TO COUNTY OWNED SERVICES	TOTAL
174D 005	1030 BARNETT SHOALS RD	5	0	3	5	5	3	5	5	5	3	5	1	3	3	3	1	55
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
233 022	280 GAINES SCHOOL RD	5	3	3	5	5	3	3	3	1	5	5	5	3	3	1	1	54
242 003C	4440 LEXINGTON RD (LEXINGTON)	3	0	1	0	5	1	5	5	5	5	5	5	3	1	3	5	52
242 003C	4440 LEXINGTON RD (WHIT DAVIS)	3	0	3	0	5	1	5	5	5	5	5	5	3	3	3	5	56

Proposed Site for East Side Public Library - 1030 Barnett Shoals Road

Proposed Site for East Side Public Library - 1030 Barnett Shoals Road

DEVELOPMENT SUMMARY

TOTAL PARCEL AREA:	6.293 AC
LIBRARY DEVELOPMENT:	4.00 AC
BUILDING DEVELOPMENT:	16,000 SF (30,000 SF BUILDOUT)
PARKING PROVIDED:	79 SPACES, 4 ADA, 12 EMPLOYEE, 14 ADDITIONAL FUTURE

NARRATIVE
THE 1030 BARNETT SHOALS ROAD SITE IS CHARACTERIZED BY ITS TREE COVERAGE, OPPORTUNITIES FOR ROAD VISIBILITY, PROXIMITY TO UNDERSERVED RESIDENTS, AND CONNECTIONS TO GREENWAYS. IN THIS PROPOSED MPS SITE INTERVENTION, THE INITIAL PHASE OF THE PROPOSED LIBRARY BUILDING IS PLACED ON AN EXISTING PAD THAT LIES ON A HIGH TOPOGRAPHY POINT OF THE SITE. THE SHORTER FACADES OF THE PROPOSED LIBRARY ARE ORIENTED E-W TO MITIGATE POTENTIAL HEAT GAIN, AND TO GIVE THE POTENTIAL FOR SOUTHERN LIGHT TO BE UTILIZED WITH SOLAR PANELS. POTENTIAL FUTURE EXPANSION IS ACCOMMODATED OFF THE WESTERN FACADE OF THE BUILDING. TREES ALONG THE EASTERN FACADE ARE CLEARED TO CREATE VISIBILITY FROM THE ROAD AND SPACE FOR A DROP-OFF AREA. PARKING IS LOCATED ON THE NORTHERN PART OF THE SITE. A PATH LEADING TO THE EXISTING GREENWAY TRAIL IS ORIENTED TO THE SOUTHWEST OF THE SITE TO MITIGATE NOISE CONCERNS. STAFF PARKING AND A LOADING ZONE ARE LOCATED OFF THE SOUTHERN FACADE OF THE BUILDING TO ALLOW FOR EASY ROAD ACCESS AND PRIVACY, WHILE THE WESTERN FACADE IS LEFT UNENCUMBERED FOR FUTURE POTENTIAL EXPANSION.

TRAFFIC
BASED ON ITS 10TH EDITION, THE ESTIMATED TRAFFIC FOR THE LIBRARY PHASE 1 WILL BE 900 AVERAGE DAILY TRIPS (ADT) WITH PEAK P.M. HOUR TRIPS AVERAGING AROUND 120 TRIPS. AT FULL BUILDOUT, THE ADT WILL BE AROUND 1,650 AND PEAK P.M. TRIPS AROUND 220.

THE LATEST GDOT TRAFFIC COUNTS FOR BARNETT SHOALS ROAD IN THIS LOCATION ARE AROUND 16,500 TRIPS PER DAY. BASED ON EXISTING TRAFFIC COUNTS, PHASE 1 WOULD INCREASE THE DAILY TRIPS BY 5% AND AT FULL BUILD OUT INCREASE DAILY VEHICLE TRIPS BY 10%.

THERE IS POTENTIAL TO ADD A SECOND ENTRANCE TO THE END OF THE PARKING LOT ALIGNING WITH COTTON CREEK DRIVE. THE SECOND ENTRANCE COULD BE PART OF THE BUILDING EXPANSION EFFORT. A LEFT TURN LANE WILL BE REQUIRED AND WILL NEED TO BE PLANNED FOR ONCE FULL BUILD OUT IS REACHED.

SITE
ASSUME THE ADDED PARKING AND DRIVE WILL HAVE CURB AND GUTTER. ALTHOUGH NOT ILLUSTRATED, AN ENCLOSED SOLID WASTE AND RECYCLING FACILITY WILL NEED TO BE INCLUDED.

EARTHWORK
PRELIMINARY GRADING ILLUSTRATES THAT THE SITE CAN BE BALANCED (IF EXISTING SOILS ARE GOOD) AND THERE WILL NOT BE NEED FOR RETAINING WALLS. PLEASE NOTE THE ILLUSTRATED FFE AND PROPOSED GRADING WOULD NEED TO BE LOWERED 20-INCHES TO ACHIEVE BALANCED CUT/FILL EARTHWORK. LOWERING TO BALANCE RESULTED IN APPROXIMATELY 27,000 CY OF CUT AND 23,500 CY OF FILL. ASSUMES 3,500 CY OF TOPSOIL MAY BE DIFFICULT TO REUSE ON SITE.

STORMWATER
THIS SITE WILL UTILIZE THREE BIORETENTION FACILITIES TO TREAT STORMWATER. THE STAFF PARKING LOT AND ACCESS DRIVE WILL BE ROUTED THROUGH A SMALLER FACILITY ALONG BARNETT SHOALS ROAD. THE BUILDING AND PUBLIC PARKING LOT WILL BE ROUTED THROUGH A LARGER FACILITY ON THE WEST SIDE OF THE SITE. BIORETENTION FACILITIES WILL BE CONSTRUCTED USING 12-IN GRAVEL BASE, 18-IN MEDIA, AND 12-IN OF PONDING. EACH WILL BE SIZED TO TREAT THE RUNOFF REDUCTION VOLUME, CHANNEL PROTECTION VOLUME, AND DETAIN THE 100-YR RAIN EVENT. FINAL SIZING WILL DEPEND ON INFILTRATION RATES. AN ADDITIONAL PIPE WILL BE REQUIRED TO DRAIN STORMWATER FROM A LOW-POINT AT THE SOUTHEAST CORNER OF THE SITE.

UTILITIES
ALL NECESSARY UTILITIES ARE AVAILABLE AND FEASIBLE TO TIE INTO. SEWER WILL GRAVITY TO THE 12-IN SEWER MAIN IN BARNETT SHOALS ROAD. WATER WILL TAP OFF THE MAIN ALONG BARNETT SHOALS ROAD. OVERHEAD POWER AND DATA ARE ON THE LIBRARY FRONTAGE.

TREE CANOPY
ALTHOUGH SOME EXISTING TREES WILL NEED TO BE REMOVED, THE EXISTING STAND IS RELATIVELY YOUNG, NOT A MATURE FOREST. EXISTING CANOPY ALONG THE SIDES AND BACK OF THE PROPERTY WILL BE CONSERVED.

FURTHER CONSIDERATIONS
ALTHOUGH CLASSIFIED AS A COMPLETE STREET WITH BICYCLE LANES AND SIDEWALK, THIS SECTION OF BARNETT SHOALS ROAD IS IN FACT, A HIGHWAY. IT HAS HIGH VEHICULAR SPEED WHICH IS SHOWN TO DETER BICYCLE AND FOOT TRAFFIC. THIS SECTION OF ROAD DOES HAVE THE POTENTIAL TO BE TRANSFORMED INTO A BOULEVARD WITH A GREEN MEDIAN, STREET TREES, AND A MULTI-USE PATH ALL WITHIN THE EXISTING CURBS. THIS CAN BE ACHIEVED WITH A ROAD DIET THAT WOULD DECREASE VEHICULAR SPEEDS FROM 50 MPH TO 30 MPH. THE EXISTING CURB TO CURB IS 68 FT, FURTHER CONTRIBUTING TO THE CURRENT NATURE OF THE ROAD. THIS IS SCOPE IS NOT INCLUDED IN THE PROJECT BUDGET, AS IT IS A FUTURE POSSIBILITY THAT COULD BE CONSIDERED.

A RESOLUTION OF THE COMMISSION OF ATHENS-CLARKE COUNTY, GEORGIA, TO APPROVE A PLAN FOR THE PERIODIC RECAPTURE OF UNSPENT ARPA FUNDS FOLLOWING THE ARPA OBLIGATION DEADLINE; AND FOR OTHER PURPOSES.

WHEREAS, on March 11, 2021, the American Rescue Plan Act (Public L. 117-2, hereinafter referred to as "ARPA") was enacted, through which fifty-seven million, five hundred and eight-eight thousand, and eight-hundred and forty-three dollars and 00/100 cents ($57,588,843.00) in funding (the "Prime Award") was allocated to the Unified Government of Athens-Clarke County, Georgia, ("ACCGov") to respond to the public health emergency with respect to the Coronavirus Disease 2019 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; and

WHEREAS, since ACCGov's receipt of the Prime Award, the Mayor and Commission have authorized multiple contracts with subrecipients and vendors to utilize ARPA funds for various purposes authorized by law; and

WHEREAS, all ARPA funds must be obligated by December 31, 2024 (the "Obligation Deadline"), and must be expended by December 31, 2026 (the "Expenditure Deadline") in order to avoid ACCGov having to return unobligated or unexpended ARPA funds to the U.S. Department of the Treasury; and

WHEREAS, there is reason to believe that some subrecipients and/or vendors may not currently be on track to expend the entire amount of ARPA funds obligated to them by the Expenditure Deadline; and

WHEREAS, to avoid having to return unexpended funds, ACCGov may recapture certain unexpended funds from subrecipients and/or vendors who appear unlikely to be able to use said funds by the Expenditure Deadline and then may re-obligate said funds following the Obligation Deadline under certain circumstances; and

WHEREAS, the Mayor and Commission wish to adopt a uniform and defined plan to authorize the periodic recapture of ARPA funds that are at risk for not being expended by the Expenditure Deadline;

NOW, THEREFORE, BE IT RESOLVED THAT the Commission does hereby adopt the ARPA Funding Recapture Plan, attached hereto as **Exhibit "A"** and incorporated herein by reference.

BE IT FURTHER RESOLVED 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 Resolution; and,

BE IT FURTHER RESOLVED that in the event scrivener's errors shall be discovered in this Resolution or in the Exhibit attached hereto 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; and,

BE IT FURTHER RESOLVED the Commission grants the Mayor and the County Attorney the authority to take any and all further actions necessary to carry out the intents and purposes of this Resolution; and,

BE IT FURTHER RESOLVED this Resolution shall become effective immediately upon its approval by the Mayor or upon its adoption into law without such approval.

APPROVED AND ADOPTED this _____ day of _____, 2024.

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

By: _____
Mayor

Attest: _____
Clerk of Commission

(SEAL)

EXHIBIT "A"

For ARPA projects contracted in 2023:

- **As of January 1, 2025 (Q1)**: For ARPA projects that have not expended 25% of their approved budget by the end of Quarter 1 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in February 2025 and Voting session would occur in March 2025. If approved, HCD will terminate the contract effective April 2025 for immediate reallocation.
- **As of July 1, 2025 (Q2)**: For ARPA projects that have not expended 50% of their approved budget by the end of Quarter 2 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in August 2025 and Voting session would occur in September 2025. If approved, HCD will terminate the contract effective October 2025 for immediate reallocation.
- **As of January 1, 2026 (Q3)**: For ARPA projects that have not expended 75% of their approved budget by the end of Quarter 3 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in February 2026 and Voting session would occur in March 2026. If approved, HCD will terminate the contract effective April 2026 for immediate reallocation.

For ARPA projects contracted in 2024:

- **As of July 1, 2025 (Q1)**: For ARPA projects that have not expended 25% of their approved budget by the end of Quarter 1 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in August 2025 and Voting session would occur in September 2025. If approved, HCD will terminate the contract effective October 2025 for immediate reallocation.
- **As of January 1, 2026 (Q2)**: For ARPA projects that have not expended 50% of their approved budget by the end of Quarter 2 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in February 2026 and Voting session would occur in March 2026. If approved, HCD will terminate the contract effective April 2026 for immediate reallocation.
- **As of July 1, 2026 (Q3)**: For ARPA projects that have not expended 75% of their approved budget by the end of Quarter 3 of 2025-2026, HCD will notify agency/agencies of its intent to propose contract termination and will draft an agenda to present to Mayor and Commission for approval. Agenda setting session would occur in August 2026 and Voting session would occur in September 2026. If approved, HCD will terminate the contract effective October 2026 for immediate reallocation.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Business Development and Workforce Support ARPA SLFRF Awards

DATE: August 27, 2024

EXECUTIVE SUMMARY:
This agenda report requests Mayor and Commission consideration of staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option previously approved on August 6, 2024.

BUDGET INFORMATION:

REVENUES:	$4,000,000	American Rescue Plan Act M&C Designation for Business Development and Workforce Support
EXPENSES:		
ANNUAL:	$ 0	
CAPITAL:	$ 0	
OTHER:	$ 195,000	Homeless workforce initiatives (M&C mtg 10-03-2023)
	$. 27,000	Chamber-led Workforce Development Strategic Plan Facilitation: Hodge Consulting
	$. 25,600	Business Development & Workforce Support CDO Strategic Plan Facilitation: Lion Leadership
	$ 2,346,680	Chamber of Commerce Contract (Inclusive of $525,000 for named sub-recipients)
	$ 150,000	Economic Justice Coalition Contract
	$ 300,000	Quality Care for Children Contract
	$ 100,000	Joint Development Authority
	$ 150,000	Georgia Center for Employee Ownership Contract
	$ 150,000	Georgia Cooperative Development Center Contract
	$ 75,000	OneBreathCNA
	$ 480,720	Remaining Funds for Workforce Development

FUNDING SOURCE: American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**

a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
c. Authorize the Mayor and appropriate staff to develop and execute the necessary contracts and documentation to affect the transfer of the allocation to the partnering agencies.

HISTORY:

1. In 2019, the Mayor and Commission (M&C) accepted the Network for Southern Economic Mobility's Pathways to Prosperity plan identifying pathways for economic mobility for Athens-Clarke County residents.

2. In 2019, the Unified Government of Athens-Clarke County (ACCGov) joined the Harvard-Bloomberg's City Leadership Initiative Collaboration Track and identified workforce development as a key area of interest.

3. In December 2019, the M&C voted to approve the creation of a "Workforce Development Coordinator" position to assist with Athens-Clarke County's community workforce development needs.

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

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

6. 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.

7. On January 6, 2022, the U.S. Department of the Treasury released the Final Guidance for ARPA SLFRF.

8. On March 1, 2022, the M&C adopted ACCGov's Organizational Strategic Plan, which i identified multiple strategies for internal and external workforce development support.

9. On March 1, 2022, the M&C approved a budget allocating ARPA SLFRF to various programs, including a budget of $4,000,000 to address Business Development and Workforce Support.

The M&C approved a Commission-Defined Option (CDO) for Business Development and Workforce Support that outlined the role for the initial advisory group: *They will be charged with identifying priority actions needed for small business development and worker empowerment, regardless of funding source. Special consideration should be given to addressing the needs of workers, including, for example, the following:*

a. *the need for childcare support for low-income families;*
b. *the development of co-operative and worker-owned businesses, including secondary cooperatives (a group of micro-business LLC's);*
c. *high quality labor standards (such as wage floors at $15/hr., paid leave options, paid health care and other benefits, and just cause termination agreements);*
d. *and nonprofit programming designed to assist workers in labor organizing for improved working conditions and/or higher wages.*

10. On April 11-12, 2022, Athens Area Chamber of Commerce (AACoC) President David Bradley visited with the West Alabama Chamber of Commerce, in preparation for the August 31- Sept 2, 2022 Intercity Visit to Tuscaloosa, AL. During the visit, West Alabama Chamber staff shared information about their workforce development efforts, called West Alabama Works.

11. On June 2, 2022, the AACoC hosted a meeting during which West Alabama Chamber of Commerce staff presented information about their workforce development initiative, West Alabama Works. The meeting included stakeholders representing community organizations including ACCGov, Clarke County School District, Athens Technical College, the University of Georgia, Envision Athens, the Boys & Girls Club of Athens, local businesses, and local non-profits.

12. During the period of March 13 - April 10, 2023, the AACoC's Workforce Development Planning Committee discussed conducting a community workforce strategic planning process with six potential consulting firms, and received proposals from four firms.

13. On April 21, 2023, the Chamber's Workforce Development Planning Committee met with Mayor Girtz to review the four submittals received, and the group unanimously selected Hodge Consulting.

14. On May 4, 2023, the M&C held a strategic planning retreat, during which progress on the ARPA SLFRF strategic priorities was discussed, and the AACoC presented updates and a proposal to partner with ACCGov on a collaborative community workforce strategic planning process.

15. On May 23, 2023, the M&C voted to authorize a transfer of funds to AACoC to be used to hire a third-party firm to conduct a Workforce Development Strategic Plan as a part of the ARPA strategic planning process, at an amount not to exceed $27,000; and authorized staff to execute all related documents.

16. In June 2023, AACoC contracted with Hodge Consulting, which engaged a broad group of community stakeholders during Summer and Fall 2023 to gather input in conducting a community-wide workforce strategic planning process. The feedback was compiled into a community workforce work plan, Athens Achieves.

17. On March 4, 2024, ACCGov contracted with Lion Leadership, LLC to provide consultant services related to facilitation of an Advisory Committee to develop a Business Development and Workforce Support strategic plan, with special consideration for addressing the needs of workers, as outlined in the CDO.

18. On May 14, 2024, AACoC Executive Director David Bradley presented the findings and recommendations from the strategic planning process at the Mayor & Commission work session.

19. On June 5, 2024, the M&C voted to accept the Athens Area Chamber of Commerce's Athens Achieves community workforce strategic plan and approved $1,921,680 for the purposes of implementing the strategic plan, to provide for a coordinated effort to sustain workforce development efforts in Athens-Clarke County.

20. Between April 25 - June 17, 2024, the Business Development and Workforce Support Advisory Committee, co-chaired by Commissioner Tiffany Taylor and Commissioner Carol Myers, met regularly, identifying and discussing workforce and small business challenges and needs, and prioritizing a set of recommendations for high wage employment, worker empowerment, and small business development. The Business Development and Workforce Support Advisory Committee includes representatives of the following groups as important partners and collaborators for the strategic planning process:
    - Athens Area Chamber of Commerce
    - Athens Technical College
    - City of Winterville
    - Clarke County School District
    - Economic Justice Coalition
    - Envision Athens
    - Family Connection/Communities in Schools
    - Minority Business & Non-profit Association (MBNA)
    - Northeast Georgia Black Chamber of Commerce
    - Unified Government of Athens-Clarke County
    - Local representative engaged in worker-owned cooperatives

21. On July 16, 2024 (agenda setting) and August 6, 2024 (regular session), the Business Development and Workforce Support Advisory Committee's strategic plan and recommendations on high wage employment, small business development, and worker empowerment were presented to the M&C. The Advisory Committee co-chairs

Commissioners Taylor and Myers presented a Commission Defined Option (Workforce Support CDO) detailing potential partners and funding to address items in the strategic plan (Attachment #2). This included designating direct awards and instructing staff to review agency proposals and return them to the M&C for the September 3rd voting session. Mayor Girtz and Commissioner Thornton requested that Commissioners Taylor and Myers work with the Athens Area Chamber of Commerce to combine proposals, in collaboration with the ACCGov Attorney's Office, for contracting purposes. The Mayor and Commission revisited the proposed plan by the Chamber of Commerce. After discussion and consideration, the M&C opted to take no action on the proposal and moved forward without implementing any changes.

22. On August 14, 2024, staff offered a virtual technical assistance opportunity to all entities named in the Workforce Support CDO. The majority of named entities were able to attend the training.

23. Between August 7, 2024 and the stated deadline of August 16, 2024, potential workforce partnering organizations named in the Workforce Support CDO were required to submit proposals, including scope of work, budget, and proposed performance metrics, to the ACCGov Economic Development and ARPA teams. Proposals were received from the following organizations, and evaluated:
    a. Up to $150,000: Economic Justice Coalition
    b. Up to $150,000: Georgia CEO (Center for Employee Ownership)
    c. Up to $150,000: Georgia Cooperative Development Center
    d. Up to $100,000 in CDO; *JDA has requested up to $500,000*: Joint Development Authority (JDA) of the Unified Government of Athens-Clarke County and the City of Winterville
    e. Up to $75,000: One Breath CNA
    f. Up to $300,000: Quality Care for Children

24. Between August 16, 2024 and August 23, 2024, staff reviewed the program proposals submitted by the entities named in the Workforce Support CDO. When needed, staff engaged with agency representatives to obtain updates on program scopes, budget, and performance metrics. Because of the short timelines between the Workforce Support CDO and this agenda report, this refinement requires additional work prior to contracting. A compiled list of these proposals is available in **Attachment #3**.

FACTS & ISSUES:

1. The U.S. Treasury Department requires that ARPA SLFRF funds be obligated by December 31, 2024 and spent by December 31, 2026. At their March 1, 2022 meeting, the M&C approved five focus areas for the use of SLFRF funding in the community: Affordable Housing, Youth Development, Homelessness, Business and Workforce Development, and Behavioral Health.

2. The U.S. Treasury Department strongly encourages communities to guide the implementation of ARPA SLFRF funds through a strategic planning process, allowing SLFRF utilization be informed by a needs assessment, strategies to enhance community equity, and providing a platform by which decision-makers can determine funding priorities based on data and community context.

3. Due to the upcoming December 31, 2024 deadline for local government to allocate ARPA SLFRF funding, Commissioners Taylor and Myers worked together to create a Small Business and Workforce Support CDO for the strategic plan. The Workforce Support CDO identified proposed funding amounts for potential workforce and small business partnering organizations, which were required to submit programming proposals by August 16, 2024 (**Attachment #2**).

4. ACCGov Economic Development and ARPA-funded staff have reviewed and evaluated the proposals and related documents received from 6 potential workforce partnering organizations named in the Workforce Support CDO. With the short deadline, staff continues to work with the agencies to refine proposal details and gather documents required for ARPA contracting purposes. As a result, staff recommend the M&C make an approval of this agenda item that includes the provision to "Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal."

5. It is important to note that some sub-contractor entities named in partnering organizations' documented proposals submitted to ACCGov's Economic Development and ARPA teams differ from the sub-contractor entities named in the Workforce Support CDO. Notably, the Economic Justice Coalition proposal includes a substantial amount of work sub-contracted through the non-profit agency Sur Legal, while the Workforce Support CDO states "*$150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements*". After reviewing the proposal, staff have determined that the nature of Sur Legal is that of a sub-contractor rather than a sub-recipient and is consistent with the intent of the Workforce Support CDO.

6. The Joint Development Authority has submitted an additional proposal requesting up to $500,000 for work identified in the Workforce Support CDO. While the Economic Development Department staff believe that the increased funding requested would go further in achieving the goals of the Workforce Support CDO, the request is beyond the directive of the Workforce Support CDO and was thus not considered. Notably, the Joint Development Authority's proposal is scalable, and thus could be reviewed with the assumption of $100,000 in funding.

7. This recommendation supports the following ACCGov Strategic Plan Goals and Strategies:
   a. Goal 2: Identify and Close Gaps in Partnership with the Community.

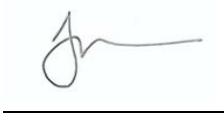
OPTIONS:

1. Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**
   a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
   b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
   c. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to affect the transfer of the allocation to the partnering agencies.

2. Mayor and Commission do not accept staff recommendations as outlined in **Attachment #1**.
3. Mayor and Commission Defined Option.

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

DEPARTMENT: Economic Development
Prepared By: Kenshundria Allen



Ilka McConnell, Economic Development Director — 08/27/24 Date

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ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: #1 a, b, and c

Niki Jones, Acting Manager — 8/28/24 Date

ATTACHMENTS:

Attachment #1 – Small Business and Workforce Support Funding Recommendations
Attachment #2 – Workforce Support CDO
Attachment #3 – Combined Agency Proposals

Attachment #1: Small Business & Workforce CDO Recommendations

This memo outlines the recommendation for funding to support the development of a curriculum and train-the-trainer program. This initiative aims to address critical workplace issues, including wage theft, discrimination, sexual harassment, FLSA compliance, contractor vs. employee classification, FMLA, and benefits.

Recommendation (Economic Justice Coalition)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Economic Justice Coalition $150,000 to develop a comprehensive curriculum and train-the-trainer program. The program will cover the following topics:

- Wage Theft
- Discrimination
- Sexual Harassment
- Fair Labor Standards Act (FLSA)
- Contractor vs. Employee Classification
- Family and Medical Leave Act (FMLA)
- Benefits

This recommendation is **contingent** upon the Economic Justice Coalition obtaining and providing proof of insurance documentation. The insurance coverage is necessary to ensure that all activities associated with the program are properly protected and that Economic Justice Coalition is compliant with all relevant regulations and standards.

Recommendation (Quality Care for Children)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Quality Care for Children $300,000 to deliver business coaching and community support. This initiative is designed to enhance and ensure the sustainability of a high-quality childcare system in Athens-Clarke County.

This recommendation is **contingent** to the development of improved performance metrics to better measure the effectiveness and impact of the funded activities. Providing this funding will support critical efforts to improve and sustain high-quality childcare services in Athens-Clarke County. The enhanced performance metrics will help ensure accountability and measure the success of this initiative.

Recommendation (Georgia Cooperative Development Center)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Georgia Cooperative Development Center $150,000 to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses in Athens Clarke County.

This recommendation is **contingent** upon the development and implementation of enhanced performance metrics to effectively evaluate the success of the program. These metrics will be essential in measuring the impact and ensuring the program's effectiveness.

Recommendation (GACEO)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $150,000 to the Georgia Center for Employee Ownership to support employee-owned businesses through succession planning, addressing the upcoming "silver tsunami" of retirements.

This funding is **contingent** upon GACEO providing insurance documentation and detailed performance metrics. These requirements are essential to ensure that the initiative is both measurable and adequately protected, thereby maximizing its impact and minimizing potential risks.

Recommendation (OneBreathCNA)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $75,000 to One Breath CNA to create pathways to living wage jobs and address workforce gaps in healthcare fields.

This recommendation is **contingent** upon updating the LLC status with the Secretary of State to reflect non-profit status, providing updated performance metrics, a revised budget narrative, and current tax filing information. These requirements are crucial for ensuring that the initiative is measurable, well-protected, and capable of maximizing its impact while minimizing potential risks.

Recommendation (Joint Development Authority)

Following a review of proposals with the ARPA team, the Economic Development Department recommends awarding $100,000 to the Joint Development Authority (JDA) to enhance its capacity to provide loans and grants to "impact businesses." These businesses are those that demonstrate potential for job creation in key areas, including women and minority-owned enterprises, childcare, second-chance employment, worker-owned cooperatives, green jobs, and youth employment.

This recommendation is **contingent** upon the JDA submitting an improved budget narrative and performance metrics that clearly outline the allocation of funds and measure the impact of funded projects. It should be noted that the JDA has submitted a proposal for up to $500,000 in funding, which staff did not assess because it is not consistent with the Workforce Development CDO.

ATTACHMENT #2
Workforce Development CDO

Commission Defined Option - Aug 5, 2024
Agenda Item # 24 Business Development and Workforce Support Taskforce
Myers, Taylor, and Fisher

1. Accept the Business Development & Workforce Support Strategic Plan outlined in the attachment to agenda item #24.
2. Accept the funding allocation plan (Attachment 2) for the Business Development and Workforce Plan with final approval of fund allocation to be voted on at the mayor and commission's September 3, 2024, meeting.
3. Accept the Chamber of Commerce AthensAchieves! plan (Attachment #3) and allocate $2,346,680 to the Chamber of Commerce for the purposes of implementing the plan to include the following three additional subrecipients in addition to the ones listed in the original proposal:
   - Destined Inc.'s Read to Succeed program $300,000, for to further support Athens Achieve' s goal #3 to support the development of academic skills in elementary school children.
   - Education Matters Network, $75,000 to further support Athens Achieve' s goal #3 to support career pathways for high school students.
   - Athens Community Apprenticeship Program, $150,000 for high school and young adult apprenticeship program salaries for training in fields associated with Athens Community Career Academy and other business and industry community partners including small, locally-owned businesses and non-profits. This is a new program through the Chamber of Commerce coordinated by AthensAchieves! Chief Workforce Officer and navigators, prioritizing high school students and young adults in at-risk communities.

     NOTE: Destined and Education Matters are required to submit a scope of services to the Chamber of Commerce by Friday, August 16, 2024; if not received satisfactorily by then, the allocation would be reallocated back to available ARPA funds.

4. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to effect the transfer of the allocation to the Athens Area Chamber of Commerce recipients designated in this Commission Defined Option.

Attachment 2: Workforce Taskforce Funding Plan – Aug. 5, 2024

Rationale and Process:

Because of the short remaining time for allocation of ARPA funds (Dec. 31, 2024), RFPs for this funding is not feasible. Thus, contracts for this funding will require the following scope of services from recipients by Friday, August 16, 2024. ACC staff will evaluate those scope of service proposals for completeness and quality before a final vote to approve funding on September 3, 2024. Any allocations not approved would be reallocated back to available ARPA funds. This is one-time funding for programing during for calendar years 2025 and 2026.

- Description of program, including tie-in with Business Development & Workforce Support Strategic Plan
- Organizational previous experience and programming
- Program outcomes
- Staffing and job descriptions; key staff resumes
- Schedule for implementation and follow up
- Detailed budget
- Other requirements (insurance, etc.) required for ACC recipients

Funding Allocations : Total: $925,000

Goal 1 funding: $150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements. Develop curriculum and a train-the trainer program that addresses topics of wage theft, discrimination, sexual harassment, FLSA, contractor vs. employee, FMLA, and benefits.

Goal 2 funding: No recommendation for funding through ARPA funds.

Goal 3 funding: $300,000 (up to) to Quality Care for Children to provide business coaching and community support to help ensure a sustainable, high-quality childcare system in Athens Clarke County.

Goal 4 funding: Add $100,000 (up to) to expand access to capital for "impact businesses," thus expanding the funding that the Joint Development Authority has to provide loans and grants. An impact business may be one that could demonstrate job creation in the following areas:

- women and/or minority-owned job creation,
- childcare job creation,
- second chance job creation,
- worker owned job creation,
- green job creation, and/or
- youth job creation.

Goal 5 funding: $150,000 (up to) to Georgia Center for Employee Ownership for Increasing employee-owned businesses through succession planning to address the “silver tsunami.”

Goal 6 funding: $150,000 (up to) to Georgia Cooperative Development Center to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses.

Goal 7 funding: $75,000 (up to) to One Breath CNA, to provide pathways to living wage jobs and fill workforce gaps in healthcare fields.

Attachement # 3: Chamber of Commerce AthensAchieves! plan

Attachment #3 - Combined Agency Proposals

Athens/Clarke County Proposal for QCC Business Support Services

Why are Business Support Services for Child Care Providers Essential?

Access to high-quality early learning is especially critical during the first months and years of life, with a significant 80% of brain development occurring by age three. This period sets the groundwork for future learning before children enter school.

Early Childhood Education (ECE) is a $4.75 billion industry in Georgia, where 85% of businesses are independent small businesses. These businesses have often lacked corporate investment and innovation. The pandemic has revealed the industry's vulnerability and its interconnectedness with the workforce. Many child care providers have no cash reserves, and when COVID-19 hit, only 6% of providers believed they could survive more than one month of closures.

Directors and owners are early childhood professionals who enter the field because of their love for children but often have limited business knowledge and experience. In a 2018 QCC survey, 61% of directors reported feeling uncomfortable reading financial statements. Due to the pandemic, inflation, and historically low wages, they are experiencing low enrollment, higher operating costs, and veteran teachers leaving the field with no new talent to replace them.

Child care staff work long hours and are not adequately compensated given the job's demands and requirements (in some cases, less than $12 per hour for lead teachers who are required by regulations to have bachelor's degrees). Most staff members are women of color serving their own low-income communities.

The median cost of child care is around $10,000 a year for just one infant, with most of this cost borne by parents. Providers cannot innovate to improve quality or sustain their workforce without incurring additional costs or passing them on to families. State-funded child care subsidies or CAPS serve less than 14% of income-eligible children in Georgia.

The result of pricing child care based on what parents can afford and the high cost of providing quality care has led to a workforce shortage and hardship for Georgia families. QCC surveyed nearly 500 providers in March 2024 and found that since last year, 47% of child care programs have raised tuition rates or fees, while nearly 61% of child care centers report increased waitlists, with infants and toddlers being particularly affected.

Support from the American Rescue Plan temporarily raised wages and increased subsidies and provider-supplied scholarships. However, this support ended on June 30, 2024. It is now more critical than ever for providers to receive the support they need to run their businesses efficiently and effectively and connect to all available resources to mitigate the impact on families.

Who is Quality Care for Children?

Quality Care for Children (QCC) is a premier child care resource and referral agency with 45 years of experience working with families and providers to improve access to high-quality care and early learning. QCC directly supports the Athens-Clarke County community as the state-funded child care resource and referral (CCR&R) with a team of specialists who provide training and technical assistance to the child care community to ensure continued improvement in quality.

What QCC Can Do to Support Providers and Built Sustainable Child Care in Athens-Clarke County

Quality Care for Children is a nationally-recognized leader in the space of business support services for child care providers. Our innovative, comprehensive suite of business support services, which we collectively refer to as QCCworks, offers:

BUSINESS COACHING & AUTOMATION: Provides grants, training, and individualized coaching to implement automated systems for payment processing and child care management. Using a cohort approach, participants work on individual organizational goals, while learning from peers. Coaching addresses three key areas for sustainability: growing enrollment, reducing bad debt, and covering costs-per-child.

FAMILY CHILD CARE (FCC) PROVIDER NETWORK: Helps small, home-based businesses implement child care management software designed for FCC to communicate vacancies, collect fees, and conduct administrative tasks. In addition, members share best practices and mitigate feelings of isolation commonly experienced by family child care providers.

BUSINESS TRAINING: Offers trainings on finances, human resources, and marketing, customized to specific needs and challenges in the field.

PROVIDER RESOURCE HUB (PRH): A one-stop portal for business solutions loaded with resources for hiring, operations, facilities management, negotiated discounts on goods and services, and more. PRH saves providers time and at least 20% on items they purchase. QCC works with the state to provide this resource and as part of our coaching model ensures the providers understand how to access this site, navigate it for the shared services and resources, and have access to the jobs board for staff recruitment.

ONGOING SUPPORT TO ALUMNI NETWORK AND PROVIDER BUSINESS EXCHANGE: A moderated Facebook group with 1,200+ members, where owners and directors access live forums and trainings, exchange ideas for addressing emerging challenges, and access announcements for funding opportunities.

BUILD COMMUNITY CAPACITY: Our VP of Business Support and Sustainability at QCC has worked around the country to create a toolkit and training for Small Business Navigators in communities to ensure the child care community remains supported and can access any local funders that might be available to small businesses.

Our Outcomes

Data from pre- and post-assessments underscore that the QCCworks approach works. In a recent evaluation of our business support services program, participating center- and home-based providers experienced, on average, a 88% increase in revenue, a 71% increase in enrollment, and zero bad debt (meaning that all tuition in these sites is now collected in full and on-time). Centers and homes that applied for federal recovery grants and loans leveraged over $1.3 million in much-needed relief funding. Moreover, the owners and directors of these sites report that as they worked more deeply with QCCworks, they not only saw improvements in their businesses, but their stress level declined significantly. Maximizing the power of automation also freed up countless hours of time previously spent on repetitive paperwork.

The QCCworks approach consistently increases provider revenue (the average increase was 34% in the pilot and 39% the following year) even when the economy is challenged by COVID recovery. As opposed to one-shot training or less comprehensive models, QCCworks can ensure that the child care sector is able to operate strong, sustainable programs.

What Would We Do Specifically in Athens-Clarke County?

Funding for Athens-Clarkes County would allow QCC to designate a business coach to serve up to 40 child care providers in the community over the two-year term, either in centers or family child care homes. Support to providers can also be for start-up licensed care in the community, which we have done in partnership with Professional Family Child Care Alliance of Georgia throughout the state. Through the coaching model, QCC will:

- Help child care program leaders purchase and implement new, or strengthen the use of existing Child Care Management Software (CCMS), which includes purchasing the software and technology needed to effectively run a child care business;
- Teach child care center directors and administrators how to interpret financial and other reports generated by the automated systems and use them to make good business decisions;
- Arm program leaders with the knowledge, tools and resources they need to effectively manage their business with a focus on Iron Triangle metrics, e.g., full enrollment, fees paid in full and on time, and revenue covering cost per child.

QCC will also provide training to existing Small Business Navigators within the community, sharing a toolkit for how to best support a child care business, which is a unique model of business management that creates a road map to resources available to child care providers.

Two-Year Proposed Budget – Serving Up to 40 Providers

	Year 1	Year 2	Total
Business Coach: Directly serving providers with business training and coaching and automation set-up- .5 position each year	28,325	29,175	57,500
Leadership Support and SBA Trainer (VP of Business Support Services): 15% salary	17,768	18,301	36,068
Senior Director, Finance - Government Funding (.15)	13,596	14,004	27,600
Benefits	20,891	21,518	42,409
Total Staffing and Benefits	80,579	82,997	163,576
QCC Backpack fee per FTE (budgeted employee expenses for rent, liability, technology)	8,800	8,800	17,600
Assessment/Individual Sustainability Action Plan ($300x40)	6,000	6,000	12,000
Automation: 1 year on preferred vendor or stipend per program ($715x40)	14,300	14,300	28,600
Technology Device: If needed per program ($785x40)	15,700	15,700	31,400
Professional Development	1,000	1,000	2,000
Travel (local travel to participants)	1,500	1,500	3,000
Supplies & Materials	596	597	1,193
Printing	250	250	500
Postage	250	250	500
Dues/Admission Fees	250	250	500
Program Total	$129,225	$131,644	$260,869
QCC Administrative Fee: Add 15%	$19,384	$19,747	$39,130
Grand Total:	$148,609	$151,390	**$300,000**

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Proposal for Georgia Cooperative Development Center

I. Introduction

Agency Information

Agency Information	
Agency Name:	Georgia Cooperative Development Center
Program/Project Name:	Purchasing and Marketing Cooperative Training and Outreach Program
Total Amount Requested:	150,000.00
Primary Contact Name:	L A Simons
Primary Contact Email:	LASimons@georgiacoopdc.org
Secondary Contact Name:	Audrey Griffin,CPA
Secondary Contact Email:	audrey.Griffin@couminate.coop
Agency Address:	315 College Street, Carrollton, GA 30117
Phone Number:	678.361.1647

GEORGIA COOPERATIVE DEVELOPMENT CENTER

1. Mission Statement

The work of GCDC provides technical assistance, networking, research, advocacy, and education for start up and existing cooperatives. We also place emphasis on helping to raise awareness about the model which makes it more accessible to those who most need it as well as those who most desire to use it to uplift and empower their own communities. Part of GCDC's work helps to provide the educational awareness to create, support, and sustain a cooperative enterprise which can empower any individual or organization toward something better, no matter their background or socio-economic status. However, our primary target are those communities who are underserved. The cooperative model itself also provides more equitable practices through its principles of democratic member control or values like equity and equality. As an organization GCDC uses the 7 cooperative principles to conduct business, make decisions, etc., as well as in relationship building interpersonally or with all stakeholders with which we engage.

2. Background and achievements-Organizational Experience and Programming

The Georgia Cooperative Development Center (GCDC) is committed to fostering cooperative development throughout Georgia. Our mission is to support and promote the growth of cooperative businesses, especially marginalized communities including, those owned by minorities, women, veterans, and other specially certified groups. We believe that cooperative business models can drive economic development, create jobs, and build stronger, more resilient communities.

Since its establishment in 2017, the Georgia Cooperative Development Center (GCDC) has been at the forefront of fostering cooperative development across the state of Georgia. As a non-profit organization, GCDC is dedicated to promoting economic empowerment, social equity, and community-driven entrepreneurship through the cooperative business model. Over the past several years, GCDC has played a pivotal role in creating sustainable economic opportunities, particularly for underserved and marginalized communities.

GCDC's work is centered around providing technical assistance, education, and resources to individuals and groups interested in forming cooperatives, as well as existing cooperatives that need support. The organization's efforts span a wide range of sectors, including agriculture, retail, healthcare, and service industries. Through personalized support and hands-on training, GCDC has successfully guided numerous cooperatives from the conceptual stage to launch, helping them navigate the complexities of business formation, governance, financial management, legal structure set-up, and market development.

One of GCDC's key achievements is the launch of several community-based cooperatives that have created jobs, increased access to essential services, and fostered local economic development. These cooperatives are not only businesses but also community assets that prioritize the well-being of their members and contribute to the overall resilience of their communities. GCDC also partners with colleges, non-profits, and other organizations aligned with our mission of creating more equitable ecosystems throughout the state of Georgia.

In addition to direct support for cooperative development, GCDC has been a strong advocate for cooperative principles and the broader cooperative movement in Georgia. The organization has actively engaged with local governments, community organizations, and other stakeholders to raise awareness about the benefits of cooperatives and to advocate for policies that support their growth.

GCDC's impact is also evident in its educational initiatives, including workshops, seminars, and the Georgia Co-op Academy, which was launched in partnership with the Organization for Human Rights and Democracy in 2021. These programs provide valuable knowledge and skills to aspiring cooperative entrepreneurs, empowering them to take control of their economic futures. GCDC most recently launched Co-op Social with partners to provide additional support, networking, mentoring, and direct connect opportunities with co-op leaders, for start-up co-ops seeking to navigate the co-op start-up waters successfully. Socials are held at other existing co-operative and community business locations throughout Georgia and held in a more relaxed social setting to allow for more connection and meaningful relational wealth-building. Food, drinks, and resources are provided.

Through its unwavering commitment to cooperative development, GCDC has made significant strides in building a more inclusive and equitable economy in Georgia. The organization's work continues to inspire and empower individuals and communities to take

collective action, create sustainable livelihoods, and contribute to the overall prosperity of the state. As GCDC looks to the future, it remains dedicated to expanding its reach and deepening its impact, ensuring that the cooperative model continues to thrive in Georgia.

The success of the Georgia Co-op Academy to date underscores the potential of cooperative development as a strategy for inclusive economic growth. By supporting this initiative, the City of Athens, GA Chamber of Commerce will play a crucial role in fostering a more equitable and sustainable local economy. We look forward to the opportunity to collaborate further and to continue building a vibrant cooperative ecosystem in Athens-Clarke County.

3. Accreditation

None at this time

4. Program Description-Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

a) Purpose of the Grant Request

GCDC is seeking a grant of up to $150,000 to establish a Business Purchasing and Marketing Cooperative Outreach and Training Program. This program will focus on providing targeted support to minority-, women-, veteran-, and other specially certified-owned businesses. The goal is to empower individuals and small business owners to collaborate, share resources, and increase their market competitiveness through cooperative business model of a purchasing and marketing cooperative.

Program Objectives

1. **Establish a Cooperative Outreach Program**: Develop and implement outreach initiatives to raise awareness about the benefits of cooperative business models among target groups.
2. **Provide Training and Support**: Offer comprehensive training programs to help businesses understand and adopt cooperative principles, focusing on purchasing and marketing strategies.
3. **Foster Collaboration**: Create networking opportunities for businesses to connect and form cooperative partnerships.
4. **Enhance Market Competitiveness**: Assist businesses in developing joint marketing strategies to enhance their market presence and competitiveness.
5. **Monitor and Evaluate**: Implement a robust monitoring and evaluation framework to assess the program's impact and identify areas for improvement.

Program Activities and Implementation Plan

1. **Outreach Initiatives**
   - Conduct community meetings, webinars, and workshops to introduce cooperative business models.
   - Develop and distribute informational materials (brochures, videos, social media content) tailored to minority-, women-, veteran-, and other specially certified-owned businesses.
   - Partner with local chambers of commerce, business associations, and community organizations to reach the target audience.

2. **Training Programs**
   - Offer a series of workshops and training sessions on cooperative principles, business planning, financial management, marketing strategies as well as leadership, collective decision-making, conflict transformation, and emotional intelligence.
   - Provide one-on-one consulting services to help businesses develop customized cooperative plans.

- Develop online training modules to ensure accessibility for businesses across Georgia.

3. **Networking and Collaboration**
   - Organize networking events to facilitate connections among businesses interested in forming cooperatives.
   - Create an online platform for businesses to share resources, exchange ideas, and collaborate on projects.
   - Establish mentorship programs connecting experienced cooperative leaders with emerging businesses.

4. **Marketing Support**
   - Assist businesses in developing joint marketing strategies, including brand development, market research, and promotional campaigns.
   - Provide access to shared marketing resources (e.g., graphic design, digital marketing tools).
   - Support participation in trade shows, business expos, and other promotional events.

5. **Monitoring and Evaluation**
   - Develop key performance indicators (KPIs) to measure the program's success.
   - Conduct regular surveys and feedback sessions with participants to assess program effectiveness.
   - Compile and analyze data to produce comprehensive reports for stakeholders and funding agencies.
   -

b) Hours of Operation - Remote and hybrid schedules. 10am-4pm Tues-Friday

c) Location of Operation & Programs - Virtually and in libraries, other cooperatives and Co-Working Spaces which have meeting, conference, and study rooms will be ideal places to host classes, meetings, or events and activities with all stakeholders. (Volunteers, contractors, participant interviews, focus groups, etc.as needed)

d) Why is this needed?

Times are hard and we see no indication of things getting easier for those on the lower end of the socio-economic scale. However cooperatives offer thoughtful solutions to many of today's social challenges and problems that need solving. By pooling people power, resources, innovation, and applying cooperative principles and values to any business or situation, more positive outcomes can be realized. It isn't a perfect model and has its pros and cons like anything else. But when it works and sometimes even when it doesn't, we're better off for having made an attempt at reaching for something higher, better, and more equitable for all. It's available to all no matter where you come from or your background. And there are countless examples of successful cooperatives today and historically as Dr Jessica Gordon Nembhard chronicles in her book *Collective Courage*.

The cooperative movement today is vast and vibrant with a large network from which to learn, build, and grow the seeds of innovation that start with a community's need or passion. From the International Cooperative Alliance and National Cooperative Business Association and the National Cooperative Bank to local food cooperatives, the movement is growing as more become aware that it exists and that it is accessible and feasible. It takes work and time, but with the right knowledge, tools, support, and experience, success is realized everyday. (more available on this per request)

This type of program inspires participants to see that alternatives exist that are accessible to them. This type of program can create a paradigm shift in thinking and create a new momentum for individual and collective community change. It can integrate hope and power in a way that levels the playing field and empowers individuals and communities to control aspects of their lives and futures in a way capitalism can't. This is where true power lives.

This type of program is also needed and useful because it can cover diverse areas of social impact. And emphasizes the wide variety of ways that this training, education, and information can be applied. Cooperatives can exist in agriculture, Insurances, financial services, grocery, education, healthcare, housing, utility and other industries and sectors. There are a few specific types of cooperatives: consumer, producer, worker, purchasing or marketing cooperative, and multi-stakeholder cooperatives. The program that we are proposing is to create a purchasing cooperative training and outreach program. A purchasing cooperative helps member-owners reduce costs and offer competitive prices compared to retail chains. A marketing cooperative helps member businesses jointly promote their goods or services in order to reach greater economies of scale. In both cases (and some co-ops are both purchasing and marketing co-ops). Member-owners may also enjoy a voice in the co-ops operation through the cooperative principles.They may engage around products, pay rates, decision-making, and other democratization practices. A brief list of purchasing or marketing cooperatives or businesses practicing cooperative principles and values. Essentially they can actually change their community, their lives, and their future because the cooperative impact is multilayered in that way. It impacts individuals and the community because it

exists.

A larger list of cooperatives is also provided in our equity assessment questionnaire. Other organizations that operate as cooperatives or are purchasing cooperatives in Georgia Sourcewell
A cooperative purchasing program that helps Georgia counties save money and time by using existing contracts for products and services. Sourcewell is made up of government employees and has over 50,000 participating agencies in North America.

- Cooperative Purchasing Agency (CPA)
  A cooperative that has served school systems in North Georgia RESA, Northeast Georgia RESA, and Pioneer RESA since 1971. CPA became an AEPA member in 2019.
- Georgia Organics
  A program that organizes cooperative purchasing for farmer members by aggregating their orders. This allows farmers to benefit from their collective buying power and take advantage of discounted pricing and reduced shipping.
- Gordian's Job Order Contracting (JOC)
  Also known as ezIQC®, this cooperative purchasing network is available in Georgia and can help speed up the construction procurement process.
- National Cooperative Grocers (NCG), in addition to providing special programs and services for just under 200 consumer and worker-owned retail food cooperatives throughout the nation, they negotiate better pricing for more reasonable purchasing of goods and products for distribution throughout consumer-owned cooperatives.

5. Addressing a Community Need: Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

A purchasing and marketing cooperative training and outreach program is essential to boosting workforce resources in Athens, Georgia, by empowering underserved communities, including minorities, women, and veterans, to participate actively in the local economy. As traditional employment opportunities may not fully meet the diverse needs of these groups, a cooperative model offers an inclusive alternative by fostering entrepreneurship and collective ownership. This program equips individuals with the skills and resources to start and manage cooperatives, thereby creating sustainable jobs, boosting local business capacity, and ensuring that economic benefits are more equitably distributed across the community. Ultimately, this initiative strengthens the overall workforce, contributing to a more resilient and diverse local economy in Athens.We are currently relying on the ACC's recommendation that there are needs in the Athens community in the areas of workforce. The cooperative model is universal in that it can be applied to a variety of social, economic, and community needs. With additional supporting data from ACC, and our own surveys, polls, and digital tools, we can assess additional data points and design programs that truly meet people where they are and what they specifically need more of in the Athens community.

6. Benefits of the program Services: Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect? The proposed purchasing and marketing cooperative training and outreach program will specifically target minority, women, LGBTQ, disabled, and veteran populations in Athens-Clarke County, offering them the tools and knowledge to establish and manage their own cooperatives. By focusing on these underserved communities, the program seeks to address systemic barriers to economic participation, such as limited access to capital, resources, and professional networks. These groups often face unique challenges in traditional business environments, but through cooperative models, they can leverage collective ownership to create businesses that are more resilient and responsive to their needs. The program will provide tailored training, technical assistance, and mentorship, ensuring that participants have the support necessary to succeed and thrive.

If funded, ACCGov can expect a more inclusive and diverse local economy, where traditionally marginalized groups have greater opportunities for economic empowerment. The program will foster job creation, business development, and economic self-sufficiency within these communities, which in turn, will contribute to reducing income inequality and strengthening the social fabric of Athens-Clarke County. Residents can expect to see an increase in locally-owned businesses that reflect the diversity of the community, as well as a more vibrant, collaborative economy where resources and opportunities are shared more equitably. Additionally, as these cooperatives grow and succeed, they will reinvest in the community, creating a positive cycle of economic and social benefits for all residents.

7. Program Goals and Strategies

Goal 1: Increase Awareness and Understanding of Purchasing and Marketing Cooperatives

Strategy 1: Conduct targeted outreach campaigns through local community organizations, minority business associations, and veteran networks to educate on the benefits and opportunities of purchasing and marketing cooperatives. **Strategy 2:** Develop and distribute multilingual educational materials (brochures, videos, webinars) that explain the concept, structure, and advantages of purchasing and marketing cooperatives, with a focus on real-life success stories from similar communities.

Goal 2: Build Capacity and Provide Technical Assistance

Strategy 1: Offer a series of workshops and training sessions focused on cooperative business planning, legal structures, and financial management tailored to the specific needs of minorities, women, and veterans. **Strategy 2:** Establish a mentorship program that pairs experienced cooperative leaders with participants from underserved communities to provide ongoing support, guidance, and technical assistance throughout the cooperative development process.

Goal 3: Facilitate Access to Capital and Financial Resources

Strategy 1: Partner with local credit unions, community development financial institutions (CDFIs), and grant programs to create dedicated funding streams for minority, women, and veteran-led cooperatives. **Strategy 2:** Organize financial literacy workshops that focus on cooperative-specific financing options, including grant writing assistance, loan application processes, and crowdfunding strategies.

Goal 4: Foster Long-term Sustainability and Growth of Cooperatives

Strategy 1: Develop a post-launch support program that includes regular follow-up, advanced training sessions, and access to a network of established cooperatives for resource sharing and collaboration. **Strategy 2:** Create an online platform or app that connects purchasing and marketing cooperatives with local suppliers, service providers, and other cooperatives, enabling them to leverage collective bargaining power and sustain growth.

8. Program Staffing

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Staff Name	Job Title	Percentage of weekly time allocated to program Services
LA Simons	Program Manager	100%
Matthew Epperson	Outreach Coordinator	100%
Contractors	Subject Matter Experts	N/A (a variety of experts hired to deliver training)
Contractor	Online Platforms/Digital Strategist	100%
Contractor	Program Event/Activities Logistics	100%

1. Program Manager (Full-Time)

- **Salary**: $50,000 per year
- **Role and Responsibilities**:
  - **Leadership and Oversight**: The Program Manager will lead the implementation of the Business Purchasing and Marketing Cooperative Outreach and Training Program. This includes overseeing daily operations, managing staff, and ensuring that the program meets its objectives.
  - **Strategic Planning**: Develop and execute a strategic plan to effectively reach and support minority-, women-, veteran-, and other specially certified-owned businesses in adopting cooperative models.
  - **Budget Management**: Manage the program budget, ensuring funds are allocated efficiently and in line with the grant's objectives.
  - **Stakeholder Engagement**: Act as the primary point of contact for stakeholders, including funding agencies, community partners, and participants. This includes regular communication, reporting, and relationship management.
  - **Monitoring and Evaluation**: Implement the monitoring and evaluation framework, including tracking key performance indicators (KPIs), collecting data, and producing reports to assess the program's impact.
  - **Required Experience**: At least 5 years of experience in program management, preferably in economic development, cooperative business, or community outreach. Strong leadership, strategic planning, and budget management skills are essential. Experience working with marginalized communities is highly desirable.
  -

2. Outreach and Training Coordinators (Part-Time)

- **Salary**: $20,000 per year (part-time roles)
- **Role and Responsibilities**:
  - **Outreach Coordination**: The Outreach and Training Coordinators will be responsible for developing and implementing outreach initiatives to engage minority-, women-, veteran-, and other specially certified-owned businesses. This includes organizing community meetings, webinars, and workshops, and developing and distributing informational materials.
  - **Training Development and Delivery**: Coordinate and deliver training sessions on cooperative principles, business planning, financial management, and marketing strategies. This includes both in-person workshops and online modules.
  - **Consultation Services**: Provide one-on-one consulting to businesses, helping them develop customized cooperative plans that align with their specific needs and goals.
  - **Partnership Development**: Work closely with local chambers of commerce, business associations, and community organizations to extend the program's reach.
  - **Required Experience**: At least 3 years of experience in community outreach, training, or adult education, with a focus on business development or cooperative models. Experience in developing and delivering

training programs, both in-person and online, is essential. Strong communication and organizational skills are required.

Contractor Needs and Experience

1. Workshop Facilitators and Subject Matter Experts

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Training Delivery**: Facilitate workshops and training sessions on specific topics such as cooperative business models, financial management, legal and accounting set-up best practices, marketing strategies, leadership, and emotional intelligence.
  - **Consulting**: Provide specialized consulting services to participants, helping them with detailed aspects of cooperative business planning, technical assistance, and implementation.
  - **Curriculum Development**: Collaborate with the Outreach and Training Coordinators to develop comprehensive training materials and curricula tailored to the needs of the target audience.
  - **Required Experience**: Extensive experience in cooperative business development, financial management, marketing, and leadership training. Proven track record of delivering high-impact training and consulting services to small businesses, especially those owned by marginalized groups.

2. Online Platforms: Developer and/or Contractor, or digital strategist to curate and facilitate implementation for an array of online tools and solutions that can accommodate organizational and needs for automation, general business systems management integration and/or purchasing tools.

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Platform Development**: Design and develop an online platform that will serve as a hub for training resources, collaboration, and networking among program participants. The platform should be user-friendly, accessible, and scalable.
  - **Maintenance and Support**: Provide ongoing maintenance and technical support to ensure the platform runs smoothly and securely. This includes regular updates, troubleshooting, and user assistance.
  - **Required Experience**: Extensive experience in web development, with a strong portfolio of building online platforms for educational or community-based programs. Proficiency in user experience (UX) design, security protocols, and platform scalability is essential.
  -

3. Event Organization and Logistics Contractor

- **Budget**: $10,000
- **Role and Responsibilities**:
  - **Event Planning**: Plan and execute community meetings, workshops, webinars, and networking events. This includes securing venues, managing event logistics, and coordinating with speakers and facilitators.
  - **Marketing and Promotion**: Assist in promoting events through various channels, including social media, email campaigns, and community partnerships.
  - **On-Site Management**: Ensure that events run smoothly on the day, including handling registrations, coordinating with vendors, and managing any on-site issues.
  - **Required Experience**: Experience in event planning and logistics management, particularly for community-based or educational events. Strong organizational skills and the ability to handle multiple events simultaneously are essential.

9. Volunteer Support:

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Will the program use volunteers for overall program? Yes

Number of volunteers 10-20

Volunteer hours will vary depending on the roles. 5-10 per week

Volunteers will assist tech program manager, outreach coordinator, gathering data survey facilitation, tabling at internal and outreach events, and program on-site activities,

Volunteers will be recruited via partner cross marketing efforts, socials, emails, partnering with other community organizations, municipalities, co-ops, media, etc.

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10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes. This is a newly created program. However we have facilitated an annual cooperative academy with great outcomes beginning in 2021

Georgia Cooperative Development Center (GCDC) and Organization for Human Rights and Democracy (OHRD) Cooperative Education Partnership launched in 2021.

Program Overview
The Georgia Cooperative Development Center (GCDC) and the Organization for Human Rights and Democracy (OHRD) have a strong track record of promoting cooperative education through their partnership in delivering the Georgia Cooperative Academy. Launched in 2021, this initiative has focused on empowering individuals from marginalized communities by providing comprehensive training on cooperative business models. The Academy offered workshops, mentorship, and technical assistance to help participants understand the principles of cooperatives, develop business plans, marketing their coops, and navigating the legal and financial aspects of cooperative ownership.

Services Provided
The Cooperative Academy's services include a series of workshops that cover topics such as cooperative governance, financial management, and marketing strategies tailored for cooperatives. Participants also receive one-on-one mentorship from experienced cooperative leaders and access to legal and financial resources to support their cooperative ventures. They also had in depth training on both business model canvas and the newly launched ownership model canvas and utilizing it to design their cooperatives. The Academy has successfully served 50 participants, since it began. Some have gone on to establish or strengthen their cooperatives in various sectors, including agriculture, retail, sustainability and other services.

Outcomes and Successes
The program has achieved notable outcomes, with over 30% of participants successfully launching or expanding their cooperatives within a year of completing the Academy. The cooperatives formed through this initiative have contributed to job creation, increased access to affordable goods and services, and enhanced economic self-sufficiency for marginalized communities. Building on this success, the proposed purchasing and marketing cooperative training and outreach program aims to further extend these benefits by targeting additional underserved populations, including minorities, women, LGBTQ individuals, disabled persons, and veterans, in Athens-Clarke County. This new program will leverage the proven strategies and resources of the Georgia Cooperative Academy, and delving deeper into the specific type of cooperative requested for ACC. This training will focus on the creation of purchasing and marketing cooperatives, their unique model, and offer tools and resources to begin start up process, while tailoring its approach to meet the specific needs of these communities.

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11. Agency collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

GCDC has existing partnerships with local agencies, other cooperatives, small businesses, as well as local and national associations and agencies that we can outreach to to support this effort. Principle 6 is a principle that is utilized in the cooperative space and very important to us. It is cooperation among cooperatives. It allows us to collaborate effortlessly without concern for money or time. It is an essential part of the fabric of what we do and how we do it. We practice this within all our relations and will use it to do much of the work for this program.

ACCGov currently does not have a purchasing and marketing cooperative training and outreach program. So at this time, GCDC's partnership with ACCGov will be a very unique one with many possibilities and opportunity for innovation across the board.

12. Program Sustainability

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

Not at this time.

13. Client Eligibility: How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Collaborations, partner recommended, and through digital advertising and promotions online and word of mouth.

15. Program Fee Structure: are participants required to pay any fees to access program services? if yes how much. GCDC will offer a fee structure which includes paid workshops as well as, partial scholarships, or full scholarships and sliding scale fee offerings. Fees .TBD

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16. Program Performance Outcomes: number of classes provided target, number of hands on work experience course will be provided, number of workers who will participate in program, participants who will be retained an complete the job training program, total participant who will secure employment.

Performance Outcome Hard to say on first time new program, but these would be conservative estimates.		**Performance Target**
1.	*Total number of job training classes that will be provided.*	*16*
2.	*Total number of hands-on work experience hours that will be provided.*	*40*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*20*
4.	*Total participants who will be retained and complete the job training program.*	*N/A*
5.	*Total participants who will successfully secure employment.*	*N/A*

17. Documenting Program Outcomes

We would use some of the following methods to document program outcomes: testimonials in written and visual form, surveys, polls pre and post quizzes. Looking at what participants decide to do next can also illuminate impact of a program. Some of the following traditional or non-traditional and more innovative ways to measure impact could also be explored. We plan to explore traditional and a few of the more innovative methods as well. (to be refined and determined once we engage with the various communities and participants, as program evolves)

Traditional Ways to Measure Impact-:

Pre- and Post-Training Assessment
- Knowledge Tests: Assess participants' knowledge before and after the training to measure learning gains.
- Skills Assessments: Practical tests or simulations to evaluate skill improvements.

Surveys and Feedback Forms
- Participant Feedback: Collect feedback on the training's content, delivery, and relevance through surveys or questionnaires.
- Satisfaction Scores: Measure participant satisfaction with the training experience.

Discussion Groups
- Forums, podcast, webinar or in person moderated discussions on the particpant journey, experience, and takeaways.

Observational
- Completion Rate: Track the percentage of participants who complete the training.
- Attendance Rate: Measure participant engagement by tracking attendance.

Longitudinal Studies
- Follow-Up Surveys: Conduct surveys months after training to measure long-term retention and application.
- Career Progression: Track participants' career activities or world evolution or advancement as an indicator of training impact.

Innovative Ways to Measure Impact-We plan to use Learning Management Systems or learning-on-demand systems to implement some of our training. These allow us to not only deliver information more expediently and conveniently for participants, but also allows for digital/data metrics as well. (viewing or downloading of documents, completion of assignments, etc.), which can be assessed during and post for additional metrics.

A. Learning Analytics- We plan to use Learning Management Systems to implement some of our training programs
   - Data Tracking: Use learning management systems (LMS) to track and analyze learner engagement, progress, and completion times.
   - Micro-Learning Metrics: Monitor interaction with micro-learning modules to gauge learner preferences and content effectiveness.

B. Pre and post analysis of optimum personalized learning paths:

- Analyze individual learning journeys to measure the effectiveness of personalized training interventions.

C. Social Learning and Collaboration Metrics
   - Community Engagement: Measure the extent of participation in online forums, group discussions, and peer-to-peer learning activities. (slack or other platforms)

D. Real-Time Feedback Mechanisms
   - Instant Polls and Quizzes: Use real-time quizzes and polls during training to gather immediate feedback on understanding and engagement.
   - Sentiment Analysis: Analyze participant feedback using sentiment analysis tools to assess emotional responses to the training.

E. Gamification Metrics (might be age specific)
   - Leaderboards and Badges: Track progress and engagement through gamification elements like points, badges, and leaderboards.
   - Behavioral Change Metrics: Measure behavior changes in response to gamified elements (e.g., increased participation due to competitive elements).

F. Long-Term Impact Studies
   - Impact on Organizational Goals: Measure the long-term contribution of training to strategic organizational goals, such as innovation or cultural change.
   - Alumni Tracking: Track the career paths of participants years after training to assess its lasting impact.

G. Sustainability Metrics
   - Environmental Impact: For online or hybrid training, measure the reduction in carbon footprint compared to traditional methods.
   - Social Impact: Assess the broader social impact of training, such as community development or participation in social equity improvement projects.

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Projected Outcomes: (This is a newly created first time project)

Increased Awareness and Adoption of Cooperative Business Models (Particularly Purchasing and Marketing): Minority-, women-, veteran-, and other specially certified-owned businesses will have a greater understanding of the benefits and operations of cooperative business models, with a special emphasis on purchasing (i.e., a secondary co-op for achieving greater economies of scale, thereby reducing per unit costs to member businesses) and marketing (i.e., a secondary co-op, potentially the same co-op that also houses purchasing, used for shared branding and greater market access by multiple member businesses, including anchor institutions such as hospitals or universities). This increased awareness will lead to more businesses adopting cooperative principles, resulting in the formation of new cooperatives or the enhancement of existing ones.

Enhanced Business and Leadership Skills: Participants will develop stronger business management skills, particularly in purchasing and marketing strategies. The training will also improve leadership abilities, collective decision-making, conflict transformation, and emotional intelligence, equipping participants to effectively lead and manage cooperative businesses.

Stronger Collaborative Networks and Partnerships: The program will foster collaboration among participating businesses, leading to the formation of stronger networks and partnerships. These collaborations will enable businesses to share resources, exchange ideas, and work together on joint projects, thereby enhancing their collective market presence.

Improved Market Competitiveness and Business Growth, Including Purchasing Related Cost Savings: Through joint marketing and purchasing strategies and access to shared marketing resources, businesses will increase their market competitiveness. This will lead to business growth, higher revenue, reduced costs and job creation within the communities served.

Data-Driven Insights into Cooperative Strategies: The program's monitoring and evaluation framework will generate valuable data and insights into the effectiveness of cooperative strategies in supporting diverse businesses. This data will be used to continuously improve the program and to demonstrate its impact to stakeholders and funding agencies.

Increased Co-op Start-Up Literacy and Efficiency: Participants will gain a better understanding of the process of starting and managing a cooperative, leading to more efficient and successful cooperative start-ups. This will contribute to the overall growth of the cooperative sector in Georgia, particularly among marginalized communities.

18. Other revenue governmental or municipal revenue sources:

None at this time.

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19 Budget see chart

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
1. PERSONNEL COSTS				
Program Manager		50,000.00		50,000.00
Outreach Coordinator	1 full-time or 2 part-time	20,000.00		20,000.00
2. OUTREACH MATERIALS AND EVENTS/ACTIVITIES	**To raise awareness about co-op business model and the program itself.**	**20,000.00**		**20,000.00**
Printed Materials, Online content, Promotional	4000.00			
Videos, Social Media, Webinars	3000.00			
Promotional Items, Branded Merch, Giveaway Items	3000.00			
Community Meetings, Workshops, Webinars in person				
Venue Rental/Equipment	5000.00			
Refreshments Catering	2000.00			
Speaker Fees/Honorarioums	2000.00			
Marketing and Outreach for events and activities	1000.00			
TRAINING PROGRAMS		**30,000.00**		**30,000.00**
Workshop Materials	4000.00			

Training Modules	6000.00			
Consulting Services-Subject Matter Experts	5000.00			
Platform Development,Design, Coding if needed, Testing	10,000.00			
Maintenance and Support, Security, Updates, Troubleshooting	5000.00			
Networking and Collaboration Event Organization and Logistics		**15,000.00**		**15,000.00**
Venue and Logistics	5000.00			
Mktg nd Promotion of Network events	2500.00			
Speaker Fees/ Honorariums	2500.00			
Development of Collaboration Tool. Forums, Resource Sharing, etc.	3000.00			
Maintenance and Updates	2000.00			
MARKETING SUPPORT		**10,000.00**		**10,000.00**
Joint Marketing Strategies and Promotion campaigns-Brand Development-logo design, Brand Guidelines	3000.00			
Market Research(Surveys, Focus Groups)	2000.00			
Promotional Campaigns, Digital Ads, Print Ads, Social Media, Email Campaigns)	5000.00			

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Monitoring and Evaluation-Data Collection, Analysis, and Reporting		**5000.00**		**5000.00**
Survey Design and Distribution	1500.00			
Data Analysis(Software,Consulting)	2000.00			
REport Production(Design/Pringint)	1500.00			
See detail narratives and assumptions below to support these budget projections.				
TOTAL		150,000.00	0	150,000.00

-

The requested $150,000 grant general cost assumptions will be allocated as follows:

1. **Personnel Costs**: $70,000
    - Program Manager (full-time): $50,000

- Outreach and Training Coordinators (part-time): $20,000

2. **Outreach Materials and Events**: $20,000
   - Printed materials, online content, and promotional items: $10,000
   - Community meetings, workshops, and webinars: $10,000
3. **Training Programs**: $30,000
   - Workshop materials, training modules, and consulting services: $15,000
   - Online platform development and maintenance: $15,000
4. **Networking and Collaboration**: $15,000
   - Event organization and logistics: $10,000
   - Online collaboration platform: $5,000
5. **Marketing Support**: $10,000
   - Joint marketing strategies and promotional campaigns: $10,000
6. **Monitoring and Evaluation**: $5,000
   - Data collection, analysis, and reporting: $5,000

Detailed Budgeting for our Business Purchasing and Marketing Cooperative Outreach and Training Program

Total Grant Request: $150,000

1. Personnel Costs: $70,000

- **Program Manager (Full-Time): $50,000**
  - **Salary**: $45,000
  - **Benefits (Healthcare, Retirement, etc.): $5,000**
  - **Justification**: The Program Manager will oversee the entire program, including strategic planning, budget management, stakeholder engagement, and monitoring and evaluation. This position is crucial for the successful implementation and operation of the program.

- **Outreach and Training Coordinators (Part-Time): $20,000**
  - **Salaries**: $18,000 ($9,000 per part-time coordinator)
  - **Benefits (Pro-rated): $2,000**
  - **Justification**: Two part-time coordinators will manage outreach activities, training sessions, and community engagement. They will be responsible for developing and delivering training materials, coordinating with partners, and providing one-on-one consulting to businesses.

2. Outreach Materials and Events: $20,000

- **Printed Materials, Online Content, and Promotional Items: $10,000**

  - **Printed Materials (Brochures, Flyers, Guides): $4,000**
  - **Online Content (Videos, Social Media Posts, Webinars): $3,000**
  - **Promotional Items (Branded Merchandise, Giveaway Items): $3,000**
  - **Justification**: These materials will be used to raise awareness about cooperative business models and the program itself, targeting minority-, women-, veteran-, and other specially certified-owned businesses.

- **Community Meetings, Workshops, and Webinars: $10,000**
  - **Venue Rental and Equipment (A/V, Chairs, etc.): $5,000**
  - **Refreshments and Catering: $2,000**
  - **Speaker Fees and Honorariums: $2,000**
  - **Marketing and Outreach for Events: $1,000**
  - **Justification**: Funds allocated here will support the organization of events aimed at educating and engaging the target audience. This includes logistical support for in-person and virtual events.

3. Training Programs: $30,000

- **Workshop Materials, Training Modules, and Consulting Services: $15,000**
  - **Workshop Materials (Workbooks, Handouts): $4,000**
  - **Training Modules (Curriculum Development, Online Modules): $6,000**
  - **Consulting Services (Subject Matter Experts): $5,000**
  - **Justification**: These resources will ensure that businesses receive comprehensive training on cooperative principles, business planning, financial management, and marketing strategies.

- **Online Platform Development and Maintenance: $15,000**
  - **Platform Development (Design, Coding, Testing): $10,000**
  - **Maintenance and Support (Security, Updates, Troubleshooting): $5,000**
  - **Justification**: An online platform will provide accessible training and collaboration opportunities for businesses across Georgia, especially those in remote areas. The platform will also serve as a hub for resources and networking.

4. Networking and Collaboration: $15,000

- **Event Organization and Logistics: $10,000**
  - **Venue and Logistics (Networking Events): $5,000**
  - **Marketing and Promotion of Networking Events: $2,500**
  - **Travel and Accommodation for Speakers/Facilitators: $2,500**
  - **Justification**: Networking events are critical for fostering collaboration among businesses interested in forming cooperatives. This allocation covers the costs associated with organizing these events.

- **Online Collaboration Platform: $5,000**
  - **Development of Collaboration Tools (Forums, Resource Sharing): $3,000**
  - **Maintenance and Updates: $2,000**
  - **Justification**: This platform will enable businesses to connect, share resources, and collaborate on joint projects, which is essential for building a cooperative network.

5. Marketing Support: $10,000

- **Joint Marketing Strategies and Promotional Campaigns: $10,000**
  - **Brand Development (Logo Design, Brand Guidelines): $3,000**
  - **Market Research (Surveys, Focus Groups): $2,000**
  - **Promotional Campaigns (Digital Ads, Print Ads, Social Media): $5,000**
  - **Justification**: Effective marketing is crucial for enhancing the market presence of businesses participating in the program. This budget will support the development and execution of joint marketing strategies.
  -

6. Monitoring and Evaluation: $5,000

- **Data Collection, Analysis, and Reporting: $5,000**
  - **Survey Design and Distribution: $1,500**
  - **Data Analysis (Software, Consultants): $2,000**
  - **Report Production (Design, Printing): $1,500**
  - **Justification**: Monitoring and evaluation are vital for measuring the program's impact and identifying areas for improvement. This allocation will support the development of KPIs, data collection, and reporting to stakeholders.

Summary of Detailed Budget Allocation

- **Personnel Costs**: $70,000
- **Outreach Materials and Events**: $20,000
- **Training Programs**: $30,000
- **Networking and Collaboration**: $15,000
- **Marketing Support**: $10,000
- **Monitoring and Evaluation**: $5,000

Total: $150,000

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This detailed budget outlines the specific allocations needed to effectively implement the Business Purchasing and Marketing Cooperative Outreach and Training Program. Each expense is directly tied to the program's objectives, ensuring that resources are used efficiently to achieve the desired outcomes.

Projected Implementation Schedules by year

Program Implementation Timeline Year 1

Q1 (Months 1-3)

- **Program Kickoff and Planning**
  - Finalize project plan and timeline
  - Recruit and hire program manager and outreach/training coordinators
  - Set up project management tools and communication channels
  - Develop key performance indicators (KPIs) for monitoring and evaluation
- **Outreach Initiatives: Preparation**
  - Design and print outreach materials (brochures, videos, social media content)
  - Schedule initial community meetings, webinars, and workshops
  - Establish partnerships with local chambers of commerce, business associations, and community organizations

Q2 (Months 4-6)

- **Outreach Initiatives: Implementation**
  - Launch community meetings, webinars, and workshops to introduce cooperative business models
  - Distribute informational materials to target groups
- **Training Programs: Preparation**
  - Develop curriculum for workshops and training sessions on cooperative principles

- Create online training modules
- Schedule initial training sessions

- **Networking and Collaboration: Preparation**
  - Plan networking events and develop an online collaboration platform
  - Establish mentorship program structure and recruit mentors

Q3 (Months 7-9)

- **Training Programs: Implementation**
  - Conduct first series of workshops and training sessions
  - Launch online training modules
  - Provide one-on-one consulting services to businesses

- **Networking and Collaboration: Implementation**
  - Organize initial networking events
  - Launch online collaboration platform
  - Begin mentorship program

- **Marketing Support: Preparation**
  - Develop joint marketing strategy framework
  - Identify and procure shared marketing resources
  -

Q4 (Months 10-12)

- **Marketing Support: Implementation**
  - Assist businesses with brand development, market research, and promotional campaigns
  - Support participation in trade shows and business expos
  -
- **Monitoring and Evaluation: Ongoing**
  - Collect and analyze data from outreach and training activities
  - Conduct participant surveys and feedback sessions
  - Produce quarterly progress reports for stakeholders

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Program Implementation Timeline Year 2

Q1 (Months 13-15)

- **Outreach Initiatives: Continuation**
  - Continue community meetings, webinars, and workshops
  - Expand partnerships with additional local organizations
- **Training Programs: Continuation**
  - Offer additional workshops and training sessions
  - Update and expand online training modules
- **Networking and Collaboration: Continuation**
  - Host more networking events
  - Enhance online collaboration platform features
  - Continue mentorship program

Q2 (Months 16-18)

- **Marketing Support: Continuation**
  - Provide ongoing support for joint marketing strategies and promotional campaigns
  - Facilitate participation in more trade shows and business expos
- **Monitoring and Evaluation: Ongoing**
  - Continue data collection and analysis
  - Conduct mid-year surveys and feedback sessions
  - Produce mid-year progress report for stakeholders

Q3 (Months 19-21)

- **Outreach Initiatives: Expansion**

- Launch targeted campaigns to reach more minority-, women-, veteran-, and specially certified-owned businesses

- **Training Programs: Expansion**
  - Introduce advanced training modules and workshops
  - Provide more specialized one-on-one consulting services

- **Networking and Collaboration: Expansion**
  - Organize larger-scale networking events
  - Expand mentorship program to include more mentors and mentees

Q4 (Months 22-24)

- **Marketing Support: Enhancement**
  - Develop advanced joint marketing strategies and campaigns
  - Support businesses in reaching new markets and customer segments

- **Monitoring and Evaluation: Finalization**
  - Conduct final round of surveys and feedback sessions
  - Compile and analyze all data to produce comprehensive final report
  - Present findings to stakeholders and funding agencies

20. Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

x☐ Yes ☐ No

Does the agency's governing board approve submission of this proposal?

x☐ Yes ☐ No

Name of Agency Executive Director LA Simons

Agency Executive Director Signature 8/16/24

Name of Agency Board Chairman Audrey L. Griffin, CPA

Audrey Griffin

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Agency Board Chairman Signature_____ 8/16/24

Statement of Program Tie-In of GCDC Purchasing Cooperative Training and Outreach Program with ACC's goals.

The Athens Area Chamber of Commerce Athens Achieve grant program is designed to support initiatives that contribute to the economic growth and development of the Athens community. The proposed Business Purchasing and Marketing Cooperative Outreach and Training Program by the Georgia Cooperative Development Center (GCDC) aligns well with the goals of the Athens Achieve grant program in several ways:

1. **Economic Development**: Both the Athens Achieve grant program and GCDC's initiative focus on driving economic growth. The GCDC program seeks to empower minority-, women-, veteran-, and other specially certified-owned businesses in Athens and beyond by promoting cooperative business models that enhance market competitiveness and create jobs. This aligns with the Chamber's mission to support local businesses and strengthen the economy.

2. **Support for Marginalized Communities**: The GCDC's program targets marginalized communities, including those owned by minorities, women, and veterans, which complements the Chamber's commitment to inclusivity and diversity in economic opportunities within the Athens community.

3. **Community Engagement and Outreach**: The GCDC's focus on outreach initiatives to raise awareness about cooperative business models mirrors the Athens Achieve grant program's emphasis on community engagement.

By conducting community meetings, webinars, and workshops, GCDC will directly involve the local community in educational and economic development activities, contributing to the overall vibrancy of Athens.

4. **Business Support and Training**: The Athens Achieve grant program supports initiatives that offer training and resources to local businesses. GCDC's program aims to provide comprehensive training on cooperative principles, business planning, and marketing strategies, thereby equipping Athens businesses with the tools needed for success. This directly supports the Chamber's goal of fostering business growth and sustainability.

5. **Collaboration and Networking**: GCDC's initiative to create networking opportunities and foster collaboration among businesses aligns with the Chamber's objectives to connect local businesses and facilitate partnerships that can lead to shared success. The proposed program's focus on collaboration through cooperative models strengthens the ties within the Athens business community.

In summary, the GCDC's Business Purchasing and Marketing Cooperative Outreach and Training Program strongly correlates with the Athens Achieve grant program's goals by promoting economic development, supporting marginalized communities, and fostering business collaboration and growth within Athens.

Scope of Work

Agency Information

Agency Name:	Georgia Center for Employee Ownership
Program/Project Name:	Employee Ownership in Athens/Clarke
Total Amount Requested:	$150,000
Primary Contact Name:	Marie Davis
Primary Contact Email:	marie@gaceo.org
Secondary Contact Name:	Steve Storkan
Secondary Contact Email:	sstorkan@eoxnetwork.org
Agency Address:	2387 Bradcliff Dr, NE Atlanta, GA 30345
Phone Number:	404-327-2554

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

The mission of the Georgia Center for Employee Ownership (GACEO) is to educate business owners, advisors, and community/economic development leaders on the benefits of employee ownership as an exit or business growth strategy and provide connections to technical assistance to implement a transition to employee ownership. We see employee ownership as a critical tool to help reduce income and wealth disparity, increasing community wealth, and creating a more vibrant, participatory economy.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

GACEO was founded in 2019 by local citizens interested in promoting employee ownership across the state with support from the Employee Ownership Expansion Network (EOX). EOX has provided substantial funding support, organizational infrastructure and guidance in programming to ensure our sustainability and long-term financial stability. With the help of EOX, the network of State Centers across the US

has grown from 8 to 24 since 2019. The GACEO is an active participant in the network that shares best practices and back office services.

GACEO has worked over the past several years to develop local relationships, funding strategies, and access the business and economic development officials in the state. To date we have:

- Developed the board of directors and added diverse perspectives
- Active in the Georgia Chamber of Commerce events to bring more awareness around employee ownership
- Made progress in connecting with partners involved in targeted efforts for wealth building for workers of color (The Atlanta Wealth Building Initiative)
- Convened employee owners and service providers across GA to bring them into our mission
- Connected with SBDC offices and presented to 50 key managers
- Attended meetings for various Chambers of Commerce and Business Associations
- Presented to Rotary groups, civic organizations and two of the 13 Regional Commissions in GA
- Sponsored 4 Economic Development Conferences, 3 GA Chamber Executive Conferences, and the GA Architect and Engineers Conference
- Joined the Legislative Committee for the Cherokee Chamber
- Guest on the Atlanta Small Business Network television and Business RadioX show
- Held two celebrations of EO month, 2022 and 2023. All EO companies in GA, service providers in GA, and anyone who had an interest in EO were invited. Both celebrations were held at EO companies. Obtained a proclamation from the Governor declaring October as EO month in GA for both years.
- Provided consultations on EO conversion for 6 companies, 5 of whom are continuing to pursue the possibility of employee ownership for their businesses.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

☐ Yes Name of accrediting agency: _____

x No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

For this project we propose the following key strategies, which have proven to work in sister State Centers across the country:

- Education and training on succession planning and employee ownership options
- Outreach and partnership development with local community groups and business development organizations
- Direct business outreach through research and meetings with owners including coaching and technical assistance referrals

We base the below goals and outcomes on other work that has been done by our sister organizations in 24 states across the country. We know what works to reach businesses, especially those that operate in marginalized communities such as rural areas and communities of color. We have learned that forging relationships at the grassroots level is the key to unlocking interest in employee ownership and conversion as a succession planning option for retiring owners or those who want to include their workers in the future of their business.

The following strategy is proposed for a regional project in the Athens Clarke area during 2025 to reach community groups and business owners about the potential for employee ownership.

- **Ambassador Cohort** - 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
- **Outreach** - Developing a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
- **Videos** of 3 employee ownership stories highlighting GA businesses
- **Partnership outreach** (5 to 7 per year)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
- **Research** to develop a comprehensive business overview of businesses in the region working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by the start to direct outreach to identified businesses. The continued outreach process will continue beyond the 1 year scope of this grant.
- **Workshops/Seminar series**, employee owned companies as hosts and University of Georgia as host with a target goal of one per month (12 total)

- **Podcast series** (3-4) to highlight work in the region and employee owned companies
- Recruiting an **Athens area board member** to represent the region on the GACEO board, by the end of year one
- **Workforce Development** through our membership and association with the GEDA has provided insight into unique needs, especially outside of the Metro Atlanta area. Through seminars and as a part of the legislative committee, the GACEO will work to bring employee ownership into these conversations to enhance and support innovative workforce initiatives.

With believe that through this work we can reach 75% of the estimated 1,032 Clarke County businesses owned by individuals over the age of 50 with the hopes that 5% to 10% them consider employee ownership as a valuable tool in both business growth and exit planning and start working with the GACEO towards a transition to an employee ownership model. With an estimated average employee count of 50 employees, we believe within a two year period (one during the grant year and one year following) we will have direct connections with businesses considering employee ownership who employ over 4,000 workers in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

Georgia has over 67,000 companies owned by baby boomers who will be seeking retirement in the next 5-7 years. These companies employ over 685,000 people, with payroll over $25 billion, and sales over $148 billion. More than half of the business owners have no succession plans in place and many will be unable to find buyers.

We see employee ownership as a critical tool to help address this, and reduce income and wealth disparity, increase community wealth, retain businesses and jobs in local communities. Through outreach and education, our work addresses economic inequities by working with retiring owners to transfer ownership to their employees.

GACEO supports diversity, equity and inclusion by promoting employee ownership as an empowering option for workers. Athens, Georgia has a large disparity between rich and poor, ranking fifth in income inequality among 269 cities with populations over 100,000 in 2011. In 2018, 34% of Athens residents lived below the poverty line, and in 2019, the U.S. Census ranked Athens among the top 30 most impoverished places in the country.

The Atlanta Journal-Constitution recently published an article (April 13, 2023) that highlights how equity and wealth-building from employee ownership can address economic challenges for small businesses and ultimately help narrow the racial wealth gap. Our overall goal of this project is to increase outreach and education efforts through a series of workshops in the region on all forms of employee ownership as a means to address inequities by expanding wealth development.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

Our long term goal is to see Georgia's economy become more inclusive, democratic, and accessible to any workers.

We are seeking to create an ownership mentality in the region, working with smaller businesses who need support in retaining and attracting employees, using employee ownership to create good jobs, as well as attract employee owned companies to the region to give residents quality jobs.

We believe that our focus on increasing the number of businesses that make a transition to an employee ownership model will provide Athens-Clarke County with economic stability, job continuity and business retention critical to the region. According to studies done by the National Center for Employee Ownership, employee owners have the following increased wealth and economic stability: 33% higher median income, 92% higher household worth, 53% longer job tenure. Businesses perform better too: 67% have higher productivity, 46% longer job retention, and 8.5% higher profit margins. What is more, employee owners tend to spend money locally, supporting local shops and businesses, leading to increased economic prosperity for the small towns in their area, and they also tend to have higher civic participation in community life, voting, and entrepreneurial activities, which increases well being in the Athens-Clarke County community for everyone.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Expand outreach and knowledge of local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Partnership outreach (minimum of 7 new partnerships)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
2. Develop a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
3. Create videos of employee ownership stories highlighting 3 employee owned GA businesses and create a podcast series to highlight work in the region and employee owned companies

Goal 2: Train local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Hold our EO Ambassador Training Program with a cohort of 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
2. Provide workshop/seminar series, employee owned companies as hosts and University of Georgia as host, one per month (12 total)

Goal 3: Business owner research and outreach

Strategies:

1. Conduct research and develop a list of businesses who are candidates for employee ownership conversion, working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by direct outreach to identified businesses.
2. Reach 75% of the 1032 business owners nearing retirement age (appx 774) with personalized meetings/calls/emails
3.

Goal 4:

Strategies:

1.
2.
3.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Marie Davis	Executive Director	75%
TBD	Local outreach coordinator	100%

9. Volunteer Support:

a. Will the program use volunteers?

x No

☐

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

n/a

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

n/a

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

EOX and our sister State Centers across the country have developed and piloted the Ambassador Training Program, which we will be utilizing in this project.

As noted above we have provided dozens of presentations and consultations on employee ownership and succession planning to business owners, business development staff, and other economic development officials across the state. In total we have worked with 6 businesses in specific consultations, and presented to 1129 individuals.

Our work through this project will be utilizing these strategies of outreach, training, and research with a focus on the Athens-Clarke area to improve knowledge and training of employee ownership in the region.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

The services proposed through this project and provided by GACEO are unique to the area because of our focus on unbiased education, outreach, coaching support and technical assistance on employee ownership transition for business owners looking to exit or retire from their business.

GACEO has already developed partnerships with several organizations and local groups specific to this project including the local SBDC office which will support business outreach and the Fanning Institute at the University of Georgia which will support research of businesses. Other organizations will be reached including:

- Outreach to alumni/black fraternities and sororities
- Georgia Chamber of Commerce
- Local Chambers
- National Fund for Workforce Solutions
- Employee-owned companies in the region

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

We continue to seek out funding from area and state foundations. We receive some funding support from our special events and corporate donors as well as annual general support from EOX. We have fund requests for statewide work (which could be used in AC) pending with the Bank of America, JE Dunn Construction, State Farm, Georgia Pacific, and the First Horizon Bank.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

GACEO utilizes best practices gained from the experiences of our sister State Centers across the US, specifically tactics and strategies to reach communities in Pennsylvania, Minnesota and North Carolina. Research utilized will include gathering data on businesses in the area with retirement age owners who may be a good fit for a transition to employee ownership as a succession planning tool.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

We will utilize partners and community relationships to identify participants for our Ambassador Training Program and workshops as well as online advertising. Our research partner will support our work in identifying possible business owners who may be interested in employee ownership as a succession option. We will also work with local chambers of commerce to find business owners interested in employee ownership.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

x No

☐ Yes If yes, how much are participants required to pay?

$ _____ ☐ weekly ☐ monthly ☐ annually

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*

3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Ambassador Training Program Cohort	15 people
2.	Partners developed	7 to 10
3.	Workshops/Seminars held	12
4.	Direct personalized outreach to business owners	774
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Attendance records
2.	Partnership agreements
3.	Attendance records
4.	Outreach records and data tracking businesses, owners, type of business, and number of employees.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal		$
State		$
ACCGov		$150,000
Business	Corporate Sponsors & Foundations	$30,000
Other	EOX	$10,000
	TOTAL	$190,000

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Executive Director	$65,000 base salary plus estimated taxes and benefit costs of 22%	$65,000	$14,300	$79,300
Local Outreach Coordinator	$27 hr x 30 hr per week x 52 weeks plus estimated taxes and benefit costs of 22%	$45,000	$6,390	$51,390
Ambassador cohort	$3,500 license fee + $1,500 program cost	$5,000		$5,000
Seminars and workshops	$500 per seminar x 12	$4,000	$2,000	$6,000
Podcast	$1,250 per podcast x 4	$3,000	$2,000	$5,000
Marketing/outreach/website	Estimated costs of $1,000 per month	$7,000	$5,000	$12,000
Videos for storytelling	$3,000 per video x 3	$9,000		$9,000
Travel	$250 per month x 12 months	$2,000	$4,000	$6,000
Support staff (admin, marketing, development)	Estimated costs of $1,000 per month	$10,000	$2,000	$12,000
TOTAL		$150,000	$35,690	$185,690

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

We would be able to provide some level of services with fewer funding if necessary, this would likely include no research on business for direct outreach and instead a focus on education and partnership development to expand the employee ownership ecosystem in the area.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Marie Davis**		
Agency Executive Director Signature:	Marie B Davis	**Date Signed:**	8/21/24
Name of Board Chairman:	**Steve Storkan**		
Board Of Director Signature:	Steve Storkan	**Date Signed:**	08/20/24

Athens Worker Knowledge and Empowerment Program

Agency Name:	Economic Justice Coalition
Program/Project Name:	Worker Knowledge and Empowerment Program
Total Amount Requested:	$150,000
Primary Contact Name:	Broderick Flanigan
Primary Contact Email:	Broderick.Flanigan@ejcathensga.org
Secondary Contact Name:	Shelly Anand
Secondary Contact Email:	Shelly@surlegal.org
Agency Address:	337 S Milledge Ave Ste 127 Athens, GA 30605
Phone Number:	706 549 1142

Resources for Proposal

Funding Guidelines for American Recovery Act

https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf

https://www.naco.org/resources/featured/naco-recovery-fund-faqs

Report on nationwide wage theft:

https://publicintegrity.org/inequality-poverty-opportunity/workers-rights/cheated-at-work/ripping-off-workers-with-no-consequences/

Basic census data for Athens:

https://www.census.gov/quickfacts/fact/table/athensclarkecountybalancegeorgia/RHI225219

Report on the ways organized labor has been especially important and beneficial to workers during covid-19:

https://www.epi.org/publication/why-unions-are-good-for-workers-especially-in-a-crisis-like-covid-19-12-policies-that-would-boost-worker-rights-safety-and-wages/

Example of how worker centers can be directly responsive to challenges associated with Covid-19 and future health or economic crises:

https://jatwork.org/wp-content/uploads/2021/03/English-FAQ_Updated-Jan-18-2021.pdf

• Description of program, including tie-in with Business Development & Workforce Support Strategic Plan

Summary

The Economic Justice Coalition (EJC) is a non-profit, grassroots organization whose mission is to educate, advocate, and organize for quality jobs with living wages and benefits. In accordance with this mission, **EJC is submitting a request for American Rescue Plan funding to reinvigorate EJC's worker center in Athens, GA.** To execute this project to its fullest, the Economic Justice Coalition is requesting two year seed funding in the amount of $150,000. This would be a one time operating expense.

Across the country, worker centers are becoming more common as community responses to issues such as poverty and workplace inequities. As community-based hubs for worker empowerment, worker centers are powerful sites for workers to organize, access resources and support, and build community to advance economic justice. Workers in Athens -- particularly those from historically marginalized communities (i.e., Black, Latinx and immigrant communities) -- are often denied the economic security necessary to live healthy and sustainable lives. Recent local resolutions passed in support of Black Lives Matter[1] and in support of immigrant people[2] highlight Athens Clarke County's (ACC) responsibility for and commitment to uplifting these communities. With the worker center, we will support and build the capacity of all low-wage workers in Athens through education, organizing, leadership development, and advocacy. The center and its staff will educate workers on their rights in the workplace. Our plan is to work in partnership with local unions, lawyers, and area organizations.

[1] ACC Resolution in Support of Black Lives Matter
[2] ACC Resolution in Support of Immigrant People

Economic Justice Coalition will partner/subcontract with Sur Legal Collaborative to develop a curriculum of workplace rights for all workers that includes participatory training and accompanying handouts.

Founded in October 2020, Sur Legal Collaborative is a woman of color-run and led legal nonprofit based in Georgia working at the nexus of labor rights, immigrant rights, and mass decarceration. Sur Legal's mission is to empower workers by putting legal knowledge in their hands to disrupt the labor abuse-to-deportation pipeline and expose abusive employers, industries, and systems of oppression. The dire need for Sur Legal's unique intervention model was made apparent during the height of COVID-19, when vulnerable immigrant workers were deemed essential workers, yet knew nothing about their labor rights, especially under the Occupational Safety and Health Act (OSH Act). Sur Legal was founded by Shelly Anand, a former trial attorney with the Region IV Solicitor's Office in the U.S. Department of Labor (SOL) with expertise and litigation experience under the OSH Act and the Fair Labor Standards Act. Sur Legal's function and daily activities include: (1) creating and disseminating bilingual popular education content in English and Spanish across social media platforms focusing on labor rights regardless of immigration status, and forms of immigration relief available to immigrant workers; (2) conducting trainings that build the capacity of workers and the organizers who support them to file robust labor complaints with federal labor agencies and assist immigrant workers with applications for immigration relief; (3) providing direct legal representation to immigrant workers on labor complaints and applications for immigration relief; and (4) providing technical assistance to workers, organizers, and other non-profit groups filing labor complaints and applications for immigration relief. Communities supported by Sur Legal's work include immigrant and working class communities of color across Georgia and the Deep South as well as immigrant and worker organizers of color affiliated with unions, worker centers, and community based organizations.

Over the last almost two years, EJC and Sur Legal have been in partnership and community to help empower Black and brown workers in Athens, Georgia and surrounding areas. EJC first became aware of Sur Legal's work when our leadership attended a training they provided in the fall of 2022 on deferred action for immigrant workers with Rutgers University's workplace justice lab. After attending that training, EJC reached out to Sur Legal to begin the process of partnering with them to train up our organizers at EJC on labor rights regardless of immigration status, with a focus on Sur Legal's expertise under the Occupational Safety and Health Act. Sur Legal has previously provided three train-the-trainer workshops to EJC via our partner organization, Dignidad Inmigrante en Athens (DIA), starting with a training on labor

rights regardless of immigration status, and following up with a training focused on forms of immigration relief available to immigrant workers. In June 2024, Sur Legal provided EJC with a train-the-trainer workshop under the Susan Harwood OSHA grant they were awarded. In addition to these three trainings, together our organizations created needs assessment surveys for Athens area workers to ascertain what their most pressing concerns were in the workplace. Of the 33 individuals surveyed:

- 91% were located in Athens, Georgia
- 82% identified as Black/African American, 6% Latino/Latina/Latiné, 9% White, 3% Asian
- 30% work in manufacturing, 27% engage in Administrative/Office work, 24% work in Hospitality/Tourism, with the remainder of those surveyed working in various other industries, including construction, retail, and restaurants
- 64% stated that their salary/pay was their biggest concern in the workplace, followed by organizing in the workplace to improve working conditions, safety and health, and decrease discrimination.

Based on the responses from this survey, Sur Legal's team will develop five training curricula to educate and empower workers and organizers with information about their labor rights and how to best enforce those rights. The training curriculum will cover five major areas of federal labor employment law as follows:

Curriculum 1: Wage Theft

This first curriculum will explain workers rights under the Fair Labor Standards Act (FLSA). This curriculum will include information about:

- When workers are covered by Georgia minimum wage laws versus federal minimum wage under the FLSA
- The difference between a W2 employee versus an independent contractor and misclassification of workers
- Minimum salary requirements for employees who are exempt for overtime and an overview of who is exempt from overtime
- The process for filing a complaint with the Wage and Hour Division at the US Department of Labor and/or filing a complaint in federal district court

Curriculum 2: Discrimination, Harassment, and Hostile Work Environment

This second curriculum will explain workers rights under Title VII of the Civil Rights Act. This curriculum will include information about:

a. Legal requirements for bringing a claim of race, gender, sex, and/or national origin discrimination including sexual harassment and/or hostile work environment

b. How to bring a charge with the Equal Employment Opportunities Commission (EEOC) and the mediation process

Curriculum 3: Disabilities, Illness, and Pregnancy in the Workplace
This third curriculum will explain workers rights under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) and the Pregnant Workers Fairness Act (PFWA). This curriculum will include information about:

a. Rights when requesting a reasonable accommodation and/or leave due to disability, illness, caretaking responsibilities for a family member, and/or pregnancy
b. How to bring a Charge with the Wage and Hour Division (WHD) for FMLA violations and EEOC for ADA and/or PWFA violations

Curriculum 4: Organizing
This fourth curriculum will explain workers rights under the National Labor Relations Act (NLRA). This curriculum will include information about:

1. Workers rights to engage in protected concerted activity and union formation activities
2. How to bring a charge with the National Labor Relations Board

Curriculum 5: Workplace Safety and Health
This fifth curriculum will explain workers rights under the Occupational Safety and Health Act (OSHA). This curriculum will include information about:

1. Body and hazard mapping exercises
2. How to file a complaint with OSHA and the rights of third party representatives, including organizers, during the OSHA complaint and investigation process

Each curriculum will have two sets of trainings, one oriented towards non-profit organizers as a “train-the-trainer” workshop and another as a Know Your Rights (KYR) training for the general public. The trainings will be participatory in nature, based in a popular education framework, where workers engage in conversations, exercises, and skits to learn and engage with the materials. Sur Legal will also develop and implement pre- and post-training tests and evaluations to track attendees’ level of engagement and learning, as well as to assess how to better deliver otherwise legally dense information to worker populations, including those with limited English proficiency (LEP) and limited literacy generally. Sur Legal has in-house expertise and experience with supporting workers on FLSA, NLRA, OSHA, as well as limited experience supporting workers on Title VII claims specific to sexual harassment. In addition to Sur Legal’s team of attorneys and legal workers, EJC will engage with a local labor rights attorney to provide

support on creating and reviewing Curriculum 3 on workers rights under the ADA, Title VII, and the FMLA.

Once each training curricula are drafted, reviewed, edited, and finalized, Sur Legal will provide train-the-trainer workshops to nonprofit organizers in Athens-Clarke County, so that these nonprofit organizers can then provide these trainings to directly impacted worker communities in Athens-Clarke County. In addition to the train-the-trainer workshops, Sur Legal will also provide each training curriculum to directly impacted worker communities and/or the general public in Athens, Clarke County, and EJC will support as needed, co-facilitating these KYR trainings, to gain experience and confidence with the curricula.

After receiving and co-facilitating trainings with Sur Legal, EJC will provide approximately 15-30 additional trainings on each curricula to other nonprofit organizations and the general public over a two year period. We anticipate having 10-15 members of the general public attend our general KYR trainings and 5-10 nonprofit organizers attending our train-the-trainer workshops. To keep the trainings interesting and engaging we will contract with the improv group, Flying Squid Comedy. Flying squid will be trained and become familiar with some of the labor topics we will cover so they can act out scenarios and participants will engage in discussions after each skit to help understand what labor violations occurred. These trainings will take place in community spaces like Goodwill, Heard Park, and the Career Academy at Clarke County School District. Each training session in partnership with Flying Squid will be approximately an hour and a half. These skits will provide another participatory format for attendees to better understand their labor rights and how to speak up for those rights with one another, their employers, and with federal agencies tasked with enforcing those rights. Additionally EJC will partner with Flying Squid to provide training in improvisation techniques for adult workers or nonprofit leaders to learn how to add these engaging elements to future train-the-trainer sessions the workers or nonprofit leaders would conduct.

EJC will be hosting this legal clinic on a monthly basis over a 10 month period. Sur Legal will participate in legal clinics organized by EJC on a quarterly basis to meet with workers who have questions about their labor rights or need support filing complaints. This work will include interviewing workers, providing brief advice and counsel, and/or supporting workers after the clinic to file labor complaints and/or accompanying applications for immigration support.

• **Organizational previous experience and programming**

For over a decade EJC has stood in the gap to increase voter participation and engagement. Over the years EJC has successfully registered or updated the voter registration status of over 22,000 voters in the Northeast GA region. At its peak this program had 20 part time staff and 15 consistent volunteers.

The Economic Justice Coalition (EJC), formerly known as the Living Wage Coalition, was formed in 2003 after Dr. Ray MacNair, a University of Georgia Social Work professor, came to understand “living wages” as being much more than the paycheck people bring home. We are a 501(c)(3) non-profit organization based in Athens, Georgia. Our mission is to educate, advocate and organize for quality jobs with living wages and benefits. Getting back to our roots, we have reestablished energy behind The Workers Center at EJC. In the very early days of EJC, our founder, Dr. Ray MacNair worked directly with migrant workers in the Athens area, empowering them to know their rights, connecting them with other organizations for support, and providing direct resources. Today, our Workers Center is developing processes for educating workers on their rights, empowering worker-leaders, and assisting workers with the process of developing worker-owned cooperatives and unionizing workplaces. EJC is also a partner and fiscal sponsor of Dignidad Inmigrante en Athens (DIA), an organization comprised of and led by undocumented immigrants who demand that the fundamental rights to education, work, housing, and family (love) be safeguarded for all human beings, regardless of their immigration status, race, gender, or sexual orientation.

Sur Legal’s team of attorneys and legal workers have expertise in supporting vulnerable worker populations in filing labor complaints and accompanying applications for immigration relief. Sur Legal has supported workers on filing labor complaints with the Occupational Safety and Health Administration (OSHA), the Wage and Hour Division (WHD), the National Labor Relations Board (NLRB), and the Equal Employment Opportunities Commission (EEOC). Sur Legal’s work has resulted in millions of dollars in penalties against companies for violating the OSH Act as well as back wages and damages to workers who have experienced labor violations such as wage theft, sexual harassment, and unfair labor practices. Sur Legal was also one of the first organizations in the country to secure labor based deferred action and work permits for workers involved in a labor investigation. Since Sur Legal’s founding in October 2020, the organization has provided over 50 trainings to close to 3,000 individuals including directly impacted worker communities, worker organizers, law students, legal workers, and other attorneys. Thus far in 2024, Sur Legal has conducted 12 trainings with over 750 attendees. This included a training for a community of 15 limited English proficient (LEP) poultry workers in Gainesville, Georgia. We provided these workers with a

training on their rights under the OSH Act and the most common workplace safety and health hazards. Sur Legal has also provided train-the-trainer workshops to community based organizations and worker centers, including EJC, Migrant Equity Southeast, the Union for Southern Service Workers, Miami Worker Center, WeCount!, Worker Defense Project, the Filipino Worker Center, among many others.

• Program outcomes

Summary Continued: Articulating Objectives and Measuring Our Success

Goal 1: Increase workers knowledge on labor rights

Strategies:

1. Offer trainings to workers on subjects including yet not limited to FLSA, misclassification, wage theft, Title VII
2. Train worker organizers and non profit leaders to produce/facilitate future trainings for workers
3.

Goal 2: Increase workers' confidence in filing claims with appropriate agencies when violations occur

Strategies:

1. Offer free legal clinics to support workers who have questions and support them in filing claims
2.
3.

Goal 3: Create a network of support for workers who experience workplace issues

Strategies:

1. Partner with non profit agencies and connect them to labor organizations such as worker centers or unions.
2. Providing train-the-trainer session for non profit partners
3. Increase confidence with workers and nonprofit leaders in delivering trainings and going through labor complaint process

The specific issue-focus of the worker center will be determined through greater community input, but the common core programs of worker centers are designed to build worker power and rebalance the power dynamic between employee and employer. We will work to accomplish this core goal by:

1. **Educating** workers about their rights and labor policies to address workplace problems and protect workers under the National Labor Relations Act (i.e., wage theft; sexual harassment; Contractor vs. W2 employee; FMLA; health and safety issues)
2. **Developing worker-leaders** and establishing a democratic structure for participation
3. **Advocating** for policies that challenge racism and other forms of oppression, supporting development projects with a strong labor standards agreement, and incubating worker cooperatives as an alternative business model
4. **Data Collection** on low wage workers experiences

Deliverables:

- Deliverables from Sur Legal
    - A Bilingual Workers Rights Curriculum that includes:
        - 5 training curricula in English and Spanish going over workers rights under the 7 major federal laws including the FLSA, FMLA, Title VII, the ADA, the PWFA, the OSH Act, and the NLRA
        - Accompanying handouts
        - Pre- and post-training tests & training evaluation
- Increasing confidence and level of knowledge about rights
- Monthly legal clinics staffed by local attorneys and Sur Legal Collaborative

Performance Outcome	Performance Target

1.	General trainings for youth, adult workers, and nonprofits	20-30 trainings with 10-15 individuals attending each
2.	Train-the-trainer sessions for worker organizers and non profit leaders	5-10 trainings with 5-10 nonprofit organizers attending each
3.	Legal clinics with a labor focus	16-20
4.	Develop curricula for topic areas	cover 5 main topics Total of 20 training curriculums, one for general public and one for organizers Accompanying handouts (approximately 10)
5.		

Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure

1.	Sign in sheets for number of attendees, pre- and post-tests to assess workers knowledge, surveys to review and provide feedback to trainers
2.	Sign in sheets for number of attendees, pre- and post-tests, number of organizations who agree to produce a training, surveys to review and provide feedback for trainers
3.	Sign in sheets, number of workers who file claims, number of workers who are connected to legal counsel beyond initial consult
4.	Number of modules developed for this program in the curriculum
5.	

Creating a curriculum and educational environment with tangible benefits to low wage workers which include access to facility space, workshops, trainings, general meetings, know your rights materials, legal clinics and a resource library
Hosting 5 social events a year where worker-members can check in and discuss their shared needs, problems, and solutions
Hosting and moderating regular meetings with workers and for workers
Partnering with 5 local agencies over two years to develop a wider network of support for workers
Surveying 500 workers over two years about their needs and respond to concerns of workers through gathering information and resource delegation
Educating workers on their rights related to concerted activity protections under the National Labor Relations Act (NLRA)
Connecting workers with local lawyers by hosting legal clinics once a month totalling 6 hours a quarter for a total of 48 hours for the two year grant period

To achieve the above stated goals we will educate workers on their rights, recruit and survey workers about their needs, partner with local unions/labor organizations, and invest in leadership development for workers so they are equipped to collectively advocate for fair wages and better working conditions as deemed appropriate by federal laws and regulations.

• Staffing and job descriptions; key staff resumes

We will follow EEOC guidelines in our hiring process and will have an open call for hiring the best candidates after advertising the position on social media and through local newspapers. The positions outlined in the budget are as follows:

Part-time Outreach Coordinator

- Organize events, recruit new participants
- Manage spreadsheet with data points
- Handle communications between membership and staff through reports and newsletters
- Manage external social media and communication platforms
- Assist with other duties assigned as necessary

Part-time Project Manager

- Communicate with workers to survey their needs
- Assist in program and campaign design to ensure proper integration across the organization and its priorities
- Oversee organizing staff and campaigns to ensure proper implementation, evaluation, and improvement
- Design systems of evaluation across the organization to ensure strong mission alignment, efficiency, and outcomes
- Maintain a working knowledge of significant developments and trends in marginalized communities
- Represent the organization at community activities to enhance the organization's community profile
- Establish good working relationships with community partners to help achieve the goals of the organization
- Assist with other duties assigned as necessary

Part-time Administrative Support

- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Help maintain the budget plan
- Organize and schedule meetings and events
- Collaborate with other staff
- Handle technical issues in their area of expertise
- Carry out clerical duties, including answering phones and preparing documents

Consultants

Christina Coates C. Coates Consulting - Human Resources
Shelly Anand/Sur Legal Collaborative - curriculum development/train-the-trainer sessions
Mary Ellen Morgan - Accounting

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Broderick Flanigan	Director Economic Justice Coalition	5-10
Tracy Smith	Project Manager	70
Christina Coates	HR / Professional services	15
	Labor Attorney	.5-1
Mary Ellen Morgan	Accountant	10
Shelly Anand	Director Sur Legal Collaborative	see attached budget

Key Staff Résumés

EJC

Broderick Flanigan

Christina Coates

Mary Ellen Morgan

Tracy Smith

Sur Legal Collaborative

Aimee Pacheco

Elizabeth Zambrana

Sebastian Munoz-McDonald

Shelly Anand

• **Schedule for implementation and follow up**

Sur Legal work plan will go as follows:

Task	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Developing Training Curriculum 1 (FLSA)	X							
Developing Training Curriculum 2 (Title VII)	X							
Providing Train the Trainer Workshop on Curriculum 1 (FLSA) to Nonprofit Organizers in Athens	X (1)							
Provide KYR Training on Curriculum 1 (FLSA) to Workers/General Population		X (2)						
Providing Train the Trainer Workshop on Curriculum 2 (Title VII) to Nonprofit Organizers in Athens		X (3)						

Developing Tra ining Curriculum 3 (ADA/FMLA/PW FA)		**X**						
Provide KYR on Training Curriculum 2 to Workers/Genera l Public			**X (4)**					
Provide Train the Trainer on Curriculum 3			**X (5)**					
Develop Curriculum 4 (NLRA)				**X**				
Develop Curriculum 5 (OSH Act)					**X**			
Provide KYR on Training Curriculum 3 to Workers/ General Public					**X (6)**			
Provide train the trainer on Curriculum 4 to Nonprofit Workers						**X (7)**		
Provide KYR on Curriculum 4 to Workers/Genera l public						**X (8)**		
Provide train the trainer on curriculum 5 (OSH Act) to							**X(9)**	

Nonprofit Workers								
Provide KYR on curriculum 5 to workers/general public							**x(10)**	
Attend 1 Legal Clinic organized by EJC with guarantee of at least 3 attendees	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

EJC work plan:

	Q1 25	**Q2 25**	**Q32 5**	**Q4 25**	**Q1 26**	**Q2 26**	**Q3 26**	**Q4 26**
Hiring of key staff	**x**							
subcontractors/consultants	**x**							
launch program/marketing outreach	**x**							
internal review of materials for legal compliance	**x**							
trainings curriculum 1		**x**						
trainings curriculum 2			**x**					
trainings curriculum 3				**x**				
program midpoint check in review and feedback					**x**			
trainings curriculum 4						**x**		
trainings curriculum 5							**x**	

trainings review feedback								**x**

• Detailed budget

Other sources of funding

Funding Type	Funding Source(s)	Amount of Funding
Federal	ARPA funding Homelessness Allocations CNA program in Partnership with Above and Beyond	$400,000
State		$0
ACCGov		$0
Business	Donations	$7,000
Other	Foundation Support and other non profit support	$200,000
	TOTAL	$607,000

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Project manager	*24/hr x 25 hrs per week x 104 weeks (includes ssi and med and health stipend)*	$49,371.00	$22,120.20	$71,491.20
Sur Legal	see budget hyperlink below	$61,329	0	$61,329
Flying Squid	*paying performers to assist in curriculum delivery* *Paying performers to train workers and nonprofit leaders to do improv so they can add these elements to future labor trainings*		0	

	stipends $150 x 4 ($600) for flying squid staff x 15 training sessions = $9,000 per year = $18,000 for 2 years + *$25 per class for improve training for 14 weeks for 15 people (one 6 week session =$2250 and one 8 week session = $3000) = $5,250 +* *$75 per session for 1 instructor to teach improv to community members who want to include improv in their trainings. 1, 6 week course =$450 and 1, 8 week course =$600 only offered in the first year of the program.* = $1,050 Travel reimbursement fed mileage rate	$18,000 $5,250 $1,050 $2,000		Total for flying squid services $26,300
Admin	Accountant, HR, office supplies, insurance	$10,000	10,000	$20,000
Travel	fed mileage rate Estimate of mileage travel for flying squid performers and the program manager/outreach staff		$2,000	$2,000
Food	$200 per event x 30 events	$3,000	$3,000	$6,000
	TOTAL	$150,00.00	$37,120.20	$187,120.20

Sur Legal Collaborative budget and explanations

Supplemental Documentation

ARPA Equity Impact Assessment

ARPA Risk Assessment Questionnaire

Conflict of Interests Questionnaire

Certifications

Determination Letter IRS

EJC Board of Directors

Financials June 23-July 24

• Other requirements (insurance, etc.) required for ACC recipients (EJC has the proper insurance because of another contract award currently in process. There's a recommendation that subcontractors also have some level of insurance coverage.

Broderick Flanigan *Broderick Flanigan* Sign
Executive Director Economic Justice Coalition Date 8/15

Dolores Lee *Dolores Lee* Sign
Board Chair Economic Justice Coalition Date 8/15

Phone: 706-850-4017 Fax: 706-850-4015 www.onebreathcna.com

August 16, 2024

Mr. Kelly Girtz, Mayor
Athens-Clarke County Commissioners
562 Pulaski Street
Athens GA 30601

Dear Mr. Girtz and Commissioners,

One Breath CNA is committed to providing pathways to living-wage jobs and filling workforce gaps in healthcare fields. We are pleased to present this proposal request for $75,000 to satisfy the requirements outlined for the AthensAchieves! Program. Our organization is well-suited to fulfill the goals and objectives outlined in the Business Development and Workforce Support Strategic Plan.

Our vision and mission are central to our efforts in providing programming that enhances community equity and significantly impacts our community by increasing access to healthcare training for individuals from underserved communities. This funding support would also empower deserving students with the skills and certifications necessary to excel in the healthcare industry, opening up opportunities they may not have been able to afford otherwise. Ultimately, this initiative would lead to a positive impact on the community through the development of skilled and compassionate healthcare professionals who are better equipped to meet healthcare needs. Program graduates are in high demand and typically secure employment immediately upon finishing the program.

Thank you for the opportunity to present this proposal to the Unified Government of Athens-Clarke County. We are deeply grateful for your consideration and support. We rely on our community and the support of agencies like ACCGov to continue this important work. I can be reached at 706-254-1717 should you need to contact me.

Sincerely,

Wil Fletcher
Founder/Executive Director

One Breath CNA
205 Cleveland Rd
Suite b
Bogart,GA 30622

Scope of Work

Agency Information

Agency Name:	One Breath CNA, Inc.
Program/Project Name:	One Breath Academy
Total Amount Requested:	$75,000
Primary Contact Name:	Wil Fletcher
Primary Contact Email:	wil@onebreathcna.com
Secondary Contact Name:	
Secondary Contact Email:	
Agency Address:	205 Cleveland Rd., Suite B Bogart GA 30622
Phone Number:	706-850-4017

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

One Breath CNA's mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry. Our value proposition lies in our commitment to delivering comprehensive, high-quality training for aspiring healthcare professionals. By offering a diverse range of programs–including certified nursing assistant, medical assistant, phlebotomy technician, and certified medication aide–One Breath CNA equips students with the practical expertise, theoretical understanding, and certifications they need to excel in the healthcare industry. With dedicated instructors, state-of-the-art facilities, and innovative teaching methods, we create a supportive environment that fosters both personal growth and professional excellence, shaping the future of healthcare with highly skilled and compassionate professionals.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

One Breath CNA, a nonprofit organization founded by Wil Fletcher in 2017 and granted nonprofit status in 2022, is filling the community's crucial need for well-trained Certified Nursing Assistants (CNAs) and other medical certifications. CNAs play a vital role in the healthcare system by assisting patients with daily living activities and providing essential care. Our organization's service area encompasses Bogart and its neighboring regions,

including Athens, Statham, Winder, Monroe, Loganville, Jefferson, Elberton, and Madison County. We are dedicated to serving students from these areas and their surrounding communities.

One Breath CNA is proud to certify over 100 graduates annually. This accomplishment highlights our commitment to providing high-quality training and education, ensuring that a significant number of students are fully equipped to enter the healthcare field each year. Our graduates leave our program not only with the necessary certifications but also with the confidence and skills required to excel in their careers. This steady output of qualified professionals reflects our dedication to addressing the growing demand for skilled healthcare workers in our community.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

X Yes Name of accrediting agency: CNA: Department of Community Health

Medial Assistant and Phlebotomy: Georgia Nonpublic Postsecondary Education Commission (GNPEC)

☐ No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

One Breath CNA delivers diverse healthcare training programs that empower students with the essential skills and knowledge to thrive in various medical professions. Each role in the healthcare system has a distinct purpose, with training tailored to that position's specific duties and responsibilities. While no single role is inherently more trained than another, a CNA who has received additional training in areas such as phlebotomy and medication administration can perform a broader range of functions. This added versatility enhances their role and may lead to higher earning potential due to their expanded skill set. The organization also offers job readiness support, such as interview preparation and resume writing, and covers the Georgia state exam.

The training is conducted in state-of-the-art facilities using innovative teaching methods emphasizing practical expertise and theoretical understanding. All onsite classes are held at the One Breath CNA office located at 205 Cleveland Rd., Suite B, part of a commercial office park. We are open 8 a.m. to 5 p.m. Monday through Thursday for training and

administrative work and are typically closed on Friday. We offer weekend classes on Saturday and Sunday from 8 a.m. to 5 p.m.

Each of these programs is supported by dedicated instructors who are committed to student success. One Breath CNA also fosters a supportive learning environment aimed at personal growth and professional excellence, ensuring that graduates are well-prepared to provide high-quality and compassionate care in the healthcare field. The key programs and services provided by One Breath CNA include:

1. Certified Nursing Assistant (CNA) Training: This program prepares students to become Certified Nursing Assistants. It covers essential patient care techniques, basic nursing skills, and the practical knowledge needed to assist nurses and other healthcare professionals in various medical settings. This is a 6-week hybrid program featuring 50% online and 50% in-person instruction. The tuition includes various services and materials, such as a background check, PPD screening, and a physical exam. Students will also receive textbooks, a blood pressure kit, and a uniform. The program also includes American Heart Association BLS and First Aid certifications, C.A.R.E.S. Dementia certification, job readiness support (including interview preparation and resume writing), and the fee for the Georgia state exam.

2. Medical Assistant Training: One Breath CNA offers comprehensive training for Medical Assistants, combining clinical and administrative education. Students learn to perform tasks such as taking vital signs, assisting with medical examinations, and handling office responsibilities like patient scheduling and record management. This program is 15 weeks, with 50% onsite and 50% online. The tuition includes a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

3. Phlebotomy Technician Training: This program is designed to teach students the art and science of drawing blood. It includes hands-on practice in venipuncture and capillary puncture, as well as the proper handling and processing of blood samples. This program is six weeks long, with 50% onsite and 50% online. The tuition includes books, a uniform, American Heart Association BLS and First Aid certification, job readiness support (such as interview preparation and resume writing), and the certification exam.

4. Certified Medication Aide Training: This program provides specialized training in administering medications for those looking to expand their CNA skills. Students are taught safe and effective ways to deliver medications to patients, along with an understanding of drug interactions, side effects, and proper documentation. This 5-day self-paced program is only held onsite and includes tuition that covers a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American

Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

At One Breath CNA, our students gain invaluable hands-on experience through practical training in real-world healthcare settings. Our CNA students complete 24 hours of clinical training at The Landing of Bogart, a local assisted living facility. This experience allows them to apply their classroom knowledge in a supportive environment, working directly with residents under the supervision of experienced healthcare professionals.

Similarly, our medical assistant students are required to complete internship hours as part of their graduation requirements. They are placed in various healthcare settings, including local doctor's offices, urgent care centers, and specialty practices. These internships allow them to work alongside medical professionals, gaining practical skills and insights that are crucial for their future roles in the healthcare industry. This comprehensive approach ensures that our graduates are well-prepared to meet the demands of their chosen careers, equipped with both theoretical knowledge and practical experience.

The programs offered by One Breath CNA are crucial for the Athens area and its neighboring communities, especially considering the high poverty rates and substantial underserved population. In an environment marked by notable gang activity and economic hurdles in Athens-Clarke County, there is a pressing demand for employment opportunities that provide financial security. These programs deliver hands-on training in healthcare professions, equipping individuals with the necessary skills and certifications to access stable, lucrative employment opportunities. By providing job readiness assistance and covering the Georgia state exam fees, One Breath CNA significantly enhances career prospects and tackles economic inequalities within the community. This initiative is valuable for youth who may not complete high school or pursue higher education. It offers them a path to receive specialized training and enter the medical field, where there is a growing demand for skilled professionals due to the rapidly aging population.

The Athens Wellbeing project clearly outlines the multifaceted issues affecting the well-being of residents in Athens-Clarke County. Its focus includes improving economic stability, increasing access to education and job opportunities, and addressing social challenges in the community. One Breath CNA's programs align with the goals of the Athens Wellbeing Project and those of many of the civic, corporate, and government agencies in Athens-Clarke County by:

- Providing Job Training: The programs offer training in highly demanded healthcare fields, helping individuals gain the skills needed for stable, well-paying jobs.
- Supporting Economic Stability: The programs help improve economic stability for individuals in underserved communities by equipping participants with certifications and job readiness skills.

- Addressing Local Needs: The program's focus on healthcare training responds directly to the project's emphasis on increasing access to education and job opportunities, addressing the gaps noted in the well-being assessment.

Overall, One Breath CNA's initiatives contribute to the community's objectives by offering practical solutions to the community's challenges, thereby supporting economic and social improvements in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

At One Breath CNA, our mission is to empower these individuals with the knowledge, skills, and certifications required to excel in the healthcare industry. We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. We strive to create a supportive learning environment that fosters personal growth and professional excellence through our dedicated instructors, state-of-the-art facilities, and innovative teaching methods. We aim to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients and contribute positively to the healthcare sector.

The Athens Wellbeing Project is an initiative focused on assessing and improving the overall well-being of residents in Athens, GA. This project aims to gather data and provide insights into various aspects of community health, economic stability, and quality of life. The most recent Athens Wellbeing Project report was published in 2022. This report provided updated insights into various aspects of community well-being, including workforce development, and offered recommendations for improving economic stability and job opportunities in the Athens, GA area. Key findings and recommendations from the report typically include:

1. **Workforce Development–Skills and Training:** The report emphasizes the importance of aligning workforce development programs with current job market demands. It highlights the need for targeted training and skills development programs that match local industry needs, particularly in high-demand sectors.

Alignment: One Breath CNA's training programs for medical assistants, phlebotomy technicians, and certified medication aides address local workforce needs by providing vocational training that aligns with high-demand healthcare roles. By equipping students with practical skills and certifications, the programs contribute to economic stability and

job placement, aligning with the Athens Wellbeing Project's emphasis on skills development and job opportunities.

2. **Access to Education:** It underscores the need for accessible educational and vocational training opportunities. This includes support for non-traditional students and those with barriers to education, such as financial constraints or previous educational setbacks.

Alignment: The organization offers comprehensive training programs accessible to individuals with limited formal education and those relying on public assistance, reflecting the project's focus on improving access to educational and vocational opportunities for underserved populations.

3. **Job Placement Support:** The report often stresses the importance of comprehensive job placement services. This includes career counseling, job search assistance, and partnerships with local businesses to facilitate job placements and internships.

Alignment: One Breath CNA provides support through mentorship and career guidance, which aligns with the project's recommendation for robust job placement services and career counseling to enhance employment outcomes for veterans and other participants.

4. **Economic Resilience:** The project may focus on building economic resilience by supporting entrepreneurship and small business development. Encouraging local business growth and providing resources for startups can help diversify the local economy and create additional job opportunities.

Alignment: By training healthcare professionals and supporting job placements, One Breath CNA contributes to building economic resilience. The skills and certifications obtained through their programs can lead to stable employment, reducing reliance on financial aid and fostering long-term financial stability.

5. **Collaboration:** Collaboration between educational institutions, workforce development agencies, and local employers is frequently recommended. Strengthening these partnerships can lead to more effective training programs and better alignment between workforce needs and educational outcomes.

Alignment: One Breath CNA's approach includes collaboration with community organizations and healthcare professionals to enhance training quality and provide holistic support, aligning with the Athens Wellbeing Project's emphasis on community partnerships to address local needs.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

If funded, the program will directly and positively impact Athens-Clarke County residents, particularly those in underserved and economically challenged areas. Specifically, residents can expect the following benefits:

- Increased Economic Stability for Families: The program will provide individuals with the training and certifications needed to secure well-paying jobs in the healthcare sector. This can lead to higher household incomes, helping families achieve greater financial stability and reduce reliance on public assistance.
- Break the Cycle of Generational Poverty: The program provides many participants with a pathway out of poverty by offering career training and job readiness support. This can have a ripple effect, improving the economic conditions of entire families and potentially breaking the cycle of generational poverty.
- Improved Quality of Life: With better job prospects, families will experience improved living conditions and access to resources, which can enhance overall quality of life. This potentially includes better housing, healthcare, and educational opportunities for their children.
- Strengthened Community and Local Economy: As participants gain employment and contribute to the local workforce, the community benefits from a more robust economy. This economic boost can lead to additional opportunities for local businesses and services, further supporting the community's growth and development.
- Enhanced Local Healthcare System: By training and certifying new healthcare professionals, the program will help address staffing shortages and improve the quality of care in local healthcare facilities. This benefits the community by ensuring better access to medical services.

If the proposed program receives funding, Athens-Clarke County (ACCGov) can anticipate notable improvements in workforce development. One Breath CNA will enhance its vocational training services by adding one instructor and one administrator, helping residents gain qualifications for high-demand healthcare jobs. This support will address local employment gaps and contribute to the region’s economic growth.

For Athens-Clarke County residents, they will gain access to comprehensive training programs designed to improve job readiness and financial stability. The program will prepare individuals for careers in healthcare, fostering both employment opportunities and economic security. One Breath CNA aims to support those seeking better employment and financial stability. The success of Wil Fletcher, a notable Black business owner, highlights the potential for diverse community members to achieve success. His

example demonstrates the opportunities available and reflects the program's commitment to inclusivity and community advancement.

Overall, the program is poised to provide tangible benefits to Athens-Clarke County residents, particularly those from low-income backgrounds, by creating pathways to stable employment, improving economic conditions, and fostering community development. Such significant change takes time, and its benefits will be realized gradually through steady progress. Our commitment to the community is strong, and we encourage the community to remain dedicated to our programs, which ultimately benefit its residents.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Increase Employment Opportunities for Underserved Residents

Strategies:

1. Develop and deliver comprehensive training programs in high-demand healthcare fields, including Certified Nursing Assistant (CNA), Medical Assistant, Phlebotomy Technician, and Certified Medication Aide.
2. Provide robust job readiness support, including resume writing, interview preparation, and job placement assistance.
3. Partner with local healthcare providers and employers to create a network of job opportunities and internships for program graduates.

Goal 2: Expand Training Opportunities for Underserved Residents

Strategies:

1. Increase outreach and recruitment efforts to ensure that more individuals from underserved communities are aware of and have access to One Breath CNA's training programs. This will involve collaborating with local community organizations, schools, and social services to identify and engage potential participants.

2. Enhance program accessibility by offering flexible training schedules and providing support services such as transportation assistance or childcare referrals to remove barriers to participation. Utilize online and hybrid training models to reach residents who may have difficulty accessing in-person classes.

3. Provide scholarships or financial aid options to make training more accessible to individuals with financial barriers.

Goal 3: Enhance Workforce Readiness in Healthcare

Strategies:

1. Continue to implement comprehensive training courses for CNAs, medical assistants, phlebotomy technicians, and certified medication aides designed to meet local healthcare industry demands.

2. Develop robust career counseling and job placement services, including resume workshops, interview preparation, and job matching with local healthcare employers.

3. Partner with local healthcare facilities to facilitate internships and job placements for graduates, ensuring a smoother transition from training to employment.

Goal 4: Improve Financial Stability for Participants

Strategies:

1. Offer initial financial consultations to assess participants' needs and guide them to appropriate community financial resources.

2. Establish partnerships with local organizations specializing in financial coaching and planning, ensuring participants receive expert support for managing their finances, budgeting, and achieving long-term financial goals. (We are currently in conversation with potential partners for this program.)

3. Work with community partners to provide additional resources and support for addressing broader financial challenges, ensuring comprehensive assistance tailored to individual needs.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Wil Fletcher	Executive Director/Instructor	100
Felicia Kennedy	Instructor	100
TBD	Administrator	100
TBD	Instructor	100

9. Volunteer Support:

a. Will the program use volunteers?

☒ No

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

We currently do not have a volunteer program, but we are considering implementing one if it aligns with our organization's goals and supports those we serve. Volunteers could play a crucial role in advancing our mission by contributing in various ways. They could lead supplemental training and workshops in financial literacy, budgeting, financial planning, and career development, complementing the core training offered by One Breath CNA. Experienced professionals might also volunteer as career mentors, providing one-on-one guidance and support to program graduates. Additionally, volunteers could assist with administrative tasks related to the program, including managing documentation and organizing events. They could further support our efforts by helping with community outreach and fundraising activities, raising awareness about the program and contributing to our mission. We will assess how volunteers can best contribute to ensure their involvement is effective and beneficial.

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

No, the program does not rely upon volunteers to implement it.

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

One Breath CNA, under the leadership of Wil Fletcher, has a strong track record of providing high-quality training programs for aspiring healthcare professionals in Athens-Clarke County. With a focus on Certified Nursing Assistants (CNAs), the agency has expanded its offerings to include training for Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides. This diverse range of programs is designed to equip students with both the practical skills and theoretical knowledge necessary to excel in various healthcare settings. Since its inception, One Breath CNA has trained numerous students, with class sizes tailored to provide personalized instruction and hands-on experience. On average, the agency enrolls around 20 students per class, ensuring that each participant receives the attention and support they need to succeed. We served over 100 students last year alone. The small class sizes also allow for a more intimate learning environment, fostering strong relationships

between students and instructors, who are experienced medical professionals actively working in the community.

The outcomes of One Breath CNA's programs speak to the agency's effectiveness. The organization has consistently achieved a graduation rate of 95%, reflecting the comprehensive support and rigorous training provided to students. Furthermore, One Breath CNA boasts a 95% employment rate among graduates, underscoring its success in preparing students for immediate entry into the workforce.

One Breath CNA's commitment to excellence is further demonstrated by the agency's focus on addressing the unique needs of underserved populations. Many of the students come from low-income backgrounds, are women aged 25 to 45, and have limited formal education. One Breath CNA not only provides training but also partners with community organizations to refer students to financial coaching and other essential resources, helping them overcome barriers to employment and financial stability.

Wil Fletcher's diverse experience in the healthcare industry—from his beginnings as a CNA to his roles as a nurse, manager, director, and now educator and business owner—has been instrumental in shaping One Breath CNA's approach to training. His firsthand knowledge of the challenges and opportunities within the healthcare field allows the agency to offer programs that are both relevant and responsive to the needs of the community.

Through these efforts, One Breath CNA has established itself as a trusted provider of healthcare training, making a significant impact on the lives of its students and contributing to the overall well-being of the community by producing skilled, compassionate healthcare professionals.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

One Breath CNA has established several key partnerships that enhance the delivery and effectiveness of our programs. We collaborate with the Workforce Innovation and Opportunity Act (WIOA) and the Ashton Hope Keegan Foundation, which provides crucial tuition assistance to many of our students, enabling them to access our training programs. We have a contract with The Landing of Bogart, where our CNA students complete their clinical hours, gaining practical experience in a real-world setting. Additionally, our agreements with Athens Digestive and Athens Pulmonary allow our Medical Assistant students to fulfill their externship requirements and have led to employment opportunities for recent graduates.

We plan to explore additional partnerships with local healthcare providers and community organizations to broaden our network and improve service delivery. This may include developing new agreements for clinical and externship placements and engaging with community-based organizations to address any gaps in training and employment services.

While there are other programs in Athens-Clarke County, such as Innovative Healthcare, Connect Care, Medical Institute of Northeast Georgia, and Athens Technical College, our program stands out due to its comprehensive support structure. We provide not only high-quality training but also direct connections to local employers and financial assistance resources, ensuring that our graduates are well-prepared and positioned for success in the healthcare field. This integrated approach makes our program unique and essential for meeting the specific needs of our community.

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

One Breath CNA has a plan for sustaining the proposed program within the Athens-Clarke County community, even if funding is limited or not awarded. We are on the frontline of effective cost management and acknowledge that grant funding has helped to expand our capacity to serve. We recognize the value and importance of this particular funding award and others that have been identified, pursued, and/or awarded. We continue cultivating and seeking new funding sources, including individual donations and major gifts, corporate donations and partnerships, foundation grant awards, bequests, and earned income from tuition. We also acknowledge that grant funding in and of itself cannot sustain our organization, which is why we strategically align our services with partners and contributors who share our long-term vision for a financially stable and thriving organization. Our efforts in this vision include diversity in funding and equity in delivering our program services. Our core strategies for ensuring the program's sustainability include:

- Pursuing Additional Grant Funding: We are actively seeking other grant funding opportunities with the assistance of a seasoned professional grant writer who is local to our community. This effort aims to secure additional financial support to continue and expand our programs.
- Engaging with Local Business and Community Networks: We are actively involved in the Athens and Oconee County Chambers of Commerce, leveraging these connections to seek corporate sponsorships and individual donations. This engagement helps build a network of supporters who can provide ongoing financial and in-kind contributions.
- Implementing Fundraising Campaigns: We plan to launch an annual fundraising campaign centered around Giving Tuesday, which will be conducted each year to generate support and donations. Additionally, we are in the early stages of organizing an annual fundraising event to further enhance our revenue and community engagement.

These strategies are designed to ensure the long-term viability and success of our programs, allowing us to continue serving the Athens-Clarke County community effectively.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

Yes, the program design for One Breath CNA is firmly based on best practices within the service area. Our training programs are meticulously developed to align with industry standards and best practices, ensuring that we deliver high-quality education and achieve successful career outcomes for our students.

Wil Fletcher, the founder and CEO of One Breath CNA, brings a diverse and extensive background in the healthcare industry to the organization. His career began as a Certified Nursing Assistant (CNA), providing him with a foundational understanding of the role and its challenges. He then advanced to become a nurse, gaining further clinical experience and insight. Wil continued his career by managing CNAs, which gave him valuable leadership and organizational skills. He further elevated his career to a director, overseeing broader aspects of healthcare operations and staff management.

Transitioning from these roles, Wil became a CNA instructor, directly contributing to the education and development of new healthcare professionals. His comprehensive journey through various levels of the healthcare field has provided him with a unique perspective and deep understanding of the industry's needs and best practices. This extensive experience has been instrumental in shaping the successful CNA training program at One Breath CNA.

Integrating Fletcher's rich background and the latest industry standards into our program design, One Breath CNA ensures that our training is relevant and effective. Our curriculum incorporates best practices and is continually updated to reflect current trends and requirements in the healthcare sector. This approach prepares our students thoroughly and enhances their career prospects, making One Breath CNA a leader in providing high-quality healthcare training in the service area.

Incorporation of Best Practices:

1. Curriculum Development: The curriculum for our programs, including Certified Nursing Assistants (CNAs), Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides, is designed to meet or exceed the requirements set by regulatory bodies and industry standards. This includes hands-on training, clinical experience, and up-to-date educational materials.

2. Instructor Expertise: Our instructors are experienced medical professionals who bring real-world knowledge and practical insights to the training, ensuring that students receive relevant, high-quality education.

3. Partnerships: We collaborate with local healthcare facilities such as The Landing of Bogart, Athens Digestive, and Athens Pulmonary for clinical hours and externships. These partnerships provide our students with valuable hands-on experience and enhance their employability.

Incorporation of Research and Data:
1. Local Needs Assessment: We use data from local sources such as Census data, the Athens Wellbeing Project, and information distributed by Envision Athens and other local agencies to understand the demographics and specific needs of Athens-Clarke County residents. This helps us understand our community and tailor our programs to address underserved populations' needs effectively.

2. Labor Market Data: By analyzing Bureau of Labor Statistics data and local employment trends, we ensure that our training programs align with current job market demands, increasing the likelihood of our graduates' employment.

3. Strategic Planning: We incorporate findings from strategic plans and community reports to align our program goals with broader community and workforce development objectives, ensuring our services are relevant and impactful.

By integrating these best practices and data-driven approaches, One Breath CNA delivers effective training programs that support the career advancement of our students and address the community's workforce needs.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Participants are declared eligible for One Breath CNA's program based on a set of admission requirements. To qualify, individuals must undergo an admissions interview prior to enrollment, be at least 16 years old, and provide a valid state ID and Social Security card. While a high school diploma is preferred, it is not mandatory except for the medical assistant and phlebotomy programs.

To recruit eligible participants, the program employs several strategies:

- Referral System: We collaborate with local community organizations, social services, and educational institutions to identify and refer potential candidates who meet the eligibility criteria. These partners help connect us with individuals who could benefit from our training programs.

- Advertising: We utilize various advertising channels, including social media, local newspapers, and community bulletin boards, to reach a broad audience. Targeted advertisements highlight the benefits of our programs and the specific eligibility requirements, ensuring that potential participants are informed about the opportunities available.
- Collaborations: We increase our visibility and outreach efforts by working closely with local chambers of commerce, community centers, and non-profit organizations. These collaborations help us tap into networks that can refer eligible candidates and promote our programs within underserved communities.

These recruitment strategies are designed to effectively reach and engage eligible individuals, ensuring that those who need the training most can participate and benefit from One Breath CNA's programs.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

☐ No

X Yes If yes, how much are participants required to pay?

$ 125.00-350.00 X weekly ☐ monthly ☐ annually

Our programs cost $600-$4,500 and we offer weekly payment plans.

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Total number of job training classes that will be provided.	20
2.	Total number of students enrolled are Athens-Clarke County residents	20
3.	Total percentage of students who will graduate from the program.	95%
4.	Total percentage of students who will obtain gainful employment upon graduation.	95%
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document the achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Track the number of job training classes conducted through a centralized scheduling and attendance system. We utilize a digital (or physical log when necessary) where instructors record each class session, including the date, time, and duration. Procedures include maintaining records for each class and ensuring all sessions are accounted for. We will regularly review and cross-check the logs against the class schedule to verify that all planned sessions are conducted.
2.	We will collect and verify each student's residency information during enrollment, using documentation such as utility bills or driver's licenses. We will maintain a database that tracks student demographics, including county of residence. The procedure will include implementing an enrollment form requiring students to provide proof of residency. Periodically, we will review the database to ensure the accuracy of residency data and monitor the number of Athens-Clarke County residents enrolled.
3.	We will record each student's completion status in the training program and note whether they have successfully graduated. We will use completion certificates as proof of graduation, with records maintained in the student's file. The procedure includes tracking student progress through regular assessments and final evaluations. We will document and review the graduation rate at the end of each training cycle to ensure it aligns with the expected 95%.
4.	We will Conduct follow-up surveys or interviews with graduates to determine their employment status after completing the program. Maintain communication with partner

	employers who hire graduates and request feedback on their employment status. The procedure includes implementing a post-graduation tracking system that follows up with students at regular intervals (e.g., three months, six months) to document their employment outcomes. Collect employment verification documents, such as offer letters or pay stubs, to confirm job placements.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal	Workforce Innovation and Opportunity Act (WIOA)	$120,600
State		$0.00
ACCGov		$0.00
Business		$0.00
Other	Program Fees	$180,000
	TOTAL	$300,600

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Program Manager (W.Fletcher)	$50 hr x 40 hrs per week x 104 weeks	10,637	197,363	208,000
Instructor (F.Kennedy)	$25 hr x 20 hrs per week x 104 weeks	10,637	41,363	52,000
Instructor (TBD)	$25 hr x 20 hrs per week x 104 weeks	26,000	26,000	52,000
Office Administrator (TBD)	$15 hr x 20 hrs per week x 104 weeks	15,600	15,600	31,200
Outreach Events Assistant	$30 hr x 4 hrs per week x 44 weeks (2 yrs)	2,640	2,640	5,280
Computers	6 laptops w/ software x $1160 each	6,960	0	6,960
Printer	1 all-in-one printer	650	0	650
Office Supplies	pens, paper, filing supplies, etc.	750	250	1,000
Insurance	annual cost of premium ($563) x 2 years	1126	0	1,126
TOTAL		$75,000	$283,216	$358,216

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

The figures in the Budget Form above represent the costs for two years of programming for our organization. If we receive full funding, we plan to expand our staff by adding an instructor and an office administrator to manage this growth appropriately. We would also need additional laptop computers and a printer to accommodate this growth and increase our instructional capacity. These resources would be used on the second floor of our office, where we would hold the additional classes.

If One Breath CNA does not receive funding from ARPA, the organization will continue to operate and provide programming to students at its existing capacity. We remain dedicated to our mission and will focus on maintaining our current level of service while actively seeking alternative funding sources, such as grants and partnerships, to support and potentially expand our offerings in the future. While ARPA funding would significantly enhance our ability to serve more students and broaden our impact, we are prepared to sustain our operations and continue making a difference in the lives of Athens-Clarke County residents with the resources available to us.

If One Breath CNA receives less than the requested $75,000 in funding, we will continue to offer the same high-quality programming as we do now. The primary impact would be the inability to hire an additional instructor and staff, as the need for extra help would be reduced. We will maintain our core services and continue pursuing other funding opportunities to support our team's future growth and potential expansion.

If One Breath CNA receives full funding of $75,000 for two years, this investment will enable us to expand our programs and increase our capacity to serve more students. Certainly, if we were able to receive more than the allotted funding then we would effectively provide a significant amount of growth in our capacity to reach more students and make a bigger impact on our community’s workforce development. As a result, we hope to increase our revenues through additional WIOA funding and tuition fees, which would help sustain our growth in future years. However, continued ARPA funding in subsequent years would be beneficial to support this expansion and ensure the long-term success and stability of our programs.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Wil Fletcher**		
Agency Executive Director Signature:	Wil Fletcher	**Date Signed:**	**08/15/2024**
Name of Board Chairman:	Tishia Henry		
Board Of Director Signature:	Tishia Henry	**Date Signed:**	**08/15/2024**

BOARD OF DIRECTORS LIST FOR __ONE BREATH CNA LLC_____

Name	Board Position	Address and Telephone	Professional Affiliations	Service Term		Membership Category
				Start Date	End Date	Example: Private/Community Sector, Public Sector/Public Official, Low Income Sector
Wil Fletcher	President	706-850-4017 Bogart, GA	Nursing	2022	2026	Private
Tishia Henry	Chairman	404-717-3298 Lawrenceville, GA	Nursing	2022	2026	Private
Etta Fincher	Treasurer	716-553-1682 Loganville, GA	Banking	2022	2026	Private

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ONE BREATH CNA
C/O WIL FLETCHER
409 ARNOLD ROAD
LAWRENCEVILLE, GA 30044

Date:
03/25/2022
Employer ID number:
81-2820219
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 2, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053463003482

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

EQUITY IMPACT ASSESSMENT: AIM TO CLOSE THE GAPS

Equity means justice, fairness, and including the different lived experiences, backgrounds, and needs of individuals and groups in policies and practices in order to close the gaps and improve outcomes.

Equity commits to taking consistent action to identify and close gaps in order to increase positive outcomes throughout our community. Equity implements policies and procedures to ensure fair treatment and access to resources. Equity evaluates and assesses the impact of policies on residents and staff to ensure that you are responding to populations based on specific identified needs, rather than assumptions.

This equity impact assessment lays out a set of questions to assist, guide, and address the impacts of your decision-making through an equity lens. Equity requires the evaluation of policies and processes to ensure that you are identifying and eliminating disparities, and moving towards an Athens-Clarke County where identity is no longer a predictor of outcomes.

DATA

1. How have you measured the previous success of this proposed project?

Previous success for One Breath CNA's training programs has been measured through the following metrics:

- **Graduation Rate:** The organization tracks the percentage of students who complete the training programs. Historically, the graduation rate has been maintained at a high level, reflecting the effectiveness of the training and support provided.
- **Employment Rate:** Post-graduation employment rates are monitored to assess how well the training prepares students for the workforce. A 95% employment rate upon graduation is a key indicator of the program's success.
- **Feedback and Evaluation:** Feedback from students and employers is collected to evaluate the program's impact and areas for improvement. This includes surveys and informal feedback to gauge satisfaction and career advancement.
- **Student Demographics and Support:** Data on the demographics of enrolled students, including their prior employment status and reliance on public assistance, helps assess how well the program is serving underserved populations.

2. How will you measure the success of this proposed project?

For the proposed project, success will be measured using the following criteria:

- **Job Training Classes and Enrollment:** The project aims to conduct 20 job training

classes with 20 Athens-Clarke County residents enrolled. Tracking enrollment numbers and class attendance will help measure outreach and participation.

- **Graduation and Employment Rates:** Maintaining a 95% graduation rate and a 95% employment rate upon graduation will be key indicators of the program's effectiveness in preparing students for successful careers.
- **Equity Metrics:** The success of the project will also be measured by assessing how well it addresses and reduces disparities among different groups. This includes evaluating the demographic diversity of participants and ensuring equitable access to resources and support.
- **Impact on Underserved Residents:** Evaluating the project's effectiveness in increasing employment opportunities and expanding training for underserved residents will help measure its impact on closing gaps and improving outcomes for these populations.
- **Ongoing Evaluation and Feedback:** Continuous assessment through feedback from participants and employers, as well as periodic reviews of program outcomes, will help identify any disparities and ensure the project meets its equity goals.

COMMUNITY ENGAGEMENT

1. In what ways has your organization engaged community members and stakeholders?

One Breath CNA has engaged community members and stakeholders through the following methods:

- **Community Consultations:** The organization regularly holds consultations with community leaders, local organizations, and residents to understand their needs and gather input on the training programs. These consultations help ensure that the programs align with the community's priorities.
- **Partnerships with Local Organizations:** One Breath CNA collaborates with local nonprofits, educational institutions, and employment agencies to extend outreach and support services. These partnerships help in addressing broader community needs and enhancing program effectiveness.
- **Feedback Surveys:** Students and alumni provide feedback through surveys and focus groups, which are used to assess the impact of the training programs and identify areas for improvement.
- **Advisory Committees:** The organization has established advisory committees consisting of community representatives, employers, and former students who offer insights and recommendations for program development and implementation.

2. How were community members and stakeholders involved in the development of this program?

Ongoing Dialogue: The organization maintains an open line of communication with community members and stakeholders throughout the program's lifecycle, allowing for continuous input and adaptation based on emerging needs and feedback.

IMPACT

1. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)? Organizational impact?

This proposal can impact the following community and equity indicators:

- **Economic Development:** The proposal is designed to enhance job training and employment opportunities for underserved residents, directly contributing to economic development in Athens-Clarke County. By providing skills training and improving job prospects, it aims to reduce economic disparities and increase financial stability among participants.
- **Education:** The program offers educational and vocational training in medical assistance, phlebotomy, and certified medication administration. This helps improve educational outcomes for individuals with limited access to higher education or specialized training programs.
- **Employment:** The focus on job training and placement directly impacts employment rates, aiming to improve participants' career prospects and job security. High graduation and employment rates are critical indicators of success in this area.
- **Equity:** The proposal seeks to address and reduce disparities by targeting underserved populations, including individuals relying on public assistance and those with limited formal education. It aims to provide equitable access to quality training and employment opportunities.

This proposal can manifest the following organizational impact:

- **Capacity Building:** The proposal will enhance One Breath CNA's ability to offer training classes and support additional residents, contributing to the organization's growth and effectiveness in serving the community.
- **Reputation and Influence:** Successfully implementing this proposal can strengthen One Breath CNA's reputation as a leader in workforce development and community support. It can also increase the organization's influence in advocating for policies and practices that address equity and inclusion.
- **Resource Utilization:** The additional funding and resources will allow the organization to expand programs, hire more instructors, and provide more comprehensive support to students, improving the overall quality and reach of its

services.

ANALYSIS AND STRATEGIES

1. What are the strategies for advancing opportunity and/or minimizing negative or unintended outcomes?

Strategies for Advancing Opportunity:

- **Targeted Outreach:** Implement targeted outreach efforts to ensure that the program reaches underserved populations. This includes working with local community organizations and leveraging existing networks to identify and engage potential participants who might benefit most from the training.
- **Tailored Support Services:** Provide personalized support services such as career counseling, mentoring, and job placement assistance. This helps address individual barriers to success and ensures that students receive the guidance they need to thrive in their careers.
- **Flexible Training Options:** Offer flexible training schedules and formats (e.g., part-time, evening classes) to accommodate the needs of students who may have other commitments, such as family responsibilities or part-time jobs.
- **Partnerships and Collaboration:** Foster partnerships with local employers, industry associations, and educational institutions to align training with current job market demands and create pathways for employment opportunities.
- **Continuous Improvement:** Regularly collect and analyze feedback from participants and stakeholders to identify areas for improvement and make data-driven adjustments to the program. This ensures the program remains responsive to evolving community needs and industry trends.

Strategies for Minimizing Negative or Unintended Outcomes:

- **Equity Assessment:** Conduct regular equity assessments to ensure the program effectively addresses the needs of diverse groups and not inadvertently perpetuate disparities. This includes monitoring demographic data and evaluating the program's impact on different population segments.
- **Risk Management:** Identify potential risks and challenges that could negatively impact participants, such as financial barriers or logistical issues, and develop strategies to mitigate these risks. This might include offering scholarships or stipends to support students with financial needs.
- **Inclusive Design:** Ensure that the program design and implementation are inclusive and accessible to all participants, including those with disabilities or other specific needs. This involves providing necessary accommodations and support to ensure equal access and participation.
- **Transparent Communication:** Communicate openly and transparently with

participants and stakeholders about program goals, expectations, and any changes. This helps build trust and ensures that all parties are informed and engaged.

- **Monitoring and Evaluation:** Implement a robust monitoring and evaluation framework to track the program's outcomes and identify any unintended consequences. Review data and feedback regularly to address issues promptly and make necessary adjustments to improve overall effectiveness.

2. What have you learned from data and stakeholder involvement?

From data and stakeholder involvement, One Breath CNA has gained valuable insights into the program's effectiveness and areas for improvement. Data on graduation and employment rates indicates how well the program prepares students for the workforce, while participant feedback highlights what aspects are most beneficial and where challenges remain. Demographic data and stakeholder input help assess whether the program is reaching diverse populations and identify any barriers to access. Collaboration with local employers and community leaders ensures the program aligns with current industry needs and local priorities. Overall, these insights inform ongoing adjustments to improve program effectiveness and impact.

3. What impacts are aligned with desired community and organizational outcomes? What is unresolved?

The proposal aligns with desired community and organizational outcomes by improving economic development through job training and increasing employment opportunities for underserved residents. The high graduation and employment rates target economic stability and career advancement, directly addressing community needs for better job prospects. The program's focus on education and vocational training also supports personal and professional growth, enhancing overall community well-being. For the organization, successful implementation strengthens its capacity, boosts its reputation, and solidifies its role as a leader in workforce development.

Despite these positive impacts, some unresolved issues include addressing specific barriers to access, such as financial constraints or scheduling conflicts, which may affect some potential participants. There might also be challenges in ensuring the program continuously adapts to evolving industry demands and community needs. Additionally, while the program strives to reach diverse populations, ongoing efforts are needed to address any remaining disparities and ensure equitable outcomes for all participants.

IMPLEMENTATION

1. What is the plan for implementation?

The implementation plan for the proposed program includes several key steps. The curriculum and training materials are finalized to meet community needs and industry standards. Recruitment is an ongoing effort to engage participants from underserved communities through targeted outreach and collaboration with local organizations. The 20 job training classes will be scheduled and conducted with a focus on accessibility and addressing participant needs. Support services such as career counseling and job placement assistance will be provided to help participants transition successfully into the workforce. A monitoring and evaluation system will track progress, measure outcomes like graduation and employment rates, and collect feedback from participants and stakeholders. This information will be used to make necessary adjustments and improvements to the program. Regular updates will be communicated to stakeholders and the community to ensure transparency and continued support. Through these steps, One Breath CNA aims to implement the program effectively and achieve its desired outcomes.

2. What resources and/or actions are still needed to implement this project?

To implement this project at a larger capacity should grant funding be awarded, or a lesser amount awarded, several resources and actions are still needed:

1. **Additional Funding:** Securing the remaining funds to cover the costs of hiring additional instructors, expanding program materials, and providing necessary support services is essential for the program's full implementation.
2. **Partnerships and Collaboration:** Building and strengthening partnerships with local employers, community organizations, and educational institutions will enhance outreach, support services, and job placement opportunities for participants.
3. **Marketing and Outreach:** Developing and executing a comprehensive marketing plan to promote the program and recruit participants from underserved communities is crucial for maximizing enrollment.
4. **Logistical Support:** To facilitate smooth program delivery, suitable facilities and scheduling resources for job training classes, including accommodations for flexible learning needs, will need to be ensured.
5. **Technology and Tools:** Acquiring or upgrading technology and tools required for training and program administration, including software for monitoring and evaluation, will support effective implementation and data management.
6. **Staffing and Training:** Additional staff, including instructors and support personnel, must be recruited and trained to ensure the program is delivered effectively and can adequately support all participants.

ACCOUNTABILITY AND EVALUATION

1. How will you ensure accountability, communicate, and evaluate results?

   One Breath CNA will define clear roles and responsibilities to ensure accountability, monitor performance with regular check-ins and progress reports, and use performance metrics to track goal achievement. Communication will be managed through a plan that provides regular updates to stakeholders and participants via newsletters, social media, and community meetings, ensuring transparency about successes and challenges. Evaluation will involve a monitoring system to track progress, measure outcomes like graduation and employment rates, and gather feedback from participants and stakeholders. This approach will help assess the program's effectiveness and adjust to maintain its relevance and impact.

2. How will impacts in the community be documented and evaluated?

   To document and evaluate community impacts, One Breath CNA will collect and analyze data on key metrics like graduation and employment rates. Surveys and interviews with participants and stakeholders will provide feedback on the program's effectiveness and areas for improvement. Regular impact reports summarize findings and share successes and challenges with the community. Additionally, case studies will highlight individual success stories, and benchmarking will compare outcomes with goals to assess whether the program is achieving its objectives.

3. How will you continue to communicate, partner, and sustain relationships in the community around this project's impact?

   To maintain strong communication and community relationships, One Breath CNA will provide regular updates through newsletters and social media and hold community meetings to share progress. We will actively work with local employers and organizations to foster ongoing partnerships. Building long-term relationships will include hosting events, attending community forums, and seeking continuous feedback to stay aligned with community needs. These steps will help ensure that the project remains impactful and well-supported.

MANDATORY SUBMITTAL

RISK ASSESSMENT QUESTIONNAIRE (RAQ)

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. **This should be completed by main applicant in a collaboration for funding.**

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	One Breath CNA, LLC
Program Associated with this RAQ:	One Breath Academy
Individual Completing this RAQ:	Wil Fletcher
Contact Information for Person Completing this RAQ (Phone and Email):	205 Cleveland Rd., Suite B, Bogart GA 30622 706-850-4017 wil@onebreathcna.com
Mission Statement:	At One Breath CNA, our mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry.
Brief Description of Organization and Previous Experience with Federal Funding:	We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. Our aim is to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients. We have no previous experience with federal funding.

WRITTEN POLICIES AND PROCEDURES			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:			
General staff management policies and procedures.	x		
Code of Conduct for all agency staff.	x		
Code of Conduct for board members.	x		
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.	x		
Conflict of interest (real or perceived) for board members.	x		
Complaint/grievance resolution policy and procedures relative to agency staff.	x		
Complaint/grievance resolution policy and procedures relative to clients.	x		
Program participant eligibility, if applicable.	x		
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.	x		
Organization has procedures for financial transactions provide for adequate separation of duties.		x	
Claims for reimbursement are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.	x		
Organization operates within a budget approved annually and reviewed by its Board of Directors no less frequently than quarterly.	x		
Organization maintains a chart of accounts for all financial accounts/codes.	x		
Organization has at least (3) years' experience managing federal funding.		x	
Organization's general ledger separates revenues and expenses by source of funding/program.	x		
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.		x	
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.	x		
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			x
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.		x	
Organization files a 990 annually.	x		

AGENCY GOVERNANCE			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.	x		
Organization has an active Board which meets regularly or as required in approved by-laws.	x		
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.		x	
Organization is able to comply with all statutory requirements of SLFRF (Interim Final Rule https://www.govinfo.gov/content/pkg/FR-2021-05- 17/pdf/2021-10283.pdf).	x		
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.		x	
In the last two fiscal years, the organization has always submitted required reports on time.	x		
In the last two fiscal years, the organization has sometimes submitted required reports on time.			x
In the last two fiscal years, the organization has never submitted required reports on time.			x
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.		x	
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.		x	
Organization has a system in place to adequately track program beneficiary income and demographics.	x		
STAFFING			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.	x		
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.	x		
Organization has a system in place to adequately track program-specific work performed.	x		
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 *Wil Fletcher*		Date 8/15/2024	

One Breath CNA Profit & Loss Statement for 2023

Company Name: One Breath CNA

Statement Reporting Period: January 1, 2023 - December 31, 2023

Revenue

- **Gross Revenue:** $246,942

Cost of Goods Sold (COGS)

- **Direct Costs:** $75,020

Gross Profit

- **Gross Profit:** $246,942 - $75,020 = $171,922

Expenses

- **Wages and Benefits:** $63,272
- **Rent:** $1,500 x 12 = $18,000
- **Utilities:** $6,971
- **Office Supplies:** $2,100 + $4,000 = $6,100
- **Marketing Expenses:** $12,000
- **Insurance:** $78.20 x 12 = $938.40

- **Trash:** $149 x 12 = $1,788
- **Software:** $12,008
- **Other Expenses:** $3,148

Total Expenses

- **Total Expenses:**
  - Wages: $63,272
  - Rent: $18,000
  - Utilities: $6,971
  - Office Supplies: $6,100
  - Marketing: $12,000
  - Insurance: $938.40
  - Trash: $1,788
  - Software: $12,008
  - Other Expenses: $3,148

- **Total Expenses:**
  $63,272 + $18,000 + $6,971 + $6,100 + $12,000 + $938.40 + $1,788 + $12,008 + $3,148 = $119,227.40 + $4,000 = $123,227.40

Net Income

- **Net Income:** $171,922 - $123,227.40 = $48,694.60

Summary

- **Total Revenue:** $246,942
- **Total Expenses:** $123,227.40
- **Net Income:** $48,694.60

One Breath Cna

EIN: 81-2820219 | Bogart, Georgia, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif]

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Period:
2023 (01/01/2023-12/31/2023)

EIN:
81-2820219

Organization Name (Doing Business as):
ONE BREATH CNA

Mailing Address:
205 Cleveland Rd
Bogart, GA 30622
United States

Principal Officer's Name and Address:
Wil Fletcher

409 Arnold Rd
Lawrenceville, GA 30044
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:
onebreathcna.com

MANDATORY SUBMITTAL

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and County law prohibits employees and public officials of the Athens-Clarke County Unified Government from participating on behalf of the County in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for State and Local Fiscal Recovery (SLFRF) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

a. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

b. Will the SLFRF funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

c. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

If you have answered "YES" to any of the above, ACCGov will review to determine whether a real or apparent conflict of interest exists.

Name of Organization:

One Breath CNA LLC

Name of Applicant's Authorized Official:

Wil Fletcher

Authorized Official's Title:

Founder and President

Signature of Authorized Official:

Wil Fletcher

APPLICANT CERTIFICATIONS

Certification of Good Standing:

I certify that One Breath CNA, Inc. (Organization Name) is in good standing with all Departments of Athens-Clarke County Government, including, but not limited to, the Tax Assessor, Public Utilities, Central Services and Building Inspections.

I understand that the following documentation and/or certifications are required to receive SLFRF funds from the Unified Government of Athens- Clarke County:

- Non-profit determination (if applicable)
- List of Board Members
- Designation of Authorized Official(s)
- Board Resolution Authorizing Grant Signatories
- Annual Financial Statements
- Signed Anti-lobbying Certification
- Signed Drug Free Workplace Certification

Wil Fletcher _____ 08/15/2024

Signature Date

Certification of Drug Free Workplace and Anti-Lobbying:
In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, I certify that One Breath CNA, Inc. (organization name):

Drug Free Workplace – Will begin or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying Athens-Clarke County in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
    a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Section 3 -- One Breath CNA, Inc. (organization name) will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature (Authorized Official): _____

Title: Founder and CEO Date: 08/15/2024

Proposal of Insurance
08/14/2024

Prepared For:

ONE BREATH ACADEMY
205 CLEVELAND RD STE B
BOGART, GA 30622
(706) 254-1717

Agency Name:

BUILDERS & TRADEMENS INS SVCS INC
6610 SIERRA COLLEGE BLVD
ROCKLIN, CA 95677
(916) 772-9200

Submission Number: 5739115

Coverage and Premium Summary Information

Product	**Premium**
CNA Connect®	$563.00
Property	$447.00
Liability	$116.00
Total Coverage Premium	**$563.00**
Includes Terrorism Risk Insurance Act Premium	**$11.00**

Acknowledged and Accepted by

_____ **On** _____
(Signature of the Insured) **(Date)**

Coverage bound for 30 days, Effective

_____ **By** _____
(Date) **(Authorized Representative)**

This is for informational purposes only. It does not represent an offer of coverage. The dollar amounts are estimates and are not actual premiums. This potential insured is subject to additional requirements that may affect the insurability of the account or the estimated premiums.Only a policy can provide the actual coverages, conditions, exclusions, premiums, and deductibles.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Policy Information

SIC: 82491 - SCHOOLS-MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Primary Risk State: GA **#PT Employees:** 0 **#FT Employees:** 2

PROPERTY

Policy Deductible **$500**
Co-Insurance **Waived**

Policy Coverage	Limit	Deductible/ Retention*	Premium
Business Income & Extra Expense	12 Months Actual Loss Sustained		$85.00
Business Income & Extra Expense - Newly Acquired Property	$250,000		Included
Business Income & Extra Expense Dependent Property	$10,000	24 hours	Included
Employee Dishonesty	$25,000	$250	Included
Expediting Expenses	$25,000	Policy Level	Included
Fixed Policy Expenses			$140.00
Forgery & Alteration	$25,000	Policy Level	Included
Identity Theft/Recovery Services	$25,000	$250	Included
Terrorism Risk Insurance Act Premium			$11.00

The Following Coverages Apply To Each Location

Coverage	Limit	Deductible/ Retention*	Premium
Appurtenant Buildings And Structures	$50,000	Policy Level	Included
Arson & Theft Reward	$5,000	None	Included
Civil Authority	4 weeks	24 hours	Included
Claim Data Expense	$5,000	Policy Level	Included
Fire Department Service Charge	$25,000	None	Included
Fire Protective Equipment Discharge	$10,000	Policy Level	Included
Newly Acquired or Constructed Building	$1,000,000	Policy Level	Included
Newly Acquired or Constructed Business Personal Property	$250,000	Policy Level	Included
Non Owned Detached Trailers	$5,000	Policy Level	Included
Outdoor Property	$10,000	Policy Level	Included
Personal Effects	$25,000	Policy Level	Included
Personal Property of Others	Included in BPP Limit	Policy Level	Included
Pollutant Clean Up & Removal	$25,000 Annual Total	Policy Level	Included
Preservation of Property	BPP Limit up to 90 days	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Signs	Included	Policy Level	Included
Spoilage - Consequential Loss	Included in BPP Limit	Policy Level	Included
Temporary Relocation of Property	$50,000 up to 90 days	Policy Level	Included
Tenant Glass	Included in BPP Limit	Policy Level	Included
Theft Damage to Rented Property	Included in BPP Limit	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

Location: 001

Address: 205 CLEVELAND RD
BOGART, GA 30622

Construction: Joisted Masonry
Protection Class: 1 **Year Built:** 1995
Sprinklered: No **Sq Footage:** 1500

Class Description: SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Coverage	Limit	Deductible/ Retention*	Premium
Building	0	Policy Level	Included
Inflation Guard	3%	Policy Level	$3.00
Business Personal Property (BPP)	$15,000	Policy Level	$182.00
Seasonal Increase	25%	Policy Level	Included
Business Personal Property- Off Premises	$15,000	Policy Level	Included

Other Location Coverages	Limit	Deductible/ Retention*	Premium
Accounts Receivable	$25,000	None	Included
Building Glass		Policy Level	Included
Debris Removal	25% + $25,000	Policy Level	Included
Electronic Data Processing - In Transit	$25,000	Policy Level	Included
Equipment Breakdown	$15,000	Policy Level	$3.00
Pollutants	$25,000	Policy Level	Included
Expediting Expenses	$25,000	Policy Level	Included
Fine Arts	$25,000	Policy Level	Included
Money Orders & Counterfeit Paper	Included in BPP Limit	Policy Level	Included
Money and Securities	Included in BPP Limit	Policy Level	Included
Ord/Law - Demo. Incr. Cost Constr.	$25,000	Policy Level	Included
Outdoor Trees, Shrubs, Plants, Lawns	$3,000	Policy Level	Included
Sewer & Drain Backup	$25,000	Policy Level	$23.00
Targeted Hacker Attack	$25,000	Policy Level	Included
Valuable Papers and Records	$25,000	Policy Level	Included

Location #001 Property Premium: **$211.00**

Total Property Premium: **$447.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

LIABILITY

Policy Coverage	Limit	Deductible/ Retention*	Premium
Additional Insureds:			Included
Blanket Additional Insured - Liability Extension			Included
Damage To Premises Rented To You	$1,000,000		Included
General Liability			$116.00
Each Occurrence	$1,000,000		Included
Personal And Advertising Injury	$1,000,000		Included
Products Completed Operations Aggregate	$2,000,000		Included
General Aggregate	$2,000,000		Included
Medical Expense	$10,000		Included

Location Information
Location: 001
Location Address: 205 CLEVELAND RD
BOGART, GA 30622

Class Code	Description	Exposure
82491D	SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS	15 Pupils

Total Liability Premium: **$116.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.
*** - Retention

Coverage:	**CNA Connect® - Forms/ Endorsements**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

FORMS/ENDORSEMENTS

Form Number and Name	Edition Date
SB146932G Blanket Additional Insured - Liability Extension	10/01/2019
SB300125A Exclusion - Lead Paint	03/01/2006
SB146830B Money Orders and Counterfeit Paper Currency	01/01/2008
SB146936A Inflation Guard	01/01/2006
CNA62823XX Req for Jurisdictional Insp Of Boilers And Pressur	04/01/2023
SB146828E Equipment Breakdown	04/01/2014
SB146839F Sewer or Drain Back Up	06/01/2011
SB300020A Abuse or Molestation Exclusion	01/01/2006
SB300050A Exclusion - Athletic or Sports Participants	01/01/2006
SB300052A Exclusion - Class, Athletic or Sports Participants	01/01/2006
SB300054A Exclusion - Corporal Punishment	01/01/2006
SB300055A Exclusion - Counseling Services	01/01/2006
SB300064A Exclusion - Field Trips or Excursions	01/01/2006
SB300084A Exln - Trampoline and Gymnastic Rebounding Devices	01/01/2006
SB300081D Exclusion of Coverage for Special Events	06/01/2011
CNA104750XX Policyholder Notice - Fraud Notification	06/01/2023
CNA79203XX Exclusion - Access or Disclosure of Confidential	06/01/2014
SB146810A Fire Department Service Charge	01/01/2006
SB146811A Fire Protective Equipment Discharge	01/01/2006
SB146812D Forgery and Alteration	10/01/2019
SB146813B Newly Acquired or Constructed Property	01/01/2008
SB146814B Ordinance or Law	03/01/2006
SB146815A Outdoor Trees, Shrubs, Plants and Lawns	01/01/2006
SB146816A Pollutant Clean Up and Removal	01/01/2006
SB146817A Preservation of Property	01/01/2006
SB146818A Temporary Relocation of Property	01/01/2006
SB146819A Water Damage, Other Liquids, Solder, Molten Damage	01/01/2006
SB146820C Accounts Receivable	06/01/2011
SB146821A Appurtenant Buildings and Structures	01/01/2006
SB146822A Building Glass	01/01/2006
SB146807F Employee Dishonesty	10/01/2019
SB146808A Expediting Expenses	01/01/2006
SB146809C Fine Arts	07/01/2009
SB147086B Loss Payable Provisions	04/01/2010
SB147088A Exclusion - Asbestos	01/01/2006
SB147089A Employment - Related Practices Exclusion	01/01/2006
SB300000D Businessowners Liability Coverage Form	04/01/2014
SB300129C Targeted Hacker Attack	10/01/2019
SB300162A Georgia Limited Fungi or Bacteria Coverage	01/01/2007
SB300441A Fiduciary Liability CoverageForm	01/01/2007
SB300449A Single Limit of Insurance Endorsement	01/01/2007
SB300450A Employment Practices Liability Coverage Form	01/01/2007
SB300456A Concurrent Causation, Earth Movmnt, Water Excl Chg	07/01/2007
SB300596A Identity Theft/Recovery Services Endorsement	01/01/2008
SB300849A Recd and Distribution of Material or information	07/01/2009
SB146823C Business Income Extra Expense - Dependent Property	10/01/2019
SB146824B Business Income Extra Expense-Newly Acquired Locs	01/01/2008
SB146825C Business Personal Property Off Premises	06/01/2011
SB146826C Civil Authority	10/01/2019
SB146827F Electronic Data Processing	06/01/2011
SB146831B Nonowned Detached Trailers	06/01/2011
SB146832B Ordinance or Law-Increased Period of Restoration	01/01/2008
SB146833A Outdoor Property	01/01/2006
SB146834A Personal Effects	01/01/2006

Coverage:	CNA Connect® - Forms/ Endorsements	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

SB146835A	Signs	01/01/2006
SB146836A	Spoilage Consequential Loss	01/01/2006
SB146837A	Theft Damage to Rented Property	01/01/2006
SB146838C	Valuable Papers and Records	06/01/2011
SB146934F	Georgia Changes	02/01/2024
SB146964A	Important Notice for GA Commercial Policyholders	01/01/2006
SB147075A	Economic and Trade Sanctions Condition	01/01/2006
SB147079A	War Liability Exclusion	01/01/2006
SB147080B	Exclusion - Silica	10/01/2019
SB147082E	Businessowners Common Policy Conditions	04/01/2014
CNA80103XX	Primary and Non Contributory - Other Ins Condition	09/01/2014
CNA81751XX	Cap on Losses from Certified Acts of Terrorism	03/01/2015
CNA81758XX	PHN - Offer of Terrorism Disclosure of Premium	01/01/2021
CNA85710XX	Unmanned Aircraft Exclusion Endorsement	06/01/2016
CNA92680XX	Non-Accumulation of Limits Endorsement	10/01/2019
CNA95404XX	CNA Coverpage Form	03/01/2019
CNA98553XX	Communicable Disease Exclusion Endorsement	05/01/2020
SB146801J	Businessowners Special Property Coverage Form	10/01/2019
SB146802F	Business Income and Extra Expense	10/01/2019
SB146803A	Seasonal Increase	01/01/2006
SB146804A	Arson and Theft Reward	01/01/2006
SB146805B	Claim Data Expense	06/01/2016
SB146806B	Debris Removal	01/01/2008

Account Name:ONE BREATH ACADEMY

NOTICE OF TERRORISM COVERAGE AND DISCLOSURE OF PREMIUM

The Terrorism Risk Insurance Act, as extended and reauthorized ("Act"), established a program within the United States Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from certain future acts of terrorism and in the case of workers compensation coverage, acts of war. This Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism, which is an act committed by an individual or individuals to coerce the government or population of the United States, that results in aggregate losses of $5 million or more.

In accordance with this Act, we are required to continue to offer you coverage for losses resulting from an act of terrorism that is certified under the federal program. The policy's other provisions will still apply to such an act.The premium for this coverage will be disclosed for each coverage part as shown on the quote proposal provided by your agent.

This premium is included in, and is not in addition to, the premium shown in the Account Premium.

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

The United States Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 80% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a Program Year (January 1 through December 31), the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.

Further, this coverage is subject to a limit on our liability, pursuant to the federal law where, if aggregate insured losses attributable to terrorist acts certified under the Act exceed $100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro rata allocation with procedures established by the Secretary of the Treasury.

Account Name: **ONE BREATH ACADEMY**

Direct Bill Options

CNA's Direct Bill Plans puts you in control of making premium payments that best fits your budget.

YOU DECIDE HOW YOUR PAYMENTS ARE MADE...

- Repetitive EFT: Sign up for Repetitive Electronic Funds Transfer (EFT) and have payments automatically withdrawn from your bank account.
- Pay by Check: Send a check with your remittance stub in the envelope enclosed with your bill.
- Pay by Phone: Call toll-free 877-276-7507

The chart below illustrates how you may be billed based upon the bill plan you select. The due date(s) and minimum amount(s) due shown below were calculated based on the anticipated effective date of your policy provided as part of the quote process. These dates and amounts may change based on when your new policy is processed.

Total Annual Projected Premium: $563.00			
	Connect(BOP)		**$563.00**
Bill Plan	**Payment Schedule and Minimum Amount(s) Due**	**Installment Fees**	
Annual	08/13/24 - $563.00		☐
33% Down, 3 Equal	Down Payment: $186.00 (08/13/24) Installments: $126.00 Installment Dates: 11/13/24; 02/13/25; 05/13/25	$7.00 per Installment	☐
25% Down, 7 Equal	Down Payment: $141.00 (08/13/24) Installments: $60.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25	$7.00 per Installment	☐
25% Down, 9 Equal	Down Payment: $141.00 (08/13/24) Installments: $47.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25; 04/13/25; 05/13/25	$7.00 per Installment	☐
Semi-Annual	Down Payment: $338.00 (08/13/24) Installments: $225.00 Installment Dates: 02/13/25	$7.00 per Installment	☐

The Landing
SENIOR LIVING

2881 Monroe Highway, Ste 1900
Bogart, GA 30622
706-705-1450

August 6, 2024

Will Fletcher
One Breath CNA Administrator
205 Cleveland Road, Ste B
Bogart, GA 30622

Thank you so much for your continued partnership with our company. We currently own/manage 188 senior housing beds with pending construction of 92 more planned to open in 2025. We offer independent living, assisted living and memory care options to the elderly. The demand for senior housing is expected to peak in the next three to five years as the baby boomer generation's demand for care increases. Post-Covid, the overall needs of the elderly in assisted living have changed tremendously. Residents are no longer moving to assisted living for meals and socialization. The residents we serve have greater physical and cognitive needs than we have seen in the past and the lasting effects of Covid are still unknown.

We are facing a severe shortage of care givers to keep up with the growing demand. We are faced with budgetary challenges to keep prices affordable for our residents while paying staff a reasonable, living wage. Many residents are living on a fixed monthly income and unsure how their savings will line up with their life expectancy. Our business never closes as we serve our seniors 24/7/365 which means we must staff care givers around the clock.

Please know that we are always willing to serve as a host site for your students needing hands on training or observation. If any of your students are looking for part-time or full-time employment, we would love to interview them. There is a large demand for Certified Medication Aides in our industry. This license can only be obtained after first being a licensed CNA.

We receive a lot of applications from unlicensed care givers. We understand that many of these hard-working care givers are usually single mothers who cannot afford the CNA course and/or cannot afford to miss work from their present job to take the course. For the safety of our residents as well as the safety of the employees, we prefer our care staff to be licensed CNAs. Thank you for offering these courses and please know we are here to be a continued partner.

If you have any questions, please feel free to contact me.

Sincerely,

Jennifer D. Flowers
Chief Operating Officer
The Landing Senior Living
jennifer@landingseniorliving.com

Area Agency on Aging
Planning & Government Services
Workforce Development

NEGRC
NORTHEAST GEORGIA
REGIONAL COMMISSION
www.negrc.org

305 Research Drive
Athens, GA 30605-2795
Phone 706.369.5650
Burke Walker, Executive Director

8/6/24

To Whom It May Concern:

One Breath CNA, LLC has had a contract with Work Source Georgia since 2020. Since that time One Breath CNA, LLC has had 148 students attend their program of choice and receive funding through Work Source Georgia. After completion, of the various programs, the students received their credentials in their respective field. One Breath CNA, LLC and WIOA work closely together to ensure that once students have credentials that they are able to find and to maintain employment. One Breath CNA, LLC has had good performance outcomes while being on contract and have been no grievance by students or others. If any further information is needed regarding One Breath CNA, LLC please feel free to reach out to myself or to our regional office.

Sincerely,
Caroline R. Beard, MS
WIOA Coordinator
800 U.S. Highway 29 North
Athens, Georgia 30601
706-355-5016

August 6, 2024

To Whom It May Concern,

I am writing to express my utmost admiration and support for One Breath CNA, a premier Nurse-Aid Training Program with which I have had the pleasure of partnering since December of 2017. As the Program Coordinator, I have witnessed firsthand the exceptional quality of education and training that this institution provides to its students.

Under the dynamic leadership of its instructor and owner, Will, One Breath CNA has consistently demonstrated a profound commitment to excellence in nursing education. Will's passion for teaching and dedication to his students are evident in every aspect of the program. His enthusiasm and expertise have not only inspired countless students but have also ensured their success. Will's published book on Amazon further underscores his dedication to advancing the field of nursing education.

One Breath CNA's impact on the community has been remarkable. Hundreds of students have graduated from the program, each of whom has successfully passed their state exams. Many of these graduates have gone on to pursue further careers in healthcare, a testament to the strong foundation they received at One Breath CNA. The school's impeccable record of passing state reviews with flying colors is a direct result of the meticulous attention to detail and high standards maintained by Will and his team.

Our partnership over the years has been nothing short of extraordinary. One Breath CNA's unwavering commitment to excellence, community involvement, and student success aligns perfectly with my own professional values. Together, we have worked to create a nurturing and supportive educational environment that empowers students to achieve their full potential.

In conclusion, One Breath CNA is an outstanding institution that has made a significant positive impact on the lives of its students and the community at large. I am proud to be associated with such a remarkable program and look forward to continuing our successful partnership for many years to come.

Sincerely,

Dr. Sylette DeBois DNP, MSN-Ed, RN
Program Coordinator, One Breath CNA
E: support@nursingfirstacademy.com
P: 678-814-5434

Wil Fletcher is one of the finest instructors, partners, and I am proud to say- friends- that I have had the pleasure of working with. While running our home care business for 10 years, Wil certified and mentored dozens of incredible employees for us. We also had the pleasure of meeting with many of his students and watching his mentorship skills in real time, and those who didn't come to work for our organization followed other incredibly promising paths with the knowledge he gave them. I, myself, received my CNA certification from Wil and can confidently say that it significantly impacted myself and my business for the better. He is an outstanding person who contributes nothing but good will and greatness to our community- we have been lucky enough to benefit from this directly.

Laura Pieper
Former Owner/Operator of Christopher's Bridge Home Care, LLC

JDA
Joint Development Authority of the Unified Government of Athens-Clarke County and The City of Winterville

AUTHORITY MEMBERS

Erica Cascio
Chair

Stephanie Lynn
Treasurer

Steve Catani
Secretary

Kelly Girtz
Dodd Ferrelle
Virginia Ball
Timothy Pierce-Tomlin

The JDA of Athens-Clarke County and the City of Winterville (JDA) is interested in helping administer and distribute ARPA funding for the community workforce development plan. Our understanding is that the original suggested funding level would be $100k, however for the program to have a real impact, we want to distribute $500k following the desires of our elected officials and in accordance with the laws of the State of Georgia concerning public benefit requirements.

Our Qualifications

- The JDA is comprised of 7 board members (four from Athens and three from the City of Winterville) who each Mayor has appointed.
- The JDA administered the Cares Act Funding Emergency Grant program in 2020. They developed an application program and distributed $1.6 million in grant funds in two months.
- The JDA has an annual audit and must submit audited financials to the Georgia Department of Community Affairs annually.
- The JDA has a Public Officials Liability policy with Greenwich Insurance Company and is insured for $1M.

Proposed Program

- This program is open to for-profit small home-based businesses and for-profit businesses with a commercial location in Athens and/or the City of Winterville. This program seeks to assist existing businesses with some history and is also forward-looking in that it aims to ensure the businesses that benefit from this program intend to remain in Athens for at least two years. Preference will be given to applicants who request funds for capacity building, including but not limited to capital purchases, job creation, wage increases, employee retention, and other similar needs, and to businesses which are

more than 51% owned by women or minorities. All applicants will be validated in regard to proposed use of funds and business ownership. Awarded grants will be scaled to size by appropriate ratios determined by the JDA. The awarded grants will be distributed in alignment with demand and need but before the December 31, 2026 deadline.

Eligibility Criteria

Business Size and Category: For-profit businesses between 1 - 20 employees (part-time employees count as ½ an employee)

Business Type

Home-based businesses

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025).
- Businesses operating out of a home must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business owner's name
    - If leased, the property must have a lease in the business owner's name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Businesses with a commercial location

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025)
- Business must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business name

- If leased, the property must have a lease in the business name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Public Benefit

- Recipients of grants must agree to perform the following Public Benefit Commitments
  - Business owners will sign a written commitment to continue to operate the business in Athens for 2 years
  - Agree to tell the story of how the funds were used and their impact on their workforce

Industry

Businesses eligible for funding should support the Athens-Clarke County Development Strategic Growth Plan. The five Targeted Strategic Sectors in the growth plan are:

1. Advanced Manufacturing, Research and Development
2. Biotechnology & Pharmaceuticals
3. Craft Beverages, Brewing & Distilling
4. Creative Economy
5. Healthcare & Life Sciences.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Business Development and Workforce Support ARPA SLFRF Awards

DATE: August 27, 2024

EXECUTIVE SUMMARY:
This agenda report requests Mayor and Commission consideration of staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option previously approved on August 6, 2024.

BUDGET INFORMATION:

REVENUES:	$4,000,000	American Rescue Plan Act M&C Designation for Business Development and Workforce Support
EXPENSES:		
ANNUAL:	$ 0	
CAPITAL:	$ 0	
OTHER:	$ 195,000	Homeless workforce initiatives (M&C mtg 10-03-2023)
	$. 27,000	Chamber-led Workforce Development Strategic Plan Facilitation: Hodge Consulting
	$. 25,600	Business Development & Workforce Support CDO Strategic Plan Facilitation: Lion Leadership
	$ 2,346,680	Chamber of Commerce Contract (Inclusive of $525,000 for named sub-recipients)
	$ 150,000	Economic Justice Coalition Contract
	$ 300,000	Quality Care for Children Contract
	$ 100,000	Joint Development Authority
	$ 150,000	Georgia Center for Employee Ownership Contract
	$ 150,000	Georgia Cooperative Development Center Contract
	$ 75,000	OneBreathCNA
	$ 480,720	Remaining Funds for Workforce Development

FUNDING SOURCE: American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**

a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
c. Authorize the Mayor and appropriate staff to develop and execute the necessary contracts and documentation to affect the transfer of the allocation to the partnering agencies.

HISTORY:

1. In 2019, the Mayor and Commission (M&C) accepted the Network for Southern Economic Mobility's Pathways to Prosperity plan identifying pathways for economic mobility for Athens-Clarke County residents.

2. In 2019, the Unified Government of Athens-Clarke County (ACCGov) joined the Harvard-Bloomberg's City Leadership Initiative Collaboration Track and identified workforce development as a key area of interest.

3. In December 2019, the M&C voted to approve the creation of a "Workforce Development Coordinator" position to assist with Athens-Clarke County's community workforce development needs.

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

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

6. 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.

7. On January 6, 2022, the U.S. Department of the Treasury released the Final Guidance for ARPA SLFRF.

8. On March 1, 2022, the M&C adopted ACCGov's Organizational Strategic Plan, which i identified multiple strategies for internal and external workforce development support.

9. On March 1, 2022, the M&C approved a budget allocating ARPA SLFRF to various programs, including a budget of $4,000,000 to address Business Development and Workforce Support.

The M&C approved a Commission-Defined Option (CDO) for Business Development and Workforce Support that outlined the role for the initial advisory group: *They will be charged with identifying priority actions needed for small business development and worker empowerment, regardless of funding source. Special consideration should be given to addressing the needs of workers, including, for example, the following:*

a. *the need for childcare support for low-income families;*
b. *the development of co-operative and worker-owned businesses, including secondary cooperatives (a group of micro-business LLC's);*
c. *high quality labor standards (such as wage floors at $15/hr., paid leave options, paid health care and other benefits, and just cause termination agreements);*
d. *and nonprofit programming designed to assist workers in labor organizing for improved working conditions and/or higher wages.*

10. On April 11-12, 2022, Athens Area Chamber of Commerce (AACoC) President David Bradley visited with the West Alabama Chamber of Commerce, in preparation for the August 31- Sept 2, 2022 Intercity Visit to Tuscaloosa, AL. During the visit, West Alabama Chamber staff shared information about their workforce development efforts, called West Alabama Works.

11. On June 2, 2022, the AACoC hosted a meeting during which West Alabama Chamber of Commerce staff presented information about their workforce development initiative, West Alabama Works. The meeting included stakeholders representing community organizations including ACCGov, Clarke County School District, Athens Technical College, the University of Georgia, Envision Athens, the Boys & Girls Club of Athens, local businesses, and local non-profits.

12. During the period of March 13 - April 10, 2023, the AACoC's Workforce Development Planning Committee discussed conducting a community workforce strategic planning process with six potential consulting firms, and received proposals from four firms.

13. On April 21, 2023, the Chamber's Workforce Development Planning Committee met with Mayor Girtz to review the four submittals received, and the group unanimously selected Hodge Consulting.

14. On May 4, 2023, the M&C held a strategic planning retreat, during which progress on the ARPA SLFRF strategic priorities was discussed, and the AACoC presented updates and a proposal to partner with ACCGov on a collaborative community workforce strategic planning process.

15. On May 23, 2023, the M&C voted to authorize a transfer of funds to AACoC to be used to hire a third-party firm to conduct a Workforce Development Strategic Plan as a part of the ARPA strategic planning process, at an amount not to exceed $27,000; and authorized staff to execute all related documents.

16. In June 2023, AACoC contracted with Hodge Consulting, which engaged a broad group of community stakeholders during Summer and Fall 2023 to gather input in conducting a community-wide workforce strategic planning process. The feedback was compiled into a community workforce work plan, Athens Achieves.

17. On March 4, 2024, ACCGov contracted with Lion Leadership, LLC to provide consultant services related to facilitation of an Advisory Committee to develop a Business Development and Workforce Support strategic plan, with special consideration for addressing the needs of workers, as outlined in the CDO.

18. On May 14, 2024, AACoC Executive Director David Bradley presented the findings and recommendations from the strategic planning process at the Mayor & Commission work session.

19. On June 5, 2024, the M&C voted to accept the Athens Area Chamber of Commerce's Athens Achieves community workforce strategic plan and approved $1,921,680 for the purposes of implementing the strategic plan, to provide for a coordinated effort to sustain workforce development efforts in Athens-Clarke County.

20. Between April 25 - June 17, 2024, the Business Development and Workforce Support Advisory Committee, co-chaired by Commissioner Tiffany Taylor and Commissioner Carol Myers, met regularly, identifying and discussing workforce and small business challenges and needs, and prioritizing a set of recommendations for high wage employment, worker empowerment, and small business development. The Business Development and Workforce Support Advisory Committee includes representatives of the following groups as important partners and collaborators for the strategic planning process:
    - Athens Area Chamber of Commerce
    - Athens Technical College
    - City of Winterville
    - Clarke County School District
    - Economic Justice Coalition
    - Envision Athens
    - Family Connection/Communities in Schools
    - Minority Business & Non-profit Association (MBNA)
    - Northeast Georgia Black Chamber of Commerce
    - Unified Government of Athens-Clarke County
    - Local representative engaged in worker-owned cooperatives

21. On July 16, 2024 (agenda setting) and August 6, 2024 (regular session), the Business Development and Workforce Support Advisory Committee's strategic plan and recommendations on high wage employment, small business development, and worker empowerment were presented to the M&C. The Advisory Committee co-chairs

Commissioners Taylor and Myers presented a Commission Defined Option (Workforce Support CDO) detailing potential partners and funding to address items in the strategic plan (Attachment #2). This included designating direct awards and instructing staff to review agency proposals and return them to the M&C for the September 3rd voting session. Mayor Girtz and Commissioner Thornton requested that Commissioners Taylor and Myers work with the Athens Area Chamber of Commerce to combine proposals, in collaboration with the ACCGov Attorney's Office, for contracting purposes. The Mayor and Commission revisited the proposed plan by the Chamber of Commerce. After discussion and consideration, the M&C opted to take no action on the proposal and moved forward without implementing any changes.

22. On August 14, 2024, staff offered a virtual technical assistance opportunity to all entities named in the Workforce Support CDO. The majority of named entities were able to attend the training.

23. Between August 7, 2024 and the stated deadline of August 16, 2024, potential workforce partnering organizations named in the Workforce Support CDO were required to submit proposals, including scope of work, budget, and proposed performance metrics, to the ACCGov Economic Development and ARPA teams. Proposals were received from the following organizations, and evaluated:
    a. Up to $150,000: Economic Justice Coalition
    b. Up to $150,000: Georgia CEO (Center for Employee Ownership)
    c. Up to $150,000: Georgia Cooperative Development Center
    d. Up to $100,000 in CDO; *JDA has requested up to $500,000*: Joint Development Authority (JDA) of the Unified Government of Athens-Clarke County and the City of Winterville
    e. Up to $75,000: One Breath CNA
    f. Up to $300,000: Quality Care for Children

24. Between August 16, 2024 and August 23, 2024, staff reviewed the program proposals submitted by the entities named in the Workforce Support CDO. When needed, staff engaged with agency representatives to obtain updates on program scopes, budget, and performance metrics. Because of the short timelines between the Workforce Support CDO and this agenda report, this refinement requires additional work prior to contracting. A compiled list of these proposals is available in **Attachment #3**.

FACTS & ISSUES:

1. The U.S. Treasury Department requires that ARPA SLFRF funds be obligated by December 31, 2024 and spent by December 31, 2026. At their March 1, 2022 meeting, the M&C approved five focus areas for the use of SLFRF funding in the community: Affordable Housing, Youth Development, Homelessness, Business and Workforce Development, and Behavioral Health.

2. The U.S. Treasury Department strongly encourages communities to guide the implementation of ARPA SLFRF funds through a strategic planning process, allowing SLFRF utilization be informed by a needs assessment, strategies to enhance community equity, and providing a platform by which decision-makers can determine funding priorities based on data and community context.

3. Due to the upcoming December 31, 2024 deadline for local government to allocate ARPA SLFRF funding, Commissioners Taylor and Myers worked together to create a Small Business and Workforce Support CDO for the strategic plan. The Workforce Support CDO identified proposed funding amounts for potential workforce and small business partnering organizations, which were required to submit programming proposals by August 16, 2024 (**Attachment #2**).

4. ACCGov Economic Development and ARPA-funded staff have reviewed and evaluated the proposals and related documents received from 6 potential workforce partnering organizations named in the Workforce Support CDO. With the short deadline, staff continues to work with the agencies to refine proposal details and gather documents required for ARPA contracting purposes. As a result, staff recommend the M&C make an approval of this agenda item that includes the provision to "Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal."

5. It is important to note that some sub-contractor entities named in partnering organizations' documented proposals submitted to ACCGov's Economic Development and ARPA teams differ from the sub-contractor entities named in the Workforce Support CDO. Notably, the Economic Justice Coalition proposal includes a substantial amount of work sub-contracted through the non-profit agency Sur Legal, while the Workforce Support CDO states "*$150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements*". After reviewing the proposal, staff have determined that the nature of Sur Legal is that of a sub-contractor rather than a sub-recipient and is consistent with the intent of the Workforce Support CDO.

6. The Joint Development Authority has submitted an additional proposal requesting up to $500,000 for work identified in the Workforce Support CDO. While the Economic Development Department staff believe that the increased funding requested would go further in achieving the goals of the Workforce Support CDO, the request is beyond the directive of the Workforce Support CDO and was thus not considered. Notably, the Joint Development Authority's proposal is scalable, and thus could be reviewed with the assumption of $100,000 in funding.

7. This recommendation supports the following ACCGov Strategic Plan Goals and Strategies:
   a. Goal 2: Identify and Close Gaps in Partnership with the Community.

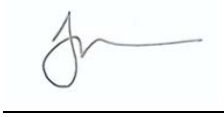
OPTIONS:

1. Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**
   a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
   b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
   c. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to affect the transfer of the allocation to the partnering agencies.

2. Mayor and Commission do not accept staff recommendations as outlined in **Attachment #1**.
3. Mayor and Commission Defined Option.

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

DEPARTMENT: Economic Development
Prepared By: Kenshundria Allen



Ilka McConnell, Economic Development Director — 08/27/24 Date

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ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: #1 a, b, and c

Niki Jones, Acting Manager — 8/28/24 Date

ATTACHMENTS:

Attachment #1 – Small Business and Workforce Support Funding Recommendations
Attachment #2 – Workforce Support CDO
Attachment #3 – Combined Agency Proposals

Attachment #1: Small Business & Workforce CDO Recommendations

This memo outlines the recommendation for funding to support the development of a curriculum and train-the-trainer program. This initiative aims to address critical workplace issues, including wage theft, discrimination, sexual harassment, FLSA compliance, contractor vs. employee classification, FMLA, and benefits.

Recommendation (Economic Justice Coalition)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Economic Justice Coalition $150,000 to develop a comprehensive curriculum and train-the-trainer program. The program will cover the following topics:

- Wage Theft
- Discrimination
- Sexual Harassment
- Fair Labor Standards Act (FLSA)
- Contractor vs. Employee Classification
- Family and Medical Leave Act (FMLA)
- Benefits

This recommendation is **contingent** upon the Economic Justice Coalition obtaining and providing proof of insurance documentation. The insurance coverage is necessary to ensure that all activities associated with the program are properly protected and that Economic Justice Coalition is compliant with all relevant regulations and standards.

Recommendation (Quality Care for Children)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Quality Care for Children $300,000 to deliver business coaching and community support. This initiative is designed to enhance and ensure the sustainability of a high-quality childcare system in Athens-Clarke County.

This recommendation is **contingent** to the development of improved performance metrics to better measure the effectiveness and impact of the funded activities. Providing this funding will support critical efforts to improve and sustain high-quality childcare services in Athens-Clarke County. The enhanced performance metrics will help ensure accountability and measure the success of this initiative.

Recommendation (Georgia Cooperative Development Center)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Georgia Cooperative Development Center $150,000 to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses in Athens Clarke County.

This recommendation is **contingent** upon the development and implementation of enhanced performance metrics to effectively evaluate the success of the program. These metrics will be essential in measuring the impact and ensuring the program's effectiveness.

Recommendation (GACEO)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $150,000 to the Georgia Center for Employee Ownership to support employee-owned businesses through succession planning, addressing the upcoming "silver tsunami" of retirements.

This funding is **contingent** upon GACEO providing insurance documentation and detailed performance metrics. These requirements are essential to ensure that the initiative is both measurable and adequately protected, thereby maximizing its impact and minimizing potential risks.

Recommendation (OneBreathCNA)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $75,000 to One Breath CNA to create pathways to living wage jobs and address workforce gaps in healthcare fields.

This recommendation is **contingent** upon updating the LLC status with the Secretary of State to reflect non-profit status, providing updated performance metrics, a revised budget narrative, and current tax filing information. These requirements are crucial for ensuring that the initiative is measurable, well-protected, and capable of maximizing its impact while minimizing potential risks.

Recommendation (Joint Development Authority)

Following a review of proposals with the ARPA team, the Economic Development Department recommends awarding $100,000 to the Joint Development Authority (JDA) to enhance its capacity to provide loans and grants to "impact businesses." These businesses are those that demonstrate potential for job creation in key areas, including women and minority-owned enterprises, childcare, second-chance employment, worker-owned cooperatives, green jobs, and youth employment.

This recommendation is **contingent** upon the JDA submitting an improved budget narrative and performance metrics that clearly outline the allocation of funds and measure the impact of funded projects. It should be noted that the JDA has submitted a proposal for up to $500,000 in funding, which staff did not assess because it is not consistent with the Workforce Development CDO.

ATTACHMENT #2
Workforce Development CDO

Commission Defined Option - Aug 5, 2024
Agenda Item # 24 Business Development and Workforce Support Taskforce
Myers, Taylor, and Fisher

1. Accept the Business Development & Workforce Support Strategic Plan outlined in the attachment to agenda item #24.
2. Accept the funding allocation plan (Attachment 2) for the Business Development and Workforce Plan with final approval of fund allocation to be voted on at the mayor and commission's September 3, 2024, meeting.
3. Accept the Chamber of Commerce AthensAchieves! plan (Attachment #3) and allocate $2,346,680 to the Chamber of Commerce for the purposes of implementing the plan to include the following three additional subrecipients in addition to the ones listed in the original proposal:
   - Destined Inc.'s Read to Succeed program $300,000, for to further support Athens Achieve' s goal #3 to support the development of academic skills in elementary school children.
   - Education Matters Network, $75,000 to further support Athens Achieve' s goal #3 to support career pathways for high school students.
   - Athens Community Apprenticeship Program, $150,000 for high school and young adult apprenticeship program salaries for training in fields associated with Athens Community Career Academy and other business and industry community partners including small, locally-owned businesses and non-profits. This is a new program through the Chamber of Commerce coordinated by AthensAchieves! Chief Workforce Officer and navigators, prioritizing high school students and young adults in at-risk communities.

     NOTE: Destined and Education Matters are required to submit a scope of services to the Chamber of Commerce by Friday, August 16, 2024; if not received satisfactorily by then, the allocation would be reallocated back to available ARPA funds.

4. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to effect the transfer of the allocation to the Athens Area Chamber of Commerce recipients designated in this Commission Defined Option.

Attachment 2: Workforce Taskforce Funding Plan – Aug. 5, 2024

Rationale and Process:

Because of the short remaining time for allocation of ARPA funds (Dec. 31, 2024), RFPs for this funding is not feasible. Thus, contracts for this funding will require the following scope of services from recipients by Friday, August 16, 2024. ACC staff will evaluate those scope of service proposals for completeness and quality before a final vote to approve funding on September 3, 2024. Any allocations not approved would be reallocated back to available ARPA funds. This is one-time funding for programing during for calendar years 2025 and 2026.

- Description of program, including tie-in with Business Development & Workforce Support Strategic Plan
- Organizational previous experience and programming
- Program outcomes
- Staffing and job descriptions; key staff resumes
- Schedule for implementation and follow up
- Detailed budget
- Other requirements (insurance, etc.) required for ACC recipients

Funding Allocations : Total: $925,000

Goal 1 funding: $150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements. Develop curriculum and a train-the trainer program that addresses topics of wage theft, discrimination, sexual harassment, FLSA, contractor vs. employee, FMLA, and benefits.

Goal 2 funding: No recommendation for funding through ARPA funds.

Goal 3 funding: $300,000 (up to) to Quality Care for Children to provide business coaching and community support to help ensure a sustainable, high-quality childcare system in Athens Clarke County.

Goal 4 funding: Add $100,000 (up to) to expand access to capital for "impact businesses," thus expanding the funding that the Joint Development Authority has to provide loans and grants. An impact business may be one that could demonstrate job creation in the following areas:

- women and/or minority-owned job creation,
- childcare job creation,
- second chance job creation,
- worker owned job creation,
- green job creation, and/or
- youth job creation.

Goal 5 funding: $150,000 (up to) to Georgia Center for Employee Ownership for Increasing employee-owned businesses through succession planning to address the “silver tsunami.”

Goal 6 funding: $150,000 (up to) to Georgia Cooperative Development Center to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses.

Goal 7 funding: $75,000 (up to) to One Breath CNA, to provide pathways to living wage jobs and fill workforce gaps in healthcare fields.

Attachement # 3: Chamber of Commerce AthensAchieves! plan

Attachment #3 - Combined Agency Proposals

Athens/Clarke County Proposal for QCC Business Support Services

Why are Business Support Services for Child Care Providers Essential?

Access to high-quality early learning is especially critical during the first months and years of life, with a significant 80% of brain development occurring by age three. This period sets the groundwork for future learning before children enter school.

Early Childhood Education (ECE) is a $4.75 billion industry in Georgia, where 85% of businesses are independent small businesses. These businesses have often lacked corporate investment and innovation. The pandemic has revealed the industry's vulnerability and its interconnectedness with the workforce. Many child care providers have no cash reserves, and when COVID-19 hit, only 6% of providers believed they could survive more than one month of closures.

Directors and owners are early childhood professionals who enter the field because of their love for children but often have limited business knowledge and experience. In a 2018 QCC survey, 61% of directors reported feeling uncomfortable reading financial statements. Due to the pandemic, inflation, and historically low wages, they are experiencing low enrollment, higher operating costs, and veteran teachers leaving the field with no new talent to replace them.

Child care staff work long hours and are not adequately compensated given the job's demands and requirements (in some cases, less than $12 per hour for lead teachers who are required by regulations to have bachelor's degrees). Most staff members are women of color serving their own low-income communities.

The median cost of child care is around $10,000 a year for just one infant, with most of this cost borne by parents. Providers cannot innovate to improve quality or sustain their workforce without incurring additional costs or passing them on to families. State-funded child care subsidies or CAPS serve less than 14% of income-eligible children in Georgia.

The result of pricing child care based on what parents can afford and the high cost of providing quality care has led to a workforce shortage and hardship for Georgia families. QCC surveyed nearly 500 providers in March 2024 and found that since last year, 47% of child care programs have raised tuition rates or fees, while nearly 61% of child care centers report increased waitlists, with infants and toddlers being particularly affected.

Support from the American Rescue Plan temporarily raised wages and increased subsidies and provider-supplied scholarships. However, this support ended on June 30, 2024. It is now more critical than ever for providers to receive the support they need to run their businesses efficiently and effectively and connect to all available resources to mitigate the impact on families.

Who is Quality Care for Children?

Quality Care for Children (QCC) is a premier child care resource and referral agency with 45 years of experience working with families and providers to improve access to high-quality care and early learning. QCC directly supports the Athens-Clarke County community as the state-funded child care resource and referral (CCR&R) with a team of specialists who provide training and technical assistance to the child care community to ensure continued improvement in quality.

What QCC Can Do to Support Providers and Built Sustainable Child Care in Athens-Clarke County

Quality Care for Children is a nationally-recognized leader in the space of business support services for child care providers. Our innovative, comprehensive suite of business support services, which we collectively refer to as QCCworks, offers:

BUSINESS COACHING & AUTOMATION: Provides grants, training, and individualized coaching to implement automated systems for payment processing and child care management. Using a cohort approach, participants work on individual organizational goals, while learning from peers. Coaching addresses three key areas for sustainability: growing enrollment, reducing bad debt, and covering costs-per-child.

FAMILY CHILD CARE (FCC) PROVIDER NETWORK: Helps small, home-based businesses implement child care management software designed for FCC to communicate vacancies, collect fees, and conduct administrative tasks. In addition, members share best practices and mitigate feelings of isolation commonly experienced by family child care providers.

BUSINESS TRAINING: Offers trainings on finances, human resources, and marketing, customized to specific needs and challenges in the field.

PROVIDER RESOURCE HUB (PRH): A one-stop portal for business solutions loaded with resources for hiring, operations, facilities management, negotiated discounts on goods and services, and more. PRH saves providers time and at least 20% on items they purchase. QCC works with the state to provide this resource and as part of our coaching model ensures the providers understand how to access this site, navigate it for the shared services and resources, and have access to the jobs board for staff recruitment.

ONGOING SUPPORT TO ALUMNI NETWORK AND PROVIDER BUSINESS EXCHANGE: A moderated Facebook group with 1,200+ members, where owners and directors access live forums and trainings, exchange ideas for addressing emerging challenges, and access announcements for funding opportunities.

BUILD COMMUNITY CAPACITY: Our VP of Business Support and Sustainability at QCC has worked around the country to create a toolkit and training for Small Business Navigators in communities to ensure the child care community remains supported and can access any local funders that might be available to small businesses.

Our Outcomes

Data from pre- and post-assessments underscore that the QCCworks approach works. In a recent evaluation of our business support services program, participating center- and home-based providers experienced, on average, a 88% increase in revenue, a 71% increase in enrollment, and zero bad debt (meaning that all tuition in these sites is now collected in full and on-time). Centers and homes that applied for federal recovery grants and loans leveraged over $1.3 million in much-needed relief funding. Moreover, the owners and directors of these sites report that as they worked more deeply with QCCworks, they not only saw improvements in their businesses, but their stress level declined significantly. Maximizing the power of automation also freed up countless hours of time previously spent on repetitive paperwork.

The QCCworks approach consistently increases provider revenue (the average increase was 34% in the pilot and 39% the following year) even when the economy is challenged by COVID recovery. As opposed to one-shot training or less comprehensive models, QCCworks can ensure that the child care sector is able to operate strong, sustainable programs.

What Would We Do Specifically in Athens-Clarke County?

Funding for Athens-Clarkes County would allow QCC to designate a business coach to serve up to 40 child care providers in the community over the two-year term, either in centers or family child care homes. Support to providers can also be for start-up licensed care in the community, which we have done in partnership with Professional Family Child Care Alliance of Georgia throughout the state. Through the coaching model, QCC will:

- Help child care program leaders purchase and implement new, or strengthen the use of existing Child Care Management Software (CCMS), which includes purchasing the software and technology needed to effectively run a child care business;
- Teach child care center directors and administrators how to interpret financial and other reports generated by the automated systems and use them to make good business decisions;
- Arm program leaders with the knowledge, tools and resources they need to effectively manage their business with a focus on Iron Triangle metrics, e.g., full enrollment, fees paid in full and on time, and revenue covering cost per child.

QCC will also provide training to existing Small Business Navigators within the community, sharing a toolkit for how to best support a child care business, which is a unique model of business management that creates a road map to resources available to child care providers.

Two-Year Proposed Budget – Serving Up to 40 Providers

	Year 1	Year 2	Total
Business Coach: Directly serving providers with business training and coaching and automation set-up- .5 position each year	28,325	29,175	57,500
Leadership Support and SBA Trainer (VP of Business Support Services): 15% salary	17,768	18,301	36,068
Senior Director, Finance - Government Funding (.15)	13,596	14,004	27,600
Benefits	20,891	21,518	42,409
Total Staffing and Benefits	80,579	82,997	163,576
QCC Backpack fee per FTE (budgeted employee expenses for rent, liability, technology)	8,800	8,800	17,600
Assessment/Individual Sustainability Action Plan ($300x40)	6,000	6,000	12,000
Automation: 1 year on preferred vendor or stipend per program ($715x40)	14,300	14,300	28,600
Technology Device: If needed per program ($785x40)	15,700	15,700	31,400
Professional Development	1,000	1,000	2,000
Travel (local travel to participants)	1,500	1,500	3,000
Supplies & Materials	596	597	1,193
Printing	250	250	500
Postage	250	250	500
Dues/Admission Fees	250	250	500
Program Total	$129,225	$131,644	$260,869
QCC Administrative Fee: Add 15%	$19,384	$19,747	$39,130
Grand Total:	$148,609	$151,390	**$300,000**

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Proposal for Georgia Cooperative Development Center

I. Introduction

Agency Information

Agency Information	
Agency Name:	Georgia Cooperative Development Center
Program/Project Name:	Purchasing and Marketing Cooperative Training and Outreach Program
Total Amount Requested:	150,000.00
Primary Contact Name:	L A Simons
Primary Contact Email:	LASimons@georgiacoopdc.org
Secondary Contact Name:	Audrey Griffin,CPA
Secondary Contact Email:	audrey.Griffin@couminate.coop
Agency Address:	315 College Street, Carrollton, GA 30117
Phone Number:	678.361.1647

GEORGIA COOPERATIVE DEVELOPMENT CENTER

1. Mission Statement

The work of GCDC provides technical assistance, networking, research, advocacy, and education for start up and existing cooperatives. We also place emphasis on helping to raise awareness about the model which makes it more accessible to those who most need it as well as those who most desire to use it to uplift and empower their own communities. Part of GCDC's work helps to provide the educational awareness to create, support, and sustain a cooperative enterprise which can empower any individual or organization toward something better, no matter their background or socio-economic status. However, our primary target are those communities who are underserved. The cooperative model itself also provides more equitable practices through its principles of democratic member control or values like equity and equality. As an organization GCDC uses the 7 cooperative principles to conduct business, make decisions, etc., as well as in relationship building interpersonally or with all stakeholders with which we engage.

2. Background and achievements-Organizational Experience and Programming

The Georgia Cooperative Development Center (GCDC) is committed to fostering cooperative development throughout Georgia. Our mission is to support and promote the growth of cooperative businesses, especially marginalized communities including, those owned by minorities, women, veterans, and other specially certified groups. We believe that cooperative business models can drive economic development, create jobs, and build stronger, more resilient communities.

Since its establishment in 2017, the Georgia Cooperative Development Center (GCDC) has been at the forefront of fostering cooperative development across the state of Georgia. As a non-profit organization, GCDC is dedicated to promoting economic empowerment, social equity, and community-driven entrepreneurship through the cooperative business model. Over the past several years, GCDC has played a pivotal role in creating sustainable economic opportunities, particularly for underserved and marginalized communities.

GCDC's work is centered around providing technical assistance, education, and resources to individuals and groups interested in forming cooperatives, as well as existing cooperatives that need support. The organization's efforts span a wide range of sectors, including agriculture, retail, healthcare, and service industries. Through personalized support and hands-on training, GCDC has successfully guided numerous cooperatives from the conceptual stage to launch, helping them navigate the complexities of business formation, governance, financial management, legal structure set-up, and market development.

One of GCDC's key achievements is the launch of several community-based cooperatives that have created jobs, increased access to essential services, and fostered local economic development. These cooperatives are not only businesses but also community assets that prioritize the well-being of their members and contribute to the overall resilience of their communities. GCDC also partners with colleges, non-profits, and other organizations aligned with our mission of creating more equitable ecosystems throughout the state of Georgia.

In addition to direct support for cooperative development, GCDC has been a strong advocate for cooperative principles and the broader cooperative movement in Georgia. The organization has actively engaged with local governments, community organizations, and other stakeholders to raise awareness about the benefits of cooperatives and to advocate for policies that support their growth.

GCDC's impact is also evident in its educational initiatives, including workshops, seminars, and the Georgia Co-op Academy, which was launched in partnership with the Organization for Human Rights and Democracy in 2021. These programs provide valuable knowledge and skills to aspiring cooperative entrepreneurs, empowering them to take control of their economic futures. GCDC most recently launched Co-op Social with partners to provide additional support, networking, mentoring, and direct connect opportunities with co-op leaders, for start-up co-ops seeking to navigate the co-op start-up waters successfully. Socials are held at other existing co-operative and community business locations throughout Georgia and held in a more relaxed social setting to allow for more connection and meaningful relational wealth-building. Food, drinks, and resources are provided.

Through its unwavering commitment to cooperative development, GCDC has made significant strides in building a more inclusive and equitable economy in Georgia. The organization's work continues to inspire and empower individuals and communities to take

collective action, create sustainable livelihoods, and contribute to the overall prosperity of the state. As GCDC looks to the future, it remains dedicated to expanding its reach and deepening its impact, ensuring that the cooperative model continues to thrive in Georgia.

The success of the Georgia Co-op Academy to date underscores the potential of cooperative development as a strategy for inclusive economic growth. By supporting this initiative, the City of Athens, GA Chamber of Commerce will play a crucial role in fostering a more equitable and sustainable local economy. We look forward to the opportunity to collaborate further and to continue building a vibrant cooperative ecosystem in Athens-Clarke County.

3. Accreditation

None at this time

4. Program Description-Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

a) Purpose of the Grant Request

GCDC is seeking a grant of up to $150,000 to establish a Business Purchasing and Marketing Cooperative Outreach and Training Program. This program will focus on providing targeted support to minority-, women-, veteran-, and other specially certified-owned businesses. The goal is to empower individuals and small business owners to collaborate, share resources, and increase their market competitiveness through cooperative business model of a purchasing and marketing cooperative.

Program Objectives

1. **Establish a Cooperative Outreach Program**: Develop and implement outreach initiatives to raise awareness about the benefits of cooperative business models among target groups.
2. **Provide Training and Support**: Offer comprehensive training programs to help businesses understand and adopt cooperative principles, focusing on purchasing and marketing strategies.
3. **Foster Collaboration**: Create networking opportunities for businesses to connect and form cooperative partnerships.
4. **Enhance Market Competitiveness**: Assist businesses in developing joint marketing strategies to enhance their market presence and competitiveness.
5. **Monitor and Evaluate**: Implement a robust monitoring and evaluation framework to assess the program's impact and identify areas for improvement.

Program Activities and Implementation Plan

1. **Outreach Initiatives**
   - Conduct community meetings, webinars, and workshops to introduce cooperative business models.
   - Develop and distribute informational materials (brochures, videos, social media content) tailored to minority-, women-, veteran-, and other specially certified-owned businesses.
   - Partner with local chambers of commerce, business associations, and community organizations to reach the target audience.

2. **Training Programs**
   - Offer a series of workshops and training sessions on cooperative principles, business planning, financial management, marketing strategies as well as leadership, collective decision-making, conflict transformation, and emotional intelligence.
   - Provide one-on-one consulting services to help businesses develop customized cooperative plans.

- Develop online training modules to ensure accessibility for businesses across Georgia.

3. **Networking and Collaboration**
   - Organize networking events to facilitate connections among businesses interested in forming cooperatives.
   - Create an online platform for businesses to share resources, exchange ideas, and collaborate on projects.
   - Establish mentorship programs connecting experienced cooperative leaders with emerging businesses.

4. **Marketing Support**
   - Assist businesses in developing joint marketing strategies, including brand development, market research, and promotional campaigns.
   - Provide access to shared marketing resources (e.g., graphic design, digital marketing tools).
   - Support participation in trade shows, business expos, and other promotional events.

5. **Monitoring and Evaluation**
   - Develop key performance indicators (KPIs) to measure the program's success.
   - Conduct regular surveys and feedback sessions with participants to assess program effectiveness.
   - Compile and analyze data to produce comprehensive reports for stakeholders and funding agencies.
   -

b) Hours of Operation - Remote and hybrid schedules. 10am-4pm Tues-Friday

c) Location of Operation & Programs - Virtually and in libraries, other cooperatives and Co-Working Spaces which have meeting, conference, and study rooms will be ideal places to host classes, meetings, or events and activities with all stakeholders. (Volunteers, contractors, participant interviews, focus groups, etc.as needed)

d) Why is this needed?

Times are hard and we see no indication of things getting easier for those on the lower end of the socio-economic scale. However cooperatives offer thoughtful solutions to many of today's social challenges and problems that need solving. By pooling people power, resources, innovation, and applying cooperative principles and values to any business or situation, more positive outcomes can be realized. It isn't a perfect model and has its pros and cons like anything else. But when it works and sometimes even when it doesn't, we're better off for having made an attempt at reaching for something higher, better, and more equitable for all. It's available to all no matter where you come from or your background. And there are countless examples of successful cooperatives today and historically as Dr Jessica Gordon Nembhard chronicles in her book *Collective Courage*.

The cooperative movement today is vast and vibrant with a large network from which to learn, build, and grow the seeds of innovation that start with a community's need or passion. From the International Cooperative Alliance and National Cooperative Business Association and the National Cooperative Bank to local food cooperatives, the movement is growing as more become aware that it exists and that it is accessible and feasible. It takes work and time, but with the right knowledge, tools, support, and experience, success is realized everyday. (more available on this per request)

This type of program inspires participants to see that alternatives exist that are accessible to them. This type of program can create a paradigm shift in thinking and create a new momentum for individual and collective community change. It can integrate hope and power in a way that levels the playing field and empowers individuals and communities to control aspects of their lives and futures in a way capitalism can't. This is where true power lives.

This type of program is also needed and useful because it can cover diverse areas of social impact. And emphasizes the wide variety of ways that this training, education, and information can be applied. Cooperatives can exist in agriculture, Insurances, financial services, grocery, education, healthcare, housing, utility and other industries and sectors. There are a few specific types of cooperatives: consumer, producer, worker, purchasing or marketing cooperative, and multi-stakeholder cooperatives. The program that we are proposing is to create a purchasing cooperative training and outreach program. A purchasing cooperative helps member-owners reduce costs and offer competitive prices compared to retail chains. A marketing cooperative helps member businesses jointly promote their goods or services in order to reach greater economies of scale. In both cases (and some co-ops are both purchasing and marketing co-ops). Member-owners may also enjoy a voice in the co-ops operation through the cooperative principles.They may engage around products, pay rates, decision-making, and other democratization practices. A brief list of purchasing or marketing cooperatives or businesses practicing cooperative principles and values. Essentially they can actually change their community, their lives, and their future because the cooperative impact is multilayered in that way. It impacts individuals and the community because it

exists.

A larger list of cooperatives is also provided in our equity assessment questionnaire. Other organizations that operate as cooperatives or are purchasing cooperatives in Georgia Sourcewell
A cooperative purchasing program that helps Georgia counties save money and time by using existing contracts for products and services. Sourcewell is made up of government employees and has over 50,000 participating agencies in North America.

- Cooperative Purchasing Agency (CPA)
  A cooperative that has served school systems in North Georgia RESA, Northeast Georgia RESA, and Pioneer RESA since 1971. CPA became an AEPA member in 2019.
- Georgia Organics
  A program that organizes cooperative purchasing for farmer members by aggregating their orders. This allows farmers to benefit from their collective buying power and take advantage of discounted pricing and reduced shipping.
- Gordian's Job Order Contracting (JOC)
  Also known as ezIQC®, this cooperative purchasing network is available in Georgia and can help speed up the construction procurement process.
- National Cooperative Grocers (NCG), in addition to providing special programs and services for just under 200 consumer and worker-owned retail food cooperatives throughout the nation, they negotiate better pricing for more reasonable purchasing of goods and products for distribution throughout consumer-owned cooperatives.

5. Addressing a Community Need: Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

A purchasing and marketing cooperative training and outreach program is essential to boosting workforce resources in Athens, Georgia, by empowering underserved communities, including minorities, women, and veterans, to participate actively in the local economy. As traditional employment opportunities may not fully meet the diverse needs of these groups, a cooperative model offers an inclusive alternative by fostering entrepreneurship and collective ownership. This program equips individuals with the skills and resources to start and manage cooperatives, thereby creating sustainable jobs, boosting local business capacity, and ensuring that economic benefits are more equitably distributed across the community. Ultimately, this initiative strengthens the overall workforce, contributing to a more resilient and diverse local economy in Athens.We are currently relying on the ACC's recommendation that there are needs in the Athens community in the areas of workforce. The cooperative model is universal in that it can be applied to a variety of social, economic, and community needs. With additional supporting data from ACC, and our own surveys, polls, and digital tools, we can assess additional data points and design programs that truly meet people where they are and what they specifically need more of in the Athens community.

6. Benefits of the program Services: Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect? The proposed purchasing and marketing cooperative training and outreach program will specifically target minority, women, LGBTQ, disabled, and veteran populations in Athens-Clarke County, offering them the tools and knowledge to establish and manage their own cooperatives. By focusing on these underserved communities, the program seeks to address systemic barriers to economic participation, such as limited access to capital, resources, and professional networks. These groups often face unique challenges in traditional business environments, but through cooperative models, they can leverage collective ownership to create businesses that are more resilient and responsive to their needs. The program will provide tailored training, technical assistance, and mentorship, ensuring that participants have the support necessary to succeed and thrive.

If funded, ACCGov can expect a more inclusive and diverse local economy, where traditionally marginalized groups have greater opportunities for economic empowerment. The program will foster job creation, business development, and economic self-sufficiency within these communities, which in turn, will contribute to reducing income inequality and strengthening the social fabric of Athens-Clarke County. Residents can expect to see an increase in locally-owned businesses that reflect the diversity of the community, as well as a more vibrant, collaborative economy where resources and opportunities are shared more equitably. Additionally, as these cooperatives grow and succeed, they will reinvest in the community, creating a positive cycle of economic and social benefits for all residents.

7. Program Goals and Strategies

Goal 1: Increase Awareness and Understanding of Purchasing and Marketing Cooperatives

Strategy 1: Conduct targeted outreach campaigns through local community organizations, minority business associations, and veteran networks to educate on the benefits and opportunities of purchasing and marketing cooperatives. **Strategy 2:** Develop and distribute multilingual educational materials (brochures, videos, webinars) that explain the concept, structure, and advantages of purchasing and marketing cooperatives, with a focus on real-life success stories from similar communities.

Goal 2: Build Capacity and Provide Technical Assistance

Strategy 1: Offer a series of workshops and training sessions focused on cooperative business planning, legal structures, and financial management tailored to the specific needs of minorities, women, and veterans. **Strategy 2:** Establish a mentorship program that pairs experienced cooperative leaders with participants from underserved communities to provide ongoing support, guidance, and technical assistance throughout the cooperative development process.

Goal 3: Facilitate Access to Capital and Financial Resources

Strategy 1: Partner with local credit unions, community development financial institutions (CDFIs), and grant programs to create dedicated funding streams for minority, women, and veteran-led cooperatives. **Strategy 2:** Organize financial literacy workshops that focus on cooperative-specific financing options, including grant writing assistance, loan application processes, and crowdfunding strategies.

Goal 4: Foster Long-term Sustainability and Growth of Cooperatives

Strategy 1: Develop a post-launch support program that includes regular follow-up, advanced training sessions, and access to a network of established cooperatives for resource sharing and collaboration. **Strategy 2:** Create an online platform or app that connects purchasing and marketing cooperatives with local suppliers, service providers, and other cooperatives, enabling them to leverage collective bargaining power and sustain growth.

8. Program Staffing

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Staff Name	Job Title	Percentage of weekly time allocated to program Services
LA Simons	Program Manager	100%
Matthew Epperson	Outreach Coordinator	100%
Contractors	Subject Matter Experts	N/A (a variety of experts hired to deliver training)
Contractor	Online Platforms/Digital Strategist	100%
Contractor	Program Event/Activities Logistics	100%

1. Program Manager (Full-Time)

- **Salary**: $50,000 per year
- **Role and Responsibilities**:
  - **Leadership and Oversight**: The Program Manager will lead the implementation of the Business Purchasing and Marketing Cooperative Outreach and Training Program. This includes overseeing daily operations, managing staff, and ensuring that the program meets its objectives.
  - **Strategic Planning**: Develop and execute a strategic plan to effectively reach and support minority-, women-, veteran-, and other specially certified-owned businesses in adopting cooperative models.
  - **Budget Management**: Manage the program budget, ensuring funds are allocated efficiently and in line with the grant's objectives.
  - **Stakeholder Engagement**: Act as the primary point of contact for stakeholders, including funding agencies, community partners, and participants. This includes regular communication, reporting, and relationship management.
  - **Monitoring and Evaluation**: Implement the monitoring and evaluation framework, including tracking key performance indicators (KPIs), collecting data, and producing reports to assess the program's impact.
  - **Required Experience**: At least 5 years of experience in program management, preferably in economic development, cooperative business, or community outreach. Strong leadership, strategic planning, and budget management skills are essential. Experience working with marginalized communities is highly desirable.
  -

2. Outreach and Training Coordinators (Part-Time)

- **Salary**: $20,000 per year (part-time roles)
- **Role and Responsibilities**:
  - **Outreach Coordination**: The Outreach and Training Coordinators will be responsible for developing and implementing outreach initiatives to engage minority-, women-, veteran-, and other specially certified-owned businesses. This includes organizing community meetings, webinars, and workshops, and developing and distributing informational materials.
  - **Training Development and Delivery**: Coordinate and deliver training sessions on cooperative principles, business planning, financial management, and marketing strategies. This includes both in-person workshops and online modules.
  - **Consultation Services**: Provide one-on-one consulting to businesses, helping them develop customized cooperative plans that align with their specific needs and goals.
  - **Partnership Development**: Work closely with local chambers of commerce, business associations, and community organizations to extend the program's reach.
  - **Required Experience**: At least 3 years of experience in community outreach, training, or adult education, with a focus on business development or cooperative models. Experience in developing and delivering

training programs, both in-person and online, is essential. Strong communication and organizational skills are required.

Contractor Needs and Experience

1. Workshop Facilitators and Subject Matter Experts

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Training Delivery**: Facilitate workshops and training sessions on specific topics such as cooperative business models, financial management, legal and accounting set-up best practices, marketing strategies, leadership, and emotional intelligence.
  - **Consulting**: Provide specialized consulting services to participants, helping them with detailed aspects of cooperative business planning, technical assistance, and implementation.
  - **Curriculum Development**: Collaborate with the Outreach and Training Coordinators to develop comprehensive training materials and curricula tailored to the needs of the target audience.
  - **Required Experience**: Extensive experience in cooperative business development, financial management, marketing, and leadership training. Proven track record of delivering high-impact training and consulting services to small businesses, especially those owned by marginalized groups.

2. Online Platforms: Developer and/or Contractor, or digital strategist to curate and facilitate implementation for an array of online tools and solutions that can accommodate organizational and needs for automation, general business systems management integration and/or purchasing tools.

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Platform Development**: Design and develop an online platform that will serve as a hub for training resources, collaboration, and networking among program participants. The platform should be user-friendly, accessible, and scalable.
  - **Maintenance and Support**: Provide ongoing maintenance and technical support to ensure the platform runs smoothly and securely. This includes regular updates, troubleshooting, and user assistance.
  - **Required Experience**: Extensive experience in web development, with a strong portfolio of building online platforms for educational or community-based programs. Proficiency in user experience (UX) design, security protocols, and platform scalability is essential.
  -

3. Event Organization and Logistics Contractor

- **Budget**: $10,000
- **Role and Responsibilities**:
  - **Event Planning**: Plan and execute community meetings, workshops, webinars, and networking events. This includes securing venues, managing event logistics, and coordinating with speakers and facilitators.
  - **Marketing and Promotion**: Assist in promoting events through various channels, including social media, email campaigns, and community partnerships.
  - **On-Site Management**: Ensure that events run smoothly on the day, including handling registrations, coordinating with vendors, and managing any on-site issues.
  - **Required Experience**: Experience in event planning and logistics management, particularly for community-based or educational events. Strong organizational skills and the ability to handle multiple events simultaneously are essential.

9. Volunteer Support:

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Will the program use volunteers for overall program? Yes

Number of volunteers 10-20

Volunteer hours will vary depending on the roles. 5-10 per week

Volunteers will assist tech program manager, outreach coordinator, gathering data survey facilitation, tabling at internal and outreach events, and program on-site activities,

Volunteers will be recruited via partner cross marketing efforts, socials, emails, partnering with other community organizations, municipalities, co-ops, media, etc.

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10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes. This is a newly created program. However we have facilitated an annual cooperative academy with great outcomes beginning in 2021

Georgia Cooperative Development Center (GCDC) and Organization for Human Rights and Democracy (OHRD) Cooperative Education Partnership launched in 2021.

Program Overview
The Georgia Cooperative Development Center (GCDC) and the Organization for Human Rights and Democracy (OHRD) have a strong track record of promoting cooperative education through their partnership in delivering the Georgia Cooperative Academy. Launched in 2021, this initiative has focused on empowering individuals from marginalized communities by providing comprehensive training on cooperative business models. The Academy offered workshops, mentorship, and technical assistance to help participants understand the principles of cooperatives, develop business plans, marketing their coops, and navigating the legal and financial aspects of cooperative ownership.

Services Provided
The Cooperative Academy's services include a series of workshops that cover topics such as cooperative governance, financial management, and marketing strategies tailored for cooperatives. Participants also receive one-on-one mentorship from experienced cooperative leaders and access to legal and financial resources to support their cooperative ventures. They also had in depth training on both business model canvas and the newly launched ownership model canvas and utilizing it to design their cooperatives. The Academy has successfully served 50 participants, since it began. Some have gone on to establish or strengthen their cooperatives in various sectors, including agriculture, retail, sustainability and other services.

Outcomes and Successes
The program has achieved notable outcomes, with over 30% of participants successfully launching or expanding their cooperatives within a year of completing the Academy. The cooperatives formed through this initiative have contributed to job creation, increased access to affordable goods and services, and enhanced economic self-sufficiency for marginalized communities. Building on this success, the proposed purchasing and marketing cooperative training and outreach program aims to further extend these benefits by targeting additional underserved populations, including minorities, women, LGBTQ individuals, disabled persons, and veterans, in Athens-Clarke County. This new program will leverage the proven strategies and resources of the Georgia Cooperative Academy, and delving deeper into the specific type of cooperative requested for ACC. This training will focus on the creation of purchasing and marketing cooperatives, their unique model, and offer tools and resources to begin start up process, while tailoring its approach to meet the specific needs of these communities.

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11. Agency collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

GCDC has existing partnerships with local agencies, other cooperatives, small businesses, as well as local and national associations and agencies that we can outreach to to support this effort. Principle 6 is a principle that is utilized in the cooperative space and very important to us. It is cooperation among cooperatives. It allows us to collaborate effortlessly without concern for money or time. It is an essential part of the fabric of what we do and how we do it. We practice this within all our relations and will use it to do much of the work for this program.

ACCGov currently does not have a purchasing and marketing cooperative training and outreach program. So at this time, GCDC's partnership with ACCGov will be a very unique one with many possibilities and opportunity for innovation across the board.

12. Program Sustainability

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

Not at this time.

13. Client Eligibility: How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Collaborations, partner recommended, and through digital advertising and promotions online and word of mouth.

15. Program Fee Structure: are participants required to pay any fees to access program services? if yes how much. GCDC will offer a fee structure which includes paid workshops as well as, partial scholarships, or full scholarships and sliding scale fee offerings. Fees .TBD

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16. Program Performance Outcomes: number of classes provided target, number of hands on work experience course will be provided, number of workers who will participate in program, participants who will be retained an complete the job training program, total participant who will secure employment.

Performance Outcome Hard to say on first time new program, but these would be conservative estimates.		**Performance Target**
1.	*Total number of job training classes that will be provided.*	*16*
2.	*Total number of hands-on work experience hours that will be provided.*	*40*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*20*
4.	*Total participants who will be retained and complete the job training program.*	*N/A*
5.	*Total participants who will successfully secure employment.*	*N/A*

17. Documenting Program Outcomes

We would use some of the following methods to document program outcomes: testimonials in written and visual form, surveys, polls pre and post quizzes. Looking at what participants decide to do next can also illuminate impact of a program. Some of the following traditional or non-traditional and more innovative ways to measure impact could also be explored. We plan to explore traditional and a few of the more innovative methods as well. (to be refined and determined once we engage with the various communities and participants, as program evolves)

Traditional Ways to Measure Impact-:

Pre- and Post-Training Assessment
- Knowledge Tests: Assess participants' knowledge before and after the training to measure learning gains.
- Skills Assessments: Practical tests or simulations to evaluate skill improvements.

Surveys and Feedback Forms
- Participant Feedback: Collect feedback on the training's content, delivery, and relevance through surveys or questionnaires.
- Satisfaction Scores: Measure participant satisfaction with the training experience.

Discussion Groups
- Forums, podcast, webinar or in person moderated discussions on the particpant journey, experience, and takeaways.

Observational
- Completion Rate: Track the percentage of participants who complete the training.
- Attendance Rate: Measure participant engagement by tracking attendance.

Longitudinal Studies
- Follow-Up Surveys: Conduct surveys months after training to measure long-term retention and application.
- Career Progression: Track participants' career activities or world evolution or advancement as an indicator of training impact.

Innovative Ways to Measure Impact-We plan to use Learning Management Systems or learning-on-demand systems to implement some of our training. These allow us to not only deliver information more expediently and conveniently for participants, but also allows for digital/data metrics as well. (viewing or downloading of documents, completion of assignments, etc.), which can be assessed during and post for additional metrics.

A. Learning Analytics- We plan to use Learning Management Systems to implement some of our training programs
   - Data Tracking: Use learning management systems (LMS) to track and analyze learner engagement, progress, and completion times.
   - Micro-Learning Metrics: Monitor interaction with micro-learning modules to gauge learner preferences and content effectiveness.

B. Pre and post analysis of optimum personalized learning paths:

- Analyze individual learning journeys to measure the effectiveness of personalized training interventions.

C. Social Learning and Collaboration Metrics
   - Community Engagement: Measure the extent of participation in online forums, group discussions, and peer-to-peer learning activities. (slack or other platforms)

D. Real-Time Feedback Mechanisms
   - Instant Polls and Quizzes: Use real-time quizzes and polls during training to gather immediate feedback on understanding and engagement.
   - Sentiment Analysis: Analyze participant feedback using sentiment analysis tools to assess emotional responses to the training.

E. Gamification Metrics (might be age specific)
   - Leaderboards and Badges: Track progress and engagement through gamification elements like points, badges, and leaderboards.
   - Behavioral Change Metrics: Measure behavior changes in response to gamified elements (e.g., increased participation due to competitive elements).

F. Long-Term Impact Studies
   - Impact on Organizational Goals: Measure the long-term contribution of training to strategic organizational goals, such as innovation or cultural change.
   - Alumni Tracking: Track the career paths of participants years after training to assess its lasting impact.

G. Sustainability Metrics
   - Environmental Impact: For online or hybrid training, measure the reduction in carbon footprint compared to traditional methods.
   - Social Impact: Assess the broader social impact of training, such as community development or participation in social equity improvement projects.

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Projected Outcomes: (This is a newly created first time project)

Increased Awareness and Adoption of Cooperative Business Models (Particularly Purchasing and Marketing): Minority-, women-, veteran-, and other specially certified-owned businesses will have a greater understanding of the benefits and operations of cooperative business models, with a special emphasis on purchasing (i.e., a secondary co-op for achieving greater economies of scale, thereby reducing per unit costs to member businesses) and marketing (i.e., a secondary co-op, potentially the same co-op that also houses purchasing, used for shared branding and greater market access by multiple member businesses, including anchor institutions such as hospitals or universities). This increased awareness will lead to more businesses adopting cooperative principles, resulting in the formation of new cooperatives or the enhancement of existing ones.

Enhanced Business and Leadership Skills: Participants will develop stronger business management skills, particularly in purchasing and marketing strategies. The training will also improve leadership abilities, collective decision-making, conflict transformation, and emotional intelligence, equipping participants to effectively lead and manage cooperative businesses.

Stronger Collaborative Networks and Partnerships: The program will foster collaboration among participating businesses, leading to the formation of stronger networks and partnerships. These collaborations will enable businesses to share resources, exchange ideas, and work together on joint projects, thereby enhancing their collective market presence.

Improved Market Competitiveness and Business Growth, Including Purchasing Related Cost Savings: Through joint marketing and purchasing strategies and access to shared marketing resources, businesses will increase their market competitiveness. This will lead to business growth, higher revenue, reduced costs and job creation within the communities served.

Data-Driven Insights into Cooperative Strategies: The program's monitoring and evaluation framework will generate valuable data and insights into the effectiveness of cooperative strategies in supporting diverse businesses. This data will be used to continuously improve the program and to demonstrate its impact to stakeholders and funding agencies.

Increased Co-op Start-Up Literacy and Efficiency: Participants will gain a better understanding of the process of starting and managing a cooperative, leading to more efficient and successful cooperative start-ups. This will contribute to the overall growth of the cooperative sector in Georgia, particularly among marginalized communities.

18. Other revenue governmental or municipal revenue sources:

None at this time.

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19 Budget see chart

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
1. PERSONNEL COSTS				
Program Manager		50,000.00		50,000.00
Outreach Coordinator	1 full-time or 2 part-time	20,000.00		20,000.00
2. OUTREACH MATERIALS AND EVENTS/ACTIVITIES	**To raise awareness about co-op business model and the program itself.**	**20,000.00**		**20,000.00**
Printed Materials, Online content, Promotional	4000.00			
Videos, Social Media, Webinars	3000.00			
Promotional Items, Branded Merch, Giveaway Items	3000.00			
Community Meetings, Workshops, Webinars in person				
Venue Rental/Equipment	5000.00			
Refreshments Catering	2000.00			
Speaker Fees/Honorarioums	2000.00			
Marketing and Outreach for events and activities	1000.00			
TRAINING PROGRAMS		**30,000.00**		**30,000.00**
Workshop Materials	4000.00			

Training Modules	6000.00			
Consulting Services-Subject Matter Experts	5000.00			
Platform Development,Design, Coding if needed, Testing	10,000.00			
Maintenance and Support, Security, Updates, Troubleshooting	5000.00			
Networking and Collaboration Event Organization and Logistics		**15,000.00**		**15,000.00**
Venue and Logistics	5000.00			
Mktg nd Promotion of Network events	2500.00			
Speaker Fees/ Honorariums	2500.00			
Development of Collaboration Tool. Forums, Resource Sharing, etc.	3000.00			
Maintenance and Updates	2000.00			
MARKETING SUPPORT		**10,000.00**		**10,000.00**
Joint Marketing Strategies and Promotion campaigns-Brand Development-logo design, Brand Guidelines	3000.00			
Market Research(Surveys, Focus Groups)	2000.00			
Promotional Campaigns, Digital Ads, Print Ads, Social Media, Email Campaigns)	5000.00			

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Monitoring and Evaluation-Data Collection, Analysis, and Reporting		**5000.00**		**5000.00**
Survey Design and Distribution	1500.00			
Data Analysis(Software,Consulting)	2000.00			
REport Production(Design/Pringint)	1500.00			
See detail narratives and assumptions below to support these budget projections.				
TOTAL		150,000.00	0	150,000.00

-

The requested $150,000 grant general cost assumptions will be allocated as follows:

1. **Personnel Costs**: $70,000
    - Program Manager (full-time): $50,000

- Outreach and Training Coordinators (part-time): $20,000

2. **Outreach Materials and Events**: $20,000
   - Printed materials, online content, and promotional items: $10,000
   - Community meetings, workshops, and webinars: $10,000
3. **Training Programs**: $30,000
   - Workshop materials, training modules, and consulting services: $15,000
   - Online platform development and maintenance: $15,000
4. **Networking and Collaboration**: $15,000
   - Event organization and logistics: $10,000
   - Online collaboration platform: $5,000
5. **Marketing Support**: $10,000
   - Joint marketing strategies and promotional campaigns: $10,000
6. **Monitoring and Evaluation**: $5,000
   - Data collection, analysis, and reporting: $5,000

Detailed Budgeting for our Business Purchasing and Marketing Cooperative Outreach and Training Program

Total Grant Request: $150,000

1. Personnel Costs: $70,000

- **Program Manager (Full-Time): $50,000**
  - **Salary**: $45,000
  - **Benefits (Healthcare, Retirement, etc.): $5,000**
  - **Justification**: The Program Manager will oversee the entire program, including strategic planning, budget management, stakeholder engagement, and monitoring and evaluation. This position is crucial for the successful implementation and operation of the program.

- **Outreach and Training Coordinators (Part-Time): $20,000**
  - **Salaries**: $18,000 ($9,000 per part-time coordinator)
  - **Benefits (Pro-rated): $2,000**
  - **Justification**: Two part-time coordinators will manage outreach activities, training sessions, and community engagement. They will be responsible for developing and delivering training materials, coordinating with partners, and providing one-on-one consulting to businesses.

2. Outreach Materials and Events: $20,000

- **Printed Materials, Online Content, and Promotional Items: $10,000**

  - **Printed Materials (Brochures, Flyers, Guides): $4,000**
  - **Online Content (Videos, Social Media Posts, Webinars): $3,000**
  - **Promotional Items (Branded Merchandise, Giveaway Items): $3,000**
  - **Justification**: These materials will be used to raise awareness about cooperative business models and the program itself, targeting minority-, women-, veteran-, and other specially certified-owned businesses.

- **Community Meetings, Workshops, and Webinars: $10,000**
  - **Venue Rental and Equipment (A/V, Chairs, etc.): $5,000**
  - **Refreshments and Catering: $2,000**
  - **Speaker Fees and Honorariums: $2,000**
  - **Marketing and Outreach for Events: $1,000**
  - **Justification**: Funds allocated here will support the organization of events aimed at educating and engaging the target audience. This includes logistical support for in-person and virtual events.

3. Training Programs: $30,000

- **Workshop Materials, Training Modules, and Consulting Services: $15,000**
  - **Workshop Materials (Workbooks, Handouts): $4,000**
  - **Training Modules (Curriculum Development, Online Modules): $6,000**
  - **Consulting Services (Subject Matter Experts): $5,000**
  - **Justification**: These resources will ensure that businesses receive comprehensive training on cooperative principles, business planning, financial management, and marketing strategies.

- **Online Platform Development and Maintenance: $15,000**
  - **Platform Development (Design, Coding, Testing): $10,000**
  - **Maintenance and Support (Security, Updates, Troubleshooting): $5,000**
  - **Justification**: An online platform will provide accessible training and collaboration opportunities for businesses across Georgia, especially those in remote areas. The platform will also serve as a hub for resources and networking.

4. Networking and Collaboration: $15,000

- **Event Organization and Logistics: $10,000**
  - **Venue and Logistics (Networking Events): $5,000**
  - **Marketing and Promotion of Networking Events: $2,500**
  - **Travel and Accommodation for Speakers/Facilitators: $2,500**
  - **Justification**: Networking events are critical for fostering collaboration among businesses interested in forming cooperatives. This allocation covers the costs associated with organizing these events.

- **Online Collaboration Platform: $5,000**
  - **Development of Collaboration Tools (Forums, Resource Sharing): $3,000**
  - **Maintenance and Updates: $2,000**
  - **Justification**: This platform will enable businesses to connect, share resources, and collaborate on joint projects, which is essential for building a cooperative network.

5. Marketing Support: $10,000

- **Joint Marketing Strategies and Promotional Campaigns: $10,000**
  - **Brand Development (Logo Design, Brand Guidelines): $3,000**
  - **Market Research (Surveys, Focus Groups): $2,000**
  - **Promotional Campaigns (Digital Ads, Print Ads, Social Media): $5,000**
  - **Justification**: Effective marketing is crucial for enhancing the market presence of businesses participating in the program. This budget will support the development and execution of joint marketing strategies.
  -

6. Monitoring and Evaluation: $5,000

- **Data Collection, Analysis, and Reporting: $5,000**
  - **Survey Design and Distribution: $1,500**
  - **Data Analysis (Software, Consultants): $2,000**
  - **Report Production (Design, Printing): $1,500**
  - **Justification**: Monitoring and evaluation are vital for measuring the program's impact and identifying areas for improvement. This allocation will support the development of KPIs, data collection, and reporting to stakeholders.

Summary of Detailed Budget Allocation

- **Personnel Costs**: $70,000
- **Outreach Materials and Events**: $20,000
- **Training Programs**: $30,000
- **Networking and Collaboration**: $15,000
- **Marketing Support**: $10,000
- **Monitoring and Evaluation**: $5,000

Total: $150,000

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This detailed budget outlines the specific allocations needed to effectively implement the Business Purchasing and Marketing Cooperative Outreach and Training Program. Each expense is directly tied to the program's objectives, ensuring that resources are used efficiently to achieve the desired outcomes.

Projected Implementation Schedules by year

Program Implementation Timeline Year 1

Q1 (Months 1-3)

- **Program Kickoff and Planning**
  - Finalize project plan and timeline
  - Recruit and hire program manager and outreach/training coordinators
  - Set up project management tools and communication channels
  - Develop key performance indicators (KPIs) for monitoring and evaluation
- **Outreach Initiatives: Preparation**
  - Design and print outreach materials (brochures, videos, social media content)
  - Schedule initial community meetings, webinars, and workshops
  - Establish partnerships with local chambers of commerce, business associations, and community organizations

Q2 (Months 4-6)

- **Outreach Initiatives: Implementation**
  - Launch community meetings, webinars, and workshops to introduce cooperative business models
  - Distribute informational materials to target groups
- **Training Programs: Preparation**
  - Develop curriculum for workshops and training sessions on cooperative principles

- Create online training modules
- Schedule initial training sessions

- **Networking and Collaboration: Preparation**
  - Plan networking events and develop an online collaboration platform
  - Establish mentorship program structure and recruit mentors

Q3 (Months 7-9)

- **Training Programs: Implementation**
  - Conduct first series of workshops and training sessions
  - Launch online training modules
  - Provide one-on-one consulting services to businesses

- **Networking and Collaboration: Implementation**
  - Organize initial networking events
  - Launch online collaboration platform
  - Begin mentorship program

- **Marketing Support: Preparation**
  - Develop joint marketing strategy framework
  - Identify and procure shared marketing resources
  -

Q4 (Months 10-12)

- **Marketing Support: Implementation**
  - Assist businesses with brand development, market research, and promotional campaigns
  - Support participation in trade shows and business expos
  -
- **Monitoring and Evaluation: Ongoing**
  - Collect and analyze data from outreach and training activities
  - Conduct participant surveys and feedback sessions
  - Produce quarterly progress reports for stakeholders

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Program Implementation Timeline Year 2

Q1 (Months 13-15)

- **Outreach Initiatives: Continuation**
  - Continue community meetings, webinars, and workshops
  - Expand partnerships with additional local organizations
- **Training Programs: Continuation**
  - Offer additional workshops and training sessions
  - Update and expand online training modules
- **Networking and Collaboration: Continuation**
  - Host more networking events
  - Enhance online collaboration platform features
  - Continue mentorship program

Q2 (Months 16-18)

- **Marketing Support: Continuation**
  - Provide ongoing support for joint marketing strategies and promotional campaigns
  - Facilitate participation in more trade shows and business expos
- **Monitoring and Evaluation: Ongoing**
  - Continue data collection and analysis
  - Conduct mid-year surveys and feedback sessions
  - Produce mid-year progress report for stakeholders

Q3 (Months 19-21)

- **Outreach Initiatives: Expansion**

- Launch targeted campaigns to reach more minority-, women-, veteran-, and specially certified-owned businesses

- **Training Programs: Expansion**
  - Introduce advanced training modules and workshops
  - Provide more specialized one-on-one consulting services

- **Networking and Collaboration: Expansion**
  - Organize larger-scale networking events
  - Expand mentorship program to include more mentors and mentees

Q4 (Months 22-24)

- **Marketing Support: Enhancement**
  - Develop advanced joint marketing strategies and campaigns
  - Support businesses in reaching new markets and customer segments

- **Monitoring and Evaluation: Finalization**
  - Conduct final round of surveys and feedback sessions
  - Compile and analyze all data to produce comprehensive final report
  - Present findings to stakeholders and funding agencies

20. Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

x☐ Yes ☐ No

Does the agency's governing board approve submission of this proposal?

x☐ Yes ☐ No

Name of Agency Executive Director LA Simons

Agency Executive Director Signature 8/16/24

Name of Agency Board Chairman Audrey L. Griffin, CPA

Audrey Griffin

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Agency Board Chairman Signature_____ 8/16/24

Statement of Program Tie-In of GCDC Purchasing Cooperative Training and Outreach Program with ACC's goals.

The Athens Area Chamber of Commerce Athens Achieve grant program is designed to support initiatives that contribute to the economic growth and development of the Athens community. The proposed Business Purchasing and Marketing Cooperative Outreach and Training Program by the Georgia Cooperative Development Center (GCDC) aligns well with the goals of the Athens Achieve grant program in several ways:

1. **Economic Development**: Both the Athens Achieve grant program and GCDC's initiative focus on driving economic growth. The GCDC program seeks to empower minority-, women-, veteran-, and other specially certified-owned businesses in Athens and beyond by promoting cooperative business models that enhance market competitiveness and create jobs. This aligns with the Chamber's mission to support local businesses and strengthen the economy.

2. **Support for Marginalized Communities**: The GCDC's program targets marginalized communities, including those owned by minorities, women, and veterans, which complements the Chamber's commitment to inclusivity and diversity in economic opportunities within the Athens community.

3. **Community Engagement and Outreach**: The GCDC's focus on outreach initiatives to raise awareness about cooperative business models mirrors the Athens Achieve grant program's emphasis on community engagement.

By conducting community meetings, webinars, and workshops, GCDC will directly involve the local community in educational and economic development activities, contributing to the overall vibrancy of Athens.

4. **Business Support and Training**: The Athens Achieve grant program supports initiatives that offer training and resources to local businesses. GCDC's program aims to provide comprehensive training on cooperative principles, business planning, and marketing strategies, thereby equipping Athens businesses with the tools needed for success. This directly supports the Chamber's goal of fostering business growth and sustainability.

5. **Collaboration and Networking**: GCDC's initiative to create networking opportunities and foster collaboration among businesses aligns with the Chamber's objectives to connect local businesses and facilitate partnerships that can lead to shared success. The proposed program's focus on collaboration through cooperative models strengthens the ties within the Athens business community.

In summary, the GCDC's Business Purchasing and Marketing Cooperative Outreach and Training Program strongly correlates with the Athens Achieve grant program's goals by promoting economic development, supporting marginalized communities, and fostering business collaboration and growth within Athens.

Scope of Work

Agency Information

Agency Name:	Georgia Center for Employee Ownership
Program/Project Name:	Employee Ownership in Athens/Clarke
Total Amount Requested:	$150,000
Primary Contact Name:	Marie Davis
Primary Contact Email:	marie@gaceo.org
Secondary Contact Name:	Steve Storkan
Secondary Contact Email:	sstorkan@eoxnetwork.org
Agency Address:	2387 Bradcliff Dr, NE Atlanta, GA 30345
Phone Number:	404-327-2554

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

The mission of the Georgia Center for Employee Ownership (GACEO) is to educate business owners, advisors, and community/economic development leaders on the benefits of employee ownership as an exit or business growth strategy and provide connections to technical assistance to implement a transition to employee ownership. We see employee ownership as a critical tool to help reduce income and wealth disparity, increasing community wealth, and creating a more vibrant, participatory economy.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

GACEO was founded in 2019 by local citizens interested in promoting employee ownership across the state with support from the Employee Ownership Expansion Network (EOX). EOX has provided substantial funding support, organizational infrastructure and guidance in programming to ensure our sustainability and long-term financial stability. With the help of EOX, the network of State Centers across the US

has grown from 8 to 24 since 2019. The GACEO is an active participant in the network that shares best practices and back office services.

GACEO has worked over the past several years to develop local relationships, funding strategies, and access the business and economic development officials in the state. To date we have:

- Developed the board of directors and added diverse perspectives
- Active in the Georgia Chamber of Commerce events to bring more awareness around employee ownership
- Made progress in connecting with partners involved in targeted efforts for wealth building for workers of color (The Atlanta Wealth Building Initiative)
- Convened employee owners and service providers across GA to bring them into our mission
- Connected with SBDC offices and presented to 50 key managers
- Attended meetings for various Chambers of Commerce and Business Associations
- Presented to Rotary groups, civic organizations and two of the 13 Regional Commissions in GA
- Sponsored 4 Economic Development Conferences, 3 GA Chamber Executive Conferences, and the GA Architect and Engineers Conference
- Joined the Legislative Committee for the Cherokee Chamber
- Guest on the Atlanta Small Business Network television and Business RadioX show
- Held two celebrations of EO month, 2022 and 2023. All EO companies in GA, service providers in GA, and anyone who had an interest in EO were invited. Both celebrations were held at EO companies. Obtained a proclamation from the Governor declaring October as EO month in GA for both years.
- Provided consultations on EO conversion for 6 companies, 5 of whom are continuing to pursue the possibility of employee ownership for their businesses.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

☐ Yes Name of accrediting agency: _____

x No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

For this project we propose the following key strategies, which have proven to work in sister State Centers across the country:

- Education and training on succession planning and employee ownership options
- Outreach and partnership development with local community groups and business development organizations
- Direct business outreach through research and meetings with owners including coaching and technical assistance referrals

We base the below goals and outcomes on other work that has been done by our sister organizations in 24 states across the country. We know what works to reach businesses, especially those that operate in marginalized communities such as rural areas and communities of color. We have learned that forging relationships at the grassroots level is the key to unlocking interest in employee ownership and conversion as a succession planning option for retiring owners or those who want to include their workers in the future of their business.

The following strategy is proposed for a regional project in the Athens Clarke area during 2025 to reach community groups and business owners about the potential for employee ownership.

- **Ambassador Cohort** - 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
- **Outreach** - Developing a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
- **Videos** of 3 employee ownership stories highlighting GA businesses
- **Partnership outreach** (5 to 7 per year)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
- **Research** to develop a comprehensive business overview of businesses in the region working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by the start to direct outreach to identified businesses. The continued outreach process will continue beyond the 1 year scope of this grant.
- **Workshops/Seminar series**, employee owned companies as hosts and University of Georgia as host with a target goal of one per month (12 total)

- **Podcast series** (3-4) to highlight work in the region and employee owned companies
- Recruiting an **Athens area board member** to represent the region on the GACEO board, by the end of year one
- **Workforce Development** through our membership and association with the GEDA has provided insight into unique needs, especially outside of the Metro Atlanta area. Through seminars and as a part of the legislative committee, the GACEO will work to bring employee ownership into these conversations to enhance and support innovative workforce initiatives.

With believe that through this work we can reach 75% of the estimated 1,032 Clarke County businesses owned by individuals over the age of 50 with the hopes that 5% to 10% them consider employee ownership as a valuable tool in both business growth and exit planning and start working with the GACEO towards a transition to an employee ownership model. With an estimated average employee count of 50 employees, we believe within a two year period (one during the grant year and one year following) we will have direct connections with businesses considering employee ownership who employ over 4,000 workers in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

Georgia has over 67,000 companies owned by baby boomers who will be seeking retirement in the next 5-7 years. These companies employ over 685,000 people, with payroll over $25 billion, and sales over $148 billion. More than half of the business owners have no succession plans in place and many will be unable to find buyers.

We see employee ownership as a critical tool to help address this, and reduce income and wealth disparity, increase community wealth, retain businesses and jobs in local communities. Through outreach and education, our work addresses economic inequities by working with retiring owners to transfer ownership to their employees.

GACEO supports diversity, equity and inclusion by promoting employee ownership as an empowering option for workers. Athens, Georgia has a large disparity between rich and poor, ranking fifth in income inequality among 269 cities with populations over 100,000 in 2011. In 2018, 34% of Athens residents lived below the poverty line, and in 2019, the U.S. Census ranked Athens among the top 30 most impoverished places in the country.

The Atlanta Journal-Constitution recently published an article (April 13, 2023) that highlights how equity and wealth-building from employee ownership can address economic challenges for small businesses and ultimately help narrow the racial wealth gap. Our overall goal of this project is to increase outreach and education efforts through a series of workshops in the region on all forms of employee ownership as a means to address inequities by expanding wealth development.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

Our long term goal is to see Georgia's economy become more inclusive, democratic, and accessible to any workers.

We are seeking to create an ownership mentality in the region, working with smaller businesses who need support in retaining and attracting employees, using employee ownership to create good jobs, as well as attract employee owned companies to the region to give residents quality jobs.

We believe that our focus on increasing the number of businesses that make a transition to an employee ownership model will provide Athens-Clarke County with economic stability, job continuity and business retention critical to the region. According to studies done by the National Center for Employee Ownership, employee owners have the following increased wealth and economic stability: 33% higher median income, 92% higher household worth, 53% longer job tenure. Businesses perform better too: 67% have higher productivity, 46% longer job retention, and 8.5% higher profit margins. What is more, employee owners tend to spend money locally, supporting local shops and businesses, leading to increased economic prosperity for the small towns in their area, and they also tend to have higher civic participation in community life, voting, and entrepreneurial activities, which increases well being in the Athens-Clarke County community for everyone.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Expand outreach and knowledge of local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Partnership outreach (minimum of 7 new partnerships)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
2. Develop a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
3. Create videos of employee ownership stories highlighting 3 employee owned GA businesses and create a podcast series to highlight work in the region and employee owned companies

Goal 2: Train local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Hold our EO Ambassador Training Program with a cohort of 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
2. Provide workshop/seminar series, employee owned companies as hosts and University of Georgia as host, one per month (12 total)

Goal 3: Business owner research and outreach

Strategies:

1. Conduct research and develop a list of businesses who are candidates for employee ownership conversion, working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by direct outreach to identified businesses.
2. Reach 75% of the 1032 business owners nearing retirement age (appx 774) with personalized meetings/calls/emails
3.

Goal 4:

Strategies:

1.
2.
3.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Marie Davis	Executive Director	75%
TBD	Local outreach coordinator	100%

9. Volunteer Support:

a. Will the program use volunteers?

x No

☐

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

n/a

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

n/a

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

EOX and our sister State Centers across the country have developed and piloted the Ambassador Training Program, which we will be utilizing in this project.

As noted above we have provided dozens of presentations and consultations on employee ownership and succession planning to business owners, business development staff, and other economic development officials across the state. In total we have worked with 6 businesses in specific consultations, and presented to 1129 individuals.

Our work through this project will be utilizing these strategies of outreach, training, and research with a focus on the Athens-Clarke area to improve knowledge and training of employee ownership in the region.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

The services proposed through this project and provided by GACEO are unique to the area because of our focus on unbiased education, outreach, coaching support and technical assistance on employee ownership transition for business owners looking to exit or retire from their business.

GACEO has already developed partnerships with several organizations and local groups specific to this project including the local SBDC office which will support business outreach and the Fanning Institute at the University of Georgia which will support research of businesses. Other organizations will be reached including:

- Outreach to alumni/black fraternities and sororities
- Georgia Chamber of Commerce
- Local Chambers
- National Fund for Workforce Solutions
- Employee-owned companies in the region

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

We continue to seek out funding from area and state foundations. We receive some funding support from our special events and corporate donors as well as annual general support from EOX. We have fund requests for statewide work (which could be used in AC) pending with the Bank of America, JE Dunn Construction, State Farm, Georgia Pacific, and the First Horizon Bank.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

GACEO utilizes best practices gained from the experiences of our sister State Centers across the US, specifically tactics and strategies to reach communities in Pennsylvania, Minnesota and North Carolina. Research utilized will include gathering data on businesses in the area with retirement age owners who may be a good fit for a transition to employee ownership as a succession planning tool.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

We will utilize partners and community relationships to identify participants for our Ambassador Training Program and workshops as well as online advertising. Our research partner will support our work in identifying possible business owners who may be interested in employee ownership as a succession option. We will also work with local chambers of commerce to find business owners interested in employee ownership.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

x No

☐ Yes If yes, how much are participants required to pay?

$ _____ ☐ weekly ☐ monthly ☐ annually

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*

3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Ambassador Training Program Cohort	15 people
2.	Partners developed	7 to 10
3.	Workshops/Seminars held	12
4.	Direct personalized outreach to business owners	774
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Attendance records
2.	Partnership agreements
3.	Attendance records
4.	Outreach records and data tracking businesses, owners, type of business, and number of employees.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal		$
State		$
ACCGov		$150,000
Business	Corporate Sponsors & Foundations	$30,000
Other	EOX	$10,000
	TOTAL	$190,000

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Executive Director	$65,000 base salary plus estimated taxes and benefit costs of 22%	$65,000	$14,300	$79,300
Local Outreach Coordinator	$27 hr x 30 hr per week x 52 weeks plus estimated taxes and benefit costs of 22%	$45,000	$6,390	$51,390
Ambassador cohort	$3,500 license fee + $1,500 program cost	$5,000		$5,000
Seminars and workshops	$500 per seminar x 12	$4,000	$2,000	$6,000
Podcast	$1,250 per podcast x 4	$3,000	$2,000	$5,000
Marketing/outreach/website	Estimated costs of $1,000 per month	$7,000	$5,000	$12,000
Videos for storytelling	$3,000 per video x 3	$9,000		$9,000
Travel	$250 per month x 12 months	$2,000	$4,000	$6,000
Support staff (admin, marketing, development)	Estimated costs of $1,000 per month	$10,000	$2,000	$12,000
TOTAL		$150,000	$35,690	$185,690

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

We would be able to provide some level of services with fewer funding if necessary, this would likely include no research on business for direct outreach and instead a focus on education and partnership development to expand the employee ownership ecosystem in the area.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Marie Davis**		
Agency Executive Director Signature:	Marie B Davis	**Date Signed:**	8/21/24
Name of Board Chairman:	**Steve Storkan**		
Board Of Director Signature:	Steve Storkan	**Date Signed:**	08/20/24

Athens Worker Knowledge and Empowerment Program

Agency Name:	Economic Justice Coalition
Program/Project Name:	Worker Knowledge and Empowerment Program
Total Amount Requested:	$150,000
Primary Contact Name:	Broderick Flanigan
Primary Contact Email:	Broderick.Flanigan@ejcathensga.org
Secondary Contact Name:	Shelly Anand
Secondary Contact Email:	Shelly@surlegal.org
Agency Address:	337 S Milledge Ave Ste 127 Athens, GA 30605
Phone Number:	706 549 1142

Resources for Proposal

Funding Guidelines for American Recovery Act

https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf

https://www.naco.org/resources/featured/naco-recovery-fund-faqs

Report on nationwide wage theft:

https://publicintegrity.org/inequality-poverty-opportunity/workers-rights/cheated-at-work/ripping-off-workers-with-no-consequences/

Basic census data for Athens:

https://www.census.gov/quickfacts/fact/table/athensclarkecountybalancegeorgia/RHI225219

Report on the ways organized labor has been especially important and beneficial to workers during covid-19:

https://www.epi.org/publication/why-unions-are-good-for-workers-especially-in-a-crisis-like-covid-19-12-policies-that-would-boost-worker-rights-safety-and-wages/

Example of how worker centers can be directly responsive to challenges associated with Covid-19 and future health or economic crises:

https://jatwork.org/wp-content/uploads/2021/03/English-FAQ_Updated-Jan-18-2021.pdf

• Description of program, including tie-in with Business Development & Workforce Support Strategic Plan

Summary

The Economic Justice Coalition (EJC) is a non-profit, grassroots organization whose mission is to educate, advocate, and organize for quality jobs with living wages and benefits. In accordance with this mission, **EJC is submitting a request for American Rescue Plan funding to reinvigorate EJC's worker center in Athens, GA.** To execute this project to its fullest, the Economic Justice Coalition is requesting two year seed funding in the amount of $150,000. This would be a one time operating expense.

Across the country, worker centers are becoming more common as community responses to issues such as poverty and workplace inequities. As community-based hubs for worker empowerment, worker centers are powerful sites for workers to organize, access resources and support, and build community to advance economic justice. Workers in Athens -- particularly those from historically marginalized communities (i.e., Black, Latinx and immigrant communities) -- are often denied the economic security necessary to live healthy and sustainable lives. Recent local resolutions passed in support of Black Lives Matter[1] and in support of immigrant people[2] highlight Athens Clarke County's (ACC) responsibility for and commitment to uplifting these communities. With the worker center, we will support and build the capacity of all low-wage workers in Athens through education, organizing, leadership development, and advocacy. The center and its staff will educate workers on their rights in the workplace. Our plan is to work in partnership with local unions, lawyers, and area organizations.

[1] ACC Resolution in Support of Black Lives Matter
[2] ACC Resolution in Support of Immigrant People

Economic Justice Coalition will partner/subcontract with Sur Legal Collaborative to develop a curriculum of workplace rights for all workers that includes participatory training and accompanying handouts.

Founded in October 2020, Sur Legal Collaborative is a woman of color-run and led legal nonprofit based in Georgia working at the nexus of labor rights, immigrant rights, and mass decarceration. Sur Legal's mission is to empower workers by putting legal knowledge in their hands to disrupt the labor abuse-to-deportation pipeline and expose abusive employers, industries, and systems of oppression. The dire need for Sur Legal's unique intervention model was made apparent during the height of COVID-19, when vulnerable immigrant workers were deemed essential workers, yet knew nothing about their labor rights, especially under the Occupational Safety and Health Act (OSH Act). Sur Legal was founded by Shelly Anand, a former trial attorney with the Region IV Solicitor's Office in the U.S. Department of Labor (SOL) with expertise and litigation experience under the OSH Act and the Fair Labor Standards Act. Sur Legal's function and daily activities include: (1) creating and disseminating bilingual popular education content in English and Spanish across social media platforms focusing on labor rights regardless of immigration status, and forms of immigration relief available to immigrant workers; (2) conducting trainings that build the capacity of workers and the organizers who support them to file robust labor complaints with federal labor agencies and assist immigrant workers with applications for immigration relief; (3) providing direct legal representation to immigrant workers on labor complaints and applications for immigration relief; and (4) providing technical assistance to workers, organizers, and other non-profit groups filing labor complaints and applications for immigration relief. Communities supported by Sur Legal's work include immigrant and working class communities of color across Georgia and the Deep South as well as immigrant and worker organizers of color affiliated with unions, worker centers, and community based organizations.

Over the last almost two years, EJC and Sur Legal have been in partnership and community to help empower Black and brown workers in Athens, Georgia and surrounding areas. EJC first became aware of Sur Legal's work when our leadership attended a training they provided in the fall of 2022 on deferred action for immigrant workers with Rutgers University's workplace justice lab. After attending that training, EJC reached out to Sur Legal to begin the process of partnering with them to train up our organizers at EJC on labor rights regardless of immigration status, with a focus on Sur Legal's expertise under the Occupational Safety and Health Act. Sur Legal has previously provided three train-the-trainer workshops to EJC via our partner organization, Dignidad Inmigrante en Athens (DIA), starting with a training on labor

rights regardless of immigration status, and following up with a training focused on forms of immigration relief available to immigrant workers. In June 2024, Sur Legal provided EJC with a train-the-trainer workshop under the Susan Harwood OSHA grant they were awarded. In addition to these three trainings, together our organizations created needs assessment surveys for Athens area workers to ascertain what their most pressing concerns were in the workplace. Of the 33 individuals surveyed:

- 91% were located in Athens, Georgia
- 82% identified as Black/African American, 6% Latino/Latina/Latiné, 9% White, 3% Asian
- 30% work in manufacturing, 27% engage in Administrative/Office work, 24% work in Hospitality/Tourism, with the remainder of those surveyed working in various other industries, including construction, retail, and restaurants
- 64% stated that their salary/pay was their biggest concern in the workplace, followed by organizing in the workplace to improve working conditions, safety and health, and decrease discrimination.

Based on the responses from this survey, Sur Legal's team will develop five training curricula to educate and empower workers and organizers with information about their labor rights and how to best enforce those rights. The training curriculum will cover five major areas of federal labor employment law as follows:

Curriculum 1: Wage Theft

This first curriculum will explain workers rights under the Fair Labor Standards Act (FLSA). This curriculum will include information about:

- When workers are covered by Georgia minimum wage laws versus federal minimum wage under the FLSA
- The difference between a W2 employee versus an independent contractor and misclassification of workers
- Minimum salary requirements for employees who are exempt for overtime and an overview of who is exempt from overtime
- The process for filing a complaint with the Wage and Hour Division at the US Department of Labor and/or filing a complaint in federal district court

Curriculum 2: Discrimination, Harassment, and Hostile Work Environment

This second curriculum will explain workers rights under Title VII of the Civil Rights Act. This curriculum will include information about:

a. Legal requirements for bringing a claim of race, gender, sex, and/or national origin discrimination including sexual harassment and/or hostile work environment

b. How to bring a charge with the Equal Employment Opportunities Commission (EEOC) and the mediation process

Curriculum 3: Disabilities, Illness, and Pregnancy in the Workplace
This third curriculum will explain workers rights under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) and the Pregnant Workers Fairness Act (PFWA). This curriculum will include information about:

a. Rights when requesting a reasonable accommodation and/or leave due to disability, illness, caretaking responsibilities for a family member, and/or pregnancy
b. How to bring a Charge with the Wage and Hour Division (WHD) for FMLA violations and EEOC for ADA and/or PWFA violations

Curriculum 4: Organizing
This fourth curriculum will explain workers rights under the National Labor Relations Act (NLRA). This curriculum will include information about:

1. Workers rights to engage in protected concerted activity and union formation activities
2. How to bring a charge with the National Labor Relations Board

Curriculum 5: Workplace Safety and Health
This fifth curriculum will explain workers rights under the Occupational Safety and Health Act (OSHA). This curriculum will include information about:

1. Body and hazard mapping exercises
2. How to file a complaint with OSHA and the rights of third party representatives, including organizers, during the OSHA complaint and investigation process

Each curriculum will have two sets of trainings, one oriented towards non-profit organizers as a “train-the-trainer” workshop and another as a Know Your Rights (KYR) training for the general public. The trainings will be participatory in nature, based in a popular education framework, where workers engage in conversations, exercises, and skits to learn and engage with the materials. Sur Legal will also develop and implement pre- and post-training tests and evaluations to track attendees’ level of engagement and learning, as well as to assess how to better deliver otherwise legally dense information to worker populations, including those with limited English proficiency (LEP) and limited literacy generally. Sur Legal has in-house expertise and experience with supporting workers on FLSA, NLRA, OSHA, as well as limited experience supporting workers on Title VII claims specific to sexual harassment. In addition to Sur Legal’s team of attorneys and legal workers, EJC will engage with a local labor rights attorney to provide

support on creating and reviewing Curriculum 3 on workers rights under the ADA, Title VII, and the FMLA.

Once each training curricula are drafted, reviewed, edited, and finalized, Sur Legal will provide train-the-trainer workshops to nonprofit organizers in Athens-Clarke County, so that these nonprofit organizers can then provide these trainings to directly impacted worker communities in Athens-Clarke County. In addition to the train-the-trainer workshops, Sur Legal will also provide each training curriculum to directly impacted worker communities and/or the general public in Athens, Clarke County, and EJC will support as needed, co-facilitating these KYR trainings, to gain experience and confidence with the curricula.

After receiving and co-facilitating trainings with Sur Legal, EJC will provide approximately 15-30 additional trainings on each curricula to other nonprofit organizations and the general public over a two year period. We anticipate having 10-15 members of the general public attend our general KYR trainings and 5-10 nonprofit organizers attending our train-the-trainer workshops. To keep the trainings interesting and engaging we will contract with the improv group, Flying Squid Comedy. Flying squid will be trained and become familiar with some of the labor topics we will cover so they can act out scenarios and participants will engage in discussions after each skit to help understand what labor violations occurred. These trainings will take place in community spaces like Goodwill, Heard Park, and the Career Academy at Clarke County School District. Each training session in partnership with Flying Squid will be approximately an hour and a half. These skits will provide another participatory format for attendees to better understand their labor rights and how to speak up for those rights with one another, their employers, and with federal agencies tasked with enforcing those rights. Additionally EJC will partner with Flying Squid to provide training in improvisation techniques for adult workers or nonprofit leaders to learn how to add these engaging elements to future train-the-trainer sessions the workers or nonprofit leaders would conduct.

EJC will be hosting this legal clinic on a monthly basis over a 10 month period. Sur Legal will participate in legal clinics organized by EJC on a quarterly basis to meet with workers who have questions about their labor rights or need support filing complaints. This work will include interviewing workers, providing brief advice and counsel, and/or supporting workers after the clinic to file labor complaints and/or accompanying applications for immigration support.

• **Organizational previous experience and programming**

For over a decade EJC has stood in the gap to increase voter participation and engagement. Over the years EJC has successfully registered or updated the voter registration status of over 22,000 voters in the Northeast GA region. At its peak this program had 20 part time staff and 15 consistent volunteers.

The Economic Justice Coalition (EJC), formerly known as the Living Wage Coalition, was formed in 2003 after Dr. Ray MacNair, a University of Georgia Social Work professor, came to understand “living wages” as being much more than the paycheck people bring home. We are a 501(c)(3) non-profit organization based in Athens, Georgia. Our mission is to educate, advocate and organize for quality jobs with living wages and benefits. Getting back to our roots, we have reestablished energy behind The Workers Center at EJC. In the very early days of EJC, our founder, Dr. Ray MacNair worked directly with migrant workers in the Athens area, empowering them to know their rights, connecting them with other organizations for support, and providing direct resources. Today, our Workers Center is developing processes for educating workers on their rights, empowering worker-leaders, and assisting workers with the process of developing worker-owned cooperatives and unionizing workplaces. EJC is also a partner and fiscal sponsor of Dignidad Inmigrante en Athens (DIA), an organization comprised of and led by undocumented immigrants who demand that the fundamental rights to education, work, housing, and family (love) be safeguarded for all human beings, regardless of their immigration status, race, gender, or sexual orientation.

Sur Legal’s team of attorneys and legal workers have expertise in supporting vulnerable worker populations in filing labor complaints and accompanying applications for immigration relief. Sur Legal has supported workers on filing labor complaints with the Occupational Safety and Health Administration (OSHA), the Wage and Hour Division (WHD), the National Labor Relations Board (NLRB), and the Equal Employment Opportunities Commission (EEOC). Sur Legal’s work has resulted in millions of dollars in penalties against companies for violating the OSH Act as well as back wages and damages to workers who have experienced labor violations such as wage theft, sexual harassment, and unfair labor practices. Sur Legal was also one of the first organizations in the country to secure labor based deferred action and work permits for workers involved in a labor investigation. Since Sur Legal’s founding in October 2020, the organization has provided over 50 trainings to close to 3,000 individuals including directly impacted worker communities, worker organizers, law students, legal workers, and other attorneys. Thus far in 2024, Sur Legal has conducted 12 trainings with over 750 attendees. This included a training for a community of 15 limited English proficient (LEP) poultry workers in Gainesville, Georgia. We provided these workers with a

training on their rights under the OSH Act and the most common workplace safety and health hazards. Sur Legal has also provided train-the-trainer workshops to community based organizations and worker centers, including EJC, Migrant Equity Southeast, the Union for Southern Service Workers, Miami Worker Center, WeCount!, Worker Defense Project, the Filipino Worker Center, among many others.

• Program outcomes

Summary Continued: Articulating Objectives and Measuring Our Success

Goal 1: Increase workers knowledge on labor rights

Strategies:

1. Offer trainings to workers on subjects including yet not limited to FLSA, misclassification, wage theft, Title VII
2. Train worker organizers and non profit leaders to produce/facilitate future trainings for workers
3.

Goal 2: Increase workers' confidence in filing claims with appropriate agencies when violations occur

Strategies:

1. Offer free legal clinics to support workers who have questions and support them in filing claims
2.
3.

Goal 3: Create a network of support for workers who experience workplace issues

Strategies:

1. Partner with non profit agencies and connect them to labor organizations such as worker centers or unions.
2. Providing train-the-trainer session for non profit partners
3. Increase confidence with workers and nonprofit leaders in delivering trainings and going through labor complaint process

The specific issue-focus of the worker center will be determined through greater community input, but the common core programs of worker centers are designed to build worker power and rebalance the power dynamic between employee and employer. We will work to accomplish this core goal by:

1. **Educating** workers about their rights and labor policies to address workplace problems and protect workers under the National Labor Relations Act (i.e., wage theft; sexual harassment; Contractor vs. W2 employee; FMLA; health and safety issues)
2. **Developing worker-leaders** and establishing a democratic structure for participation
3. **Advocating** for policies that challenge racism and other forms of oppression, supporting development projects with a strong labor standards agreement, and incubating worker cooperatives as an alternative business model
4. **Data Collection** on low wage workers experiences

Deliverables:

- Deliverables from Sur Legal
    - A Bilingual Workers Rights Curriculum that includes:
        - 5 training curricula in English and Spanish going over workers rights under the 7 major federal laws including the FLSA, FMLA, Title VII, the ADA, the PWFA, the OSH Act, and the NLRA
        - Accompanying handouts
        - Pre- and post-training tests & training evaluation
- Increasing confidence and level of knowledge about rights
- Monthly legal clinics staffed by local attorneys and Sur Legal Collaborative

Performance Outcome	Performance Target

1.	General trainings for youth, adult workers, and nonprofits	20-30 trainings with 10-15 individuals attending each
2.	Train-the-trainer sessions for worker organizers and non profit leaders	5-10 trainings with 5-10 nonprofit organizers attending each
3.	Legal clinics with a labor focus	16-20
4.	Develop curricula for topic areas	cover 5 main topics Total of 20 training curriculums, one for general public and one for organizers Accompanying handouts (approximately 10)
5.		

Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure

1.	Sign in sheets for number of attendees, pre- and post-tests to assess workers knowledge, surveys to review and provide feedback to trainers
2.	Sign in sheets for number of attendees, pre- and post-tests, number of organizations who agree to produce a training, surveys to review and provide feedback for trainers
3.	Sign in sheets, number of workers who file claims, number of workers who are connected to legal counsel beyond initial consult
4.	Number of modules developed for this program in the curriculum
5.	

Creating a curriculum and educational environment with tangible benefits to low wage workers which include access to facility space, workshops, trainings, general meetings, know your rights materials, legal clinics and a resource library
Hosting 5 social events a year where worker-members can check in and discuss their shared needs, problems, and solutions
Hosting and moderating regular meetings with workers and for workers
Partnering with 5 local agencies over two years to develop a wider network of support for workers
Surveying 500 workers over two years about their needs and respond to concerns of workers through gathering information and resource delegation
Educating workers on their rights related to concerted activity protections under the National Labor Relations Act (NLRA)
Connecting workers with local lawyers by hosting legal clinics once a month totalling 6 hours a quarter for a total of 48 hours for the two year grant period

To achieve the above stated goals we will educate workers on their rights, recruit and survey workers about their needs, partner with local unions/labor organizations, and invest in leadership development for workers so they are equipped to collectively advocate for fair wages and better working conditions as deemed appropriate by federal laws and regulations.

• Staffing and job descriptions; key staff resumes

We will follow EEOC guidelines in our hiring process and will have an open call for hiring the best candidates after advertising the position on social media and through local newspapers. The positions outlined in the budget are as follows:

Part-time Outreach Coordinator

- Organize events, recruit new participants
- Manage spreadsheet with data points
- Handle communications between membership and staff through reports and newsletters
- Manage external social media and communication platforms
- Assist with other duties assigned as necessary

Part-time Project Manager

- Communicate with workers to survey their needs
- Assist in program and campaign design to ensure proper integration across the organization and its priorities
- Oversee organizing staff and campaigns to ensure proper implementation, evaluation, and improvement
- Design systems of evaluation across the organization to ensure strong mission alignment, efficiency, and outcomes
- Maintain a working knowledge of significant developments and trends in marginalized communities
- Represent the organization at community activities to enhance the organization's community profile
- Establish good working relationships with community partners to help achieve the goals of the organization
- Assist with other duties assigned as necessary

Part-time Administrative Support

- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Help maintain the budget plan
- Organize and schedule meetings and events
- Collaborate with other staff
- Handle technical issues in their area of expertise
- Carry out clerical duties, including answering phones and preparing documents

Consultants

Christina Coates C. Coates Consulting - Human Resources
Shelly Anand/Sur Legal Collaborative - curriculum development/train-the-trainer sessions
Mary Ellen Morgan - Accounting

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Broderick Flanigan	Director Economic Justice Coalition	5-10
Tracy Smith	Project Manager	70
Christina Coates	HR / Professional services	15
	Labor Attorney	.5-1
Mary Ellen Morgan	Accountant	10
Shelly Anand	Director Sur Legal Collaborative	see attached budget

Key Staff Résumés

EJC

Broderick Flanigan

Christina Coates

Mary Ellen Morgan

Tracy Smith

Sur Legal Collaborative

Aimee Pacheco

Elizabeth Zambrana

Sebastian Munoz-McDonald

Shelly Anand

• **Schedule for implementation and follow up**

Sur Legal work plan will go as follows:

Task	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Developing Training Curriculum 1 (FLSA)	X							
Developing Training Curriculum 2 (Title VII)	X							
Providing Train the Trainer Workshop on Curriculum 1 (FLSA) to Nonprofit Organizers in Athens	X (1)							
Provide KYR Training on Curriculum 1 (FLSA) to Workers/General Population		X (2)						
Providing Train the Trainer Workshop on Curriculum 2 (Title VII) to Nonprofit Organizers in Athens		X (3)						

Developing Tra ining Curriculum 3 (ADA/FMLA/PW FA)		**X**						
Provide KYR on Training Curriculum 2 to Workers/Genera l Public			**X (4)**					
Provide Train the Trainer on Curriculum 3			**X (5)**					
Develop Curriculum 4 (NLRA)				**X**				
Develop Curriculum 5 (OSH Act)					**X**			
Provide KYR on Training Curriculum 3 to Workers/ General Public					**X (6)**			
Provide train the trainer on Curriculum 4 to Nonprofit Workers						**X (7)**		
Provide KYR on Curriculum 4 to Workers/Genera l public						**X (8)**		
Provide train the trainer on curriculum 5 (OSH Act) to							**X(9)**	

Nonprofit Workers								
Provide KYR on curriculum 5 to workers/general public							**x(10)**	
Attend 1 Legal Clinic organized by EJC with guarantee of at least 3 attendees	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

EJC work plan:

	Q1 25	**Q2 25**	**Q32 5**	**Q4 25**	**Q1 26**	**Q2 26**	**Q3 26**	**Q4 26**
Hiring of key staff	**x**							
subcontractors/consultants	**x**							
launch program/marketing outreach	**x**							
internal review of materials for legal compliance	**x**							
trainings curriculum 1		**x**						
trainings curriculum 2			**x**					
trainings curriculum 3				**x**				
program midpoint check in review and feedback					**x**			
trainings curriculum 4						**x**		
trainings curriculum 5							**x**	

trainings review feedback								**x**

• Detailed budget

Other sources of funding

Funding Type	Funding Source(s)	Amount of Funding
Federal	ARPA funding Homelessness Allocations CNA program in Partnership with Above and Beyond	$400,000
State		$0
ACCGov		$0
Business	Donations	$7,000
Other	Foundation Support and other non profit support	$200,000
	TOTAL	$607,000

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Project manager	*24/hr x 25 hrs per week x 104 weeks (includes ssi and med and health stipend)*	$49,371.00	$22,120.20	$71,491.20
Sur Legal	see budget hyperlink below	$61,329	0	$61,329
Flying Squid	*paying performers to assist in curriculum delivery* *Paying performers to train workers and nonprofit leaders to do improv so they can add these elements to future labor trainings*		0	

	stipends $150 x 4 ($600) for flying squid staff x 15 training sessions = $9,000 per year = $18,000 for 2 years + *$25 per class for improve training for 14 weeks for 15 people (one 6 week session =$2250 and one 8 week session = $3000) = $5,250 +* *$75 per session for 1 instructor to teach improv to community members who want to include improv in their trainings. 1, 6 week course =$450 and 1, 8 week course =$600 only offered in the first year of the program.* = $1,050 Travel reimbursement fed mileage rate	$18,000 $5,250 $1,050 $2,000		Total for flying squid services $26,300
Admin	Accountant, HR, office supplies, insurance	$10,000	10,000	$20,000
Travel	fed mileage rate Estimate of mileage travel for flying squid performers and the program manager/outreach staff		$2,000	$2,000
Food	$200 per event x 30 events	$3,000	$3,000	$6,000
	TOTAL	$150,00.00	$37,120.20	$187,120.20

Sur Legal Collaborative budget and explanations

Supplemental Documentation

ARPA Equity Impact Assessment

ARPA Risk Assessment Questionnaire

Conflict of Interests Questionnaire

Certifications

Determination Letter IRS

EJC Board of Directors

Financials June 23-July 24

• Other requirements (insurance, etc.) required for ACC recipients (EJC has the proper insurance because of another contract award currently in process. There's a recommendation that subcontractors also have some level of insurance coverage.

Broderick Flanigan *Broderick Flanigan* Sign
Executive Director Economic Justice Coalition Date 8/15

Dolores Lee *Dolores Lee* Sign
Board Chair Economic Justice Coalition Date 8/15

Phone: 706-850-4017 Fax: 706-850-4015 www.onebreathcna.com

August 16, 2024

Mr. Kelly Girtz, Mayor
Athens-Clarke County Commissioners
562 Pulaski Street
Athens GA 30601

Dear Mr. Girtz and Commissioners,

One Breath CNA is committed to providing pathways to living-wage jobs and filling workforce gaps in healthcare fields. We are pleased to present this proposal request for $75,000 to satisfy the requirements outlined for the AthensAchieves! Program. Our organization is well-suited to fulfill the goals and objectives outlined in the Business Development and Workforce Support Strategic Plan.

Our vision and mission are central to our efforts in providing programming that enhances community equity and significantly impacts our community by increasing access to healthcare training for individuals from underserved communities. This funding support would also empower deserving students with the skills and certifications necessary to excel in the healthcare industry, opening up opportunities they may not have been able to afford otherwise. Ultimately, this initiative would lead to a positive impact on the community through the development of skilled and compassionate healthcare professionals who are better equipped to meet healthcare needs. Program graduates are in high demand and typically secure employment immediately upon finishing the program.

Thank you for the opportunity to present this proposal to the Unified Government of Athens-Clarke County. We are deeply grateful for your consideration and support. We rely on our community and the support of agencies like ACCGov to continue this important work. I can be reached at 706-254-1717 should you need to contact me.

Sincerely,

Wil Fletcher
Founder/Executive Director

One Breath CNA
205 Cleveland Rd
Suite b
Bogart,GA 30622

Scope of Work

Agency Information

Agency Name:	One Breath CNA, Inc.
Program/Project Name:	One Breath Academy
Total Amount Requested:	$75,000
Primary Contact Name:	Wil Fletcher
Primary Contact Email:	wil@onebreathcna.com
Secondary Contact Name:	
Secondary Contact Email:	
Agency Address:	205 Cleveland Rd., Suite B Bogart GA 30622
Phone Number:	706-850-4017

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

One Breath CNA's mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry. Our value proposition lies in our commitment to delivering comprehensive, high-quality training for aspiring healthcare professionals. By offering a diverse range of programs–including certified nursing assistant, medical assistant, phlebotomy technician, and certified medication aide–One Breath CNA equips students with the practical expertise, theoretical understanding, and certifications they need to excel in the healthcare industry. With dedicated instructors, state-of-the-art facilities, and innovative teaching methods, we create a supportive environment that fosters both personal growth and professional excellence, shaping the future of healthcare with highly skilled and compassionate professionals.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

One Breath CNA, a nonprofit organization founded by Wil Fletcher in 2017 and granted nonprofit status in 2022, is filling the community's crucial need for well-trained Certified Nursing Assistants (CNAs) and other medical certifications. CNAs play a vital role in the healthcare system by assisting patients with daily living activities and providing essential care. Our organization's service area encompasses Bogart and its neighboring regions,

including Athens, Statham, Winder, Monroe, Loganville, Jefferson, Elberton, and Madison County. We are dedicated to serving students from these areas and their surrounding communities.

One Breath CNA is proud to certify over 100 graduates annually. This accomplishment highlights our commitment to providing high-quality training and education, ensuring that a significant number of students are fully equipped to enter the healthcare field each year. Our graduates leave our program not only with the necessary certifications but also with the confidence and skills required to excel in their careers. This steady output of qualified professionals reflects our dedication to addressing the growing demand for skilled healthcare workers in our community.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

X Yes Name of accrediting agency: CNA: Department of Community Health

Medial Assistant and Phlebotomy: Georgia Nonpublic Postsecondary Education Commission (GNPEC)

☐ No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

One Breath CNA delivers diverse healthcare training programs that empower students with the essential skills and knowledge to thrive in various medical professions. Each role in the healthcare system has a distinct purpose, with training tailored to that position's specific duties and responsibilities. While no single role is inherently more trained than another, a CNA who has received additional training in areas such as phlebotomy and medication administration can perform a broader range of functions. This added versatility enhances their role and may lead to higher earning potential due to their expanded skill set. The organization also offers job readiness support, such as interview preparation and resume writing, and covers the Georgia state exam.

The training is conducted in state-of-the-art facilities using innovative teaching methods emphasizing practical expertise and theoretical understanding. All onsite classes are held at the One Breath CNA office located at 205 Cleveland Rd., Suite B, part of a commercial office park. We are open 8 a.m. to 5 p.m. Monday through Thursday for training and

administrative work and are typically closed on Friday. We offer weekend classes on Saturday and Sunday from 8 a.m. to 5 p.m.

Each of these programs is supported by dedicated instructors who are committed to student success. One Breath CNA also fosters a supportive learning environment aimed at personal growth and professional excellence, ensuring that graduates are well-prepared to provide high-quality and compassionate care in the healthcare field. The key programs and services provided by One Breath CNA include:

1. Certified Nursing Assistant (CNA) Training: This program prepares students to become Certified Nursing Assistants. It covers essential patient care techniques, basic nursing skills, and the practical knowledge needed to assist nurses and other healthcare professionals in various medical settings. This is a 6-week hybrid program featuring 50% online and 50% in-person instruction. The tuition includes various services and materials, such as a background check, PPD screening, and a physical exam. Students will also receive textbooks, a blood pressure kit, and a uniform. The program also includes American Heart Association BLS and First Aid certifications, C.A.R.E.S. Dementia certification, job readiness support (including interview preparation and resume writing), and the fee for the Georgia state exam.

2. Medical Assistant Training: One Breath CNA offers comprehensive training for Medical Assistants, combining clinical and administrative education. Students learn to perform tasks such as taking vital signs, assisting with medical examinations, and handling office responsibilities like patient scheduling and record management. This program is 15 weeks, with 50% onsite and 50% online. The tuition includes a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

3. Phlebotomy Technician Training: This program is designed to teach students the art and science of drawing blood. It includes hands-on practice in venipuncture and capillary puncture, as well as the proper handling and processing of blood samples. This program is six weeks long, with 50% onsite and 50% online. The tuition includes books, a uniform, American Heart Association BLS and First Aid certification, job readiness support (such as interview preparation and resume writing), and the certification exam.

4. Certified Medication Aide Training: This program provides specialized training in administering medications for those looking to expand their CNA skills. Students are taught safe and effective ways to deliver medications to patients, along with an understanding of drug interactions, side effects, and proper documentation. This 5-day self-paced program is only held onsite and includes tuition that covers a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American

Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

At One Breath CNA, our students gain invaluable hands-on experience through practical training in real-world healthcare settings. Our CNA students complete 24 hours of clinical training at The Landing of Bogart, a local assisted living facility. This experience allows them to apply their classroom knowledge in a supportive environment, working directly with residents under the supervision of experienced healthcare professionals.

Similarly, our medical assistant students are required to complete internship hours as part of their graduation requirements. They are placed in various healthcare settings, including local doctor's offices, urgent care centers, and specialty practices. These internships allow them to work alongside medical professionals, gaining practical skills and insights that are crucial for their future roles in the healthcare industry. This comprehensive approach ensures that our graduates are well-prepared to meet the demands of their chosen careers, equipped with both theoretical knowledge and practical experience.

The programs offered by One Breath CNA are crucial for the Athens area and its neighboring communities, especially considering the high poverty rates and substantial underserved population. In an environment marked by notable gang activity and economic hurdles in Athens-Clarke County, there is a pressing demand for employment opportunities that provide financial security. These programs deliver hands-on training in healthcare professions, equipping individuals with the necessary skills and certifications to access stable, lucrative employment opportunities. By providing job readiness assistance and covering the Georgia state exam fees, One Breath CNA significantly enhances career prospects and tackles economic inequalities within the community. This initiative is valuable for youth who may not complete high school or pursue higher education. It offers them a path to receive specialized training and enter the medical field, where there is a growing demand for skilled professionals due to the rapidly aging population.

The Athens Wellbeing project clearly outlines the multifaceted issues affecting the well-being of residents in Athens-Clarke County. Its focus includes improving economic stability, increasing access to education and job opportunities, and addressing social challenges in the community. One Breath CNA's programs align with the goals of the Athens Wellbeing Project and those of many of the civic, corporate, and government agencies in Athens-Clarke County by:

- Providing Job Training: The programs offer training in highly demanded healthcare fields, helping individuals gain the skills needed for stable, well-paying jobs.
- Supporting Economic Stability: The programs help improve economic stability for individuals in underserved communities by equipping participants with certifications and job readiness skills.

- Addressing Local Needs: The program's focus on healthcare training responds directly to the project's emphasis on increasing access to education and job opportunities, addressing the gaps noted in the well-being assessment.

Overall, One Breath CNA's initiatives contribute to the community's objectives by offering practical solutions to the community's challenges, thereby supporting economic and social improvements in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

At One Breath CNA, our mission is to empower these individuals with the knowledge, skills, and certifications required to excel in the healthcare industry. We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. We strive to create a supportive learning environment that fosters personal growth and professional excellence through our dedicated instructors, state-of-the-art facilities, and innovative teaching methods. We aim to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients and contribute positively to the healthcare sector.

The Athens Wellbeing Project is an initiative focused on assessing and improving the overall well-being of residents in Athens, GA. This project aims to gather data and provide insights into various aspects of community health, economic stability, and quality of life. The most recent Athens Wellbeing Project report was published in 2022. This report provided updated insights into various aspects of community well-being, including workforce development, and offered recommendations for improving economic stability and job opportunities in the Athens, GA area. Key findings and recommendations from the report typically include:

1. **Workforce Development–Skills and Training:** The report emphasizes the importance of aligning workforce development programs with current job market demands. It highlights the need for targeted training and skills development programs that match local industry needs, particularly in high-demand sectors.

Alignment: One Breath CNA's training programs for medical assistants, phlebotomy technicians, and certified medication aides address local workforce needs by providing vocational training that aligns with high-demand healthcare roles. By equipping students with practical skills and certifications, the programs contribute to economic stability and

job placement, aligning with the Athens Wellbeing Project's emphasis on skills development and job opportunities.

2. **Access to Education:** It underscores the need for accessible educational and vocational training opportunities. This includes support for non-traditional students and those with barriers to education, such as financial constraints or previous educational setbacks.

Alignment: The organization offers comprehensive training programs accessible to individuals with limited formal education and those relying on public assistance, reflecting the project's focus on improving access to educational and vocational opportunities for underserved populations.

3. **Job Placement Support:** The report often stresses the importance of comprehensive job placement services. This includes career counseling, job search assistance, and partnerships with local businesses to facilitate job placements and internships.

Alignment: One Breath CNA provides support through mentorship and career guidance, which aligns with the project's recommendation for robust job placement services and career counseling to enhance employment outcomes for veterans and other participants.

4. **Economic Resilience:** The project may focus on building economic resilience by supporting entrepreneurship and small business development. Encouraging local business growth and providing resources for startups can help diversify the local economy and create additional job opportunities.

Alignment: By training healthcare professionals and supporting job placements, One Breath CNA contributes to building economic resilience. The skills and certifications obtained through their programs can lead to stable employment, reducing reliance on financial aid and fostering long-term financial stability.

5. **Collaboration:** Collaboration between educational institutions, workforce development agencies, and local employers is frequently recommended. Strengthening these partnerships can lead to more effective training programs and better alignment between workforce needs and educational outcomes.

Alignment: One Breath CNA's approach includes collaboration with community organizations and healthcare professionals to enhance training quality and provide holistic support, aligning with the Athens Wellbeing Project's emphasis on community partnerships to address local needs.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

If funded, the program will directly and positively impact Athens-Clarke County residents, particularly those in underserved and economically challenged areas. Specifically, residents can expect the following benefits:

- Increased Economic Stability for Families: The program will provide individuals with the training and certifications needed to secure well-paying jobs in the healthcare sector. This can lead to higher household incomes, helping families achieve greater financial stability and reduce reliance on public assistance.
- Break the Cycle of Generational Poverty: The program provides many participants with a pathway out of poverty by offering career training and job readiness support. This can have a ripple effect, improving the economic conditions of entire families and potentially breaking the cycle of generational poverty.
- Improved Quality of Life: With better job prospects, families will experience improved living conditions and access to resources, which can enhance overall quality of life. This potentially includes better housing, healthcare, and educational opportunities for their children.
- Strengthened Community and Local Economy: As participants gain employment and contribute to the local workforce, the community benefits from a more robust economy. This economic boost can lead to additional opportunities for local businesses and services, further supporting the community's growth and development.
- Enhanced Local Healthcare System: By training and certifying new healthcare professionals, the program will help address staffing shortages and improve the quality of care in local healthcare facilities. This benefits the community by ensuring better access to medical services.

If the proposed program receives funding, Athens-Clarke County (ACCGov) can anticipate notable improvements in workforce development. One Breath CNA will enhance its vocational training services by adding one instructor and one administrator, helping residents gain qualifications for high-demand healthcare jobs. This support will address local employment gaps and contribute to the region’s economic growth.

For Athens-Clarke County residents, they will gain access to comprehensive training programs designed to improve job readiness and financial stability. The program will prepare individuals for careers in healthcare, fostering both employment opportunities and economic security. One Breath CNA aims to support those seeking better employment and financial stability. The success of Wil Fletcher, a notable Black business owner, highlights the potential for diverse community members to achieve success. His

example demonstrates the opportunities available and reflects the program's commitment to inclusivity and community advancement.

Overall, the program is poised to provide tangible benefits to Athens-Clarke County residents, particularly those from low-income backgrounds, by creating pathways to stable employment, improving economic conditions, and fostering community development. Such significant change takes time, and its benefits will be realized gradually through steady progress. Our commitment to the community is strong, and we encourage the community to remain dedicated to our programs, which ultimately benefit its residents.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Increase Employment Opportunities for Underserved Residents

Strategies:

1. Develop and deliver comprehensive training programs in high-demand healthcare fields, including Certified Nursing Assistant (CNA), Medical Assistant, Phlebotomy Technician, and Certified Medication Aide.
2. Provide robust job readiness support, including resume writing, interview preparation, and job placement assistance.
3. Partner with local healthcare providers and employers to create a network of job opportunities and internships for program graduates.

Goal 2: Expand Training Opportunities for Underserved Residents

Strategies:

1. Increase outreach and recruitment efforts to ensure that more individuals from underserved communities are aware of and have access to One Breath CNA's training programs. This will involve collaborating with local community organizations, schools, and social services to identify and engage potential participants.

2. Enhance program accessibility by offering flexible training schedules and providing support services such as transportation assistance or childcare referrals to remove barriers to participation. Utilize online and hybrid training models to reach residents who may have difficulty accessing in-person classes.

3. Provide scholarships or financial aid options to make training more accessible to individuals with financial barriers.

Goal 3: Enhance Workforce Readiness in Healthcare

Strategies:

1. Continue to implement comprehensive training courses for CNAs, medical assistants, phlebotomy technicians, and certified medication aides designed to meet local healthcare industry demands.

2. Develop robust career counseling and job placement services, including resume workshops, interview preparation, and job matching with local healthcare employers.

3. Partner with local healthcare facilities to facilitate internships and job placements for graduates, ensuring a smoother transition from training to employment.

Goal 4: Improve Financial Stability for Participants

Strategies:

1. Offer initial financial consultations to assess participants' needs and guide them to appropriate community financial resources.

2. Establish partnerships with local organizations specializing in financial coaching and planning, ensuring participants receive expert support for managing their finances, budgeting, and achieving long-term financial goals. (We are currently in conversation with potential partners for this program.)

3. Work with community partners to provide additional resources and support for addressing broader financial challenges, ensuring comprehensive assistance tailored to individual needs.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Wil Fletcher	Executive Director/Instructor	100
Felicia Kennedy	Instructor	100
TBD	Administrator	100
TBD	Instructor	100

9. Volunteer Support:

a. Will the program use volunteers?

☒ No

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

We currently do not have a volunteer program, but we are considering implementing one if it aligns with our organization's goals and supports those we serve. Volunteers could play a crucial role in advancing our mission by contributing in various ways. They could lead supplemental training and workshops in financial literacy, budgeting, financial planning, and career development, complementing the core training offered by One Breath CNA. Experienced professionals might also volunteer as career mentors, providing one-on-one guidance and support to program graduates. Additionally, volunteers could assist with administrative tasks related to the program, including managing documentation and organizing events. They could further support our efforts by helping with community outreach and fundraising activities, raising awareness about the program and contributing to our mission. We will assess how volunteers can best contribute to ensure their involvement is effective and beneficial.

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

No, the program does not rely upon volunteers to implement it.

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

One Breath CNA, under the leadership of Wil Fletcher, has a strong track record of providing high-quality training programs for aspiring healthcare professionals in Athens-Clarke County. With a focus on Certified Nursing Assistants (CNAs), the agency has expanded its offerings to include training for Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides. This diverse range of programs is designed to equip students with both the practical skills and theoretical knowledge necessary to excel in various healthcare settings. Since its inception, One Breath CNA has trained numerous students, with class sizes tailored to provide personalized instruction and hands-on experience. On average, the agency enrolls around 20 students per class, ensuring that each participant receives the attention and support they need to succeed. We served over 100 students last year alone. The small class sizes also allow for a more intimate learning environment, fostering strong relationships

between students and instructors, who are experienced medical professionals actively working in the community.

The outcomes of One Breath CNA's programs speak to the agency's effectiveness. The organization has consistently achieved a graduation rate of 95%, reflecting the comprehensive support and rigorous training provided to students. Furthermore, One Breath CNA boasts a 95% employment rate among graduates, underscoring its success in preparing students for immediate entry into the workforce.

One Breath CNA's commitment to excellence is further demonstrated by the agency's focus on addressing the unique needs of underserved populations. Many of the students come from low-income backgrounds, are women aged 25 to 45, and have limited formal education. One Breath CNA not only provides training but also partners with community organizations to refer students to financial coaching and other essential resources, helping them overcome barriers to employment and financial stability.

Wil Fletcher's diverse experience in the healthcare industry—from his beginnings as a CNA to his roles as a nurse, manager, director, and now educator and business owner—has been instrumental in shaping One Breath CNA's approach to training. His firsthand knowledge of the challenges and opportunities within the healthcare field allows the agency to offer programs that are both relevant and responsive to the needs of the community.

Through these efforts, One Breath CNA has established itself as a trusted provider of healthcare training, making a significant impact on the lives of its students and contributing to the overall well-being of the community by producing skilled, compassionate healthcare professionals.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

One Breath CNA has established several key partnerships that enhance the delivery and effectiveness of our programs. We collaborate with the Workforce Innovation and Opportunity Act (WIOA) and the Ashton Hope Keegan Foundation, which provides crucial tuition assistance to many of our students, enabling them to access our training programs. We have a contract with The Landing of Bogart, where our CNA students complete their clinical hours, gaining practical experience in a real-world setting. Additionally, our agreements with Athens Digestive and Athens Pulmonary allow our Medical Assistant students to fulfill their externship requirements and have led to employment opportunities for recent graduates.

We plan to explore additional partnerships with local healthcare providers and community organizations to broaden our network and improve service delivery. This may include developing new agreements for clinical and externship placements and engaging with community-based organizations to address any gaps in training and employment services.

While there are other programs in Athens-Clarke County, such as Innovative Healthcare, Connect Care, Medical Institute of Northeast Georgia, and Athens Technical College, our program stands out due to its comprehensive support structure. We provide not only high-quality training but also direct connections to local employers and financial assistance resources, ensuring that our graduates are well-prepared and positioned for success in the healthcare field. This integrated approach makes our program unique and essential for meeting the specific needs of our community.

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

One Breath CNA has a plan for sustaining the proposed program within the Athens-Clarke County community, even if funding is limited or not awarded. We are on the frontline of effective cost management and acknowledge that grant funding has helped to expand our capacity to serve. We recognize the value and importance of this particular funding award and others that have been identified, pursued, and/or awarded. We continue cultivating and seeking new funding sources, including individual donations and major gifts, corporate donations and partnerships, foundation grant awards, bequests, and earned income from tuition. We also acknowledge that grant funding in and of itself cannot sustain our organization, which is why we strategically align our services with partners and contributors who share our long-term vision for a financially stable and thriving organization. Our efforts in this vision include diversity in funding and equity in delivering our program services. Our core strategies for ensuring the program's sustainability include:

- Pursuing Additional Grant Funding: We are actively seeking other grant funding opportunities with the assistance of a seasoned professional grant writer who is local to our community. This effort aims to secure additional financial support to continue and expand our programs.
- Engaging with Local Business and Community Networks: We are actively involved in the Athens and Oconee County Chambers of Commerce, leveraging these connections to seek corporate sponsorships and individual donations. This engagement helps build a network of supporters who can provide ongoing financial and in-kind contributions.
- Implementing Fundraising Campaigns: We plan to launch an annual fundraising campaign centered around Giving Tuesday, which will be conducted each year to generate support and donations. Additionally, we are in the early stages of organizing an annual fundraising event to further enhance our revenue and community engagement.

These strategies are designed to ensure the long-term viability and success of our programs, allowing us to continue serving the Athens-Clarke County community effectively.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

Yes, the program design for One Breath CNA is firmly based on best practices within the service area. Our training programs are meticulously developed to align with industry standards and best practices, ensuring that we deliver high-quality education and achieve successful career outcomes for our students.

Wil Fletcher, the founder and CEO of One Breath CNA, brings a diverse and extensive background in the healthcare industry to the organization. His career began as a Certified Nursing Assistant (CNA), providing him with a foundational understanding of the role and its challenges. He then advanced to become a nurse, gaining further clinical experience and insight. Wil continued his career by managing CNAs, which gave him valuable leadership and organizational skills. He further elevated his career to a director, overseeing broader aspects of healthcare operations and staff management.

Transitioning from these roles, Wil became a CNA instructor, directly contributing to the education and development of new healthcare professionals. His comprehensive journey through various levels of the healthcare field has provided him with a unique perspective and deep understanding of the industry's needs and best practices. This extensive experience has been instrumental in shaping the successful CNA training program at One Breath CNA.

Integrating Fletcher's rich background and the latest industry standards into our program design, One Breath CNA ensures that our training is relevant and effective. Our curriculum incorporates best practices and is continually updated to reflect current trends and requirements in the healthcare sector. This approach prepares our students thoroughly and enhances their career prospects, making One Breath CNA a leader in providing high-quality healthcare training in the service area.

Incorporation of Best Practices:

1. Curriculum Development: The curriculum for our programs, including Certified Nursing Assistants (CNAs), Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides, is designed to meet or exceed the requirements set by regulatory bodies and industry standards. This includes hands-on training, clinical experience, and up-to-date educational materials.

2. Instructor Expertise: Our instructors are experienced medical professionals who bring real-world knowledge and practical insights to the training, ensuring that students receive relevant, high-quality education.

3. Partnerships: We collaborate with local healthcare facilities such as The Landing of Bogart, Athens Digestive, and Athens Pulmonary for clinical hours and externships. These partnerships provide our students with valuable hands-on experience and enhance their employability.

Incorporation of Research and Data:
1. Local Needs Assessment: We use data from local sources such as Census data, the Athens Wellbeing Project, and information distributed by Envision Athens and other local agencies to understand the demographics and specific needs of Athens-Clarke County residents. This helps us understand our community and tailor our programs to address underserved populations' needs effectively.

2. Labor Market Data: By analyzing Bureau of Labor Statistics data and local employment trends, we ensure that our training programs align with current job market demands, increasing the likelihood of our graduates' employment.

3. Strategic Planning: We incorporate findings from strategic plans and community reports to align our program goals with broader community and workforce development objectives, ensuring our services are relevant and impactful.

By integrating these best practices and data-driven approaches, One Breath CNA delivers effective training programs that support the career advancement of our students and address the community's workforce needs.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Participants are declared eligible for One Breath CNA's program based on a set of admission requirements. To qualify, individuals must undergo an admissions interview prior to enrollment, be at least 16 years old, and provide a valid state ID and Social Security card. While a high school diploma is preferred, it is not mandatory except for the medical assistant and phlebotomy programs.

To recruit eligible participants, the program employs several strategies:

- Referral System: We collaborate with local community organizations, social services, and educational institutions to identify and refer potential candidates who meet the eligibility criteria. These partners help connect us with individuals who could benefit from our training programs.

- Advertising: We utilize various advertising channels, including social media, local newspapers, and community bulletin boards, to reach a broad audience. Targeted advertisements highlight the benefits of our programs and the specific eligibility requirements, ensuring that potential participants are informed about the opportunities available.
- Collaborations: We increase our visibility and outreach efforts by working closely with local chambers of commerce, community centers, and non-profit organizations. These collaborations help us tap into networks that can refer eligible candidates and promote our programs within underserved communities.

These recruitment strategies are designed to effectively reach and engage eligible individuals, ensuring that those who need the training most can participate and benefit from One Breath CNA's programs.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

☐ No

X Yes If yes, how much are participants required to pay?

$ 125.00-350.00 X weekly ☐ monthly ☐ annually

Our programs cost $600-$4,500 and we offer weekly payment plans.

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Total number of job training classes that will be provided.	20
2.	Total number of students enrolled are Athens-Clarke County residents	20
3.	Total percentage of students who will graduate from the program.	95%
4.	Total percentage of students who will obtain gainful employment upon graduation.	95%
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document the achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Track the number of job training classes conducted through a centralized scheduling and attendance system. We utilize a digital (or physical log when necessary) where instructors record each class session, including the date, time, and duration. Procedures include maintaining records for each class and ensuring all sessions are accounted for. We will regularly review and cross-check the logs against the class schedule to verify that all planned sessions are conducted.
2.	We will collect and verify each student's residency information during enrollment, using documentation such as utility bills or driver's licenses. We will maintain a database that tracks student demographics, including county of residence. The procedure will include implementing an enrollment form requiring students to provide proof of residency. Periodically, we will review the database to ensure the accuracy of residency data and monitor the number of Athens-Clarke County residents enrolled.
3.	We will record each student's completion status in the training program and note whether they have successfully graduated. We will use completion certificates as proof of graduation, with records maintained in the student's file. The procedure includes tracking student progress through regular assessments and final evaluations. We will document and review the graduation rate at the end of each training cycle to ensure it aligns with the expected 95%.
4.	We will Conduct follow-up surveys or interviews with graduates to determine their employment status after completing the program. Maintain communication with partner

	employers who hire graduates and request feedback on their employment status. The procedure includes implementing a post-graduation tracking system that follows up with students at regular intervals (e.g., three months, six months) to document their employment outcomes. Collect employment verification documents, such as offer letters or pay stubs, to confirm job placements.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal	Workforce Innovation and Opportunity Act (WIOA)	$120,600
State		$0.00
ACCGov		$0.00
Business		$0.00
Other	Program Fees	$180,000
	TOTAL	$300,600

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Program Manager (W.Fletcher)	$50 hr x 40 hrs per week x 104 weeks	10,637	197,363	208,000
Instructor (F.Kennedy)	$25 hr x 20 hrs per week x 104 weeks	10,637	41,363	52,000
Instructor (TBD)	$25 hr x 20 hrs per week x 104 weeks	26,000	26,000	52,000
Office Administrator (TBD)	$15 hr x 20 hrs per week x 104 weeks	15,600	15,600	31,200
Outreach Events Assistant	$30 hr x 4 hrs per week x 44 weeks (2 yrs)	2,640	2,640	5,280
Computers	6 laptops w/ software x $1160 each	6,960	0	6,960
Printer	1 all-in-one printer	650	0	650
Office Supplies	pens, paper, filing supplies, etc.	750	250	1,000
Insurance	annual cost of premium ($563) x 2 years	1126	0	1,126
TOTAL		$75,000	$283,216	$358,216

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

The figures in the Budget Form above represent the costs for two years of programming for our organization. If we receive full funding, we plan to expand our staff by adding an instructor and an office administrator to manage this growth appropriately. We would also need additional laptop computers and a printer to accommodate this growth and increase our instructional capacity. These resources would be used on the second floor of our office, where we would hold the additional classes.

If One Breath CNA does not receive funding from ARPA, the organization will continue to operate and provide programming to students at its existing capacity. We remain dedicated to our mission and will focus on maintaining our current level of service while actively seeking alternative funding sources, such as grants and partnerships, to support and potentially expand our offerings in the future. While ARPA funding would significantly enhance our ability to serve more students and broaden our impact, we are prepared to sustain our operations and continue making a difference in the lives of Athens-Clarke County residents with the resources available to us.

If One Breath CNA receives less than the requested $75,000 in funding, we will continue to offer the same high-quality programming as we do now. The primary impact would be the inability to hire an additional instructor and staff, as the need for extra help would be reduced. We will maintain our core services and continue pursuing other funding opportunities to support our team's future growth and potential expansion.

If One Breath CNA receives full funding of $75,000 for two years, this investment will enable us to expand our programs and increase our capacity to serve more students. Certainly, if we were able to receive more than the allotted funding then we would effectively provide a significant amount of growth in our capacity to reach more students and make a bigger impact on our community’s workforce development. As a result, we hope to increase our revenues through additional WIOA funding and tuition fees, which would help sustain our growth in future years. However, continued ARPA funding in subsequent years would be beneficial to support this expansion and ensure the long-term success and stability of our programs.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Wil Fletcher**		
Agency Executive Director Signature:	Wil Fletcher	**Date Signed:**	**08/15/2024**
Name of Board Chairman:	Tishia Henry		
Board Of Director Signature:	Tishia Henry	**Date Signed:**	**08/15/2024**

BOARD OF DIRECTORS LIST FOR __ONE BREATH CNA LLC_____

Name	Board Position	Address and Telephone	Professional Affiliations	Service Term		Membership Category
				Start Date	End Date	Example: Private/Community Sector, Public Sector/Public Official, Low Income Sector
Wil Fletcher	President	706-850-4017 Bogart, GA	Nursing	2022	2026	Private
Tishia Henry	Chairman	404-717-3298 Lawrenceville, GA	Nursing	2022	2026	Private
Etta Fincher	Treasurer	716-553-1682 Loganville, GA	Banking	2022	2026	Private

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ONE BREATH CNA
C/O WIL FLETCHER
409 ARNOLD ROAD
LAWRENCEVILLE, GA 30044

Date:
03/25/2022
Employer ID number:
81-2820219
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 2, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053463003482

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

EQUITY IMPACT ASSESSMENT: AIM TO CLOSE THE GAPS

Equity means justice, fairness, and including the different lived experiences, backgrounds, and needs of individuals and groups in policies and practices in order to close the gaps and improve outcomes.

Equity commits to taking consistent action to identify and close gaps in order to increase positive outcomes throughout our community. Equity implements policies and procedures to ensure fair treatment and access to resources. Equity evaluates and assesses the impact of policies on residents and staff to ensure that you are responding to populations based on specific identified needs, rather than assumptions.

This equity impact assessment lays out a set of questions to assist, guide, and address the impacts of your decision-making through an equity lens. Equity requires the evaluation of policies and processes to ensure that you are identifying and eliminating disparities, and moving towards an Athens-Clarke County where identity is no longer a predictor of outcomes.

DATA

1. How have you measured the previous success of this proposed project?

Previous success for One Breath CNA's training programs has been measured through the following metrics:

- **Graduation Rate:** The organization tracks the percentage of students who complete the training programs. Historically, the graduation rate has been maintained at a high level, reflecting the effectiveness of the training and support provided.
- **Employment Rate:** Post-graduation employment rates are monitored to assess how well the training prepares students for the workforce. A 95% employment rate upon graduation is a key indicator of the program's success.
- **Feedback and Evaluation:** Feedback from students and employers is collected to evaluate the program's impact and areas for improvement. This includes surveys and informal feedback to gauge satisfaction and career advancement.
- **Student Demographics and Support:** Data on the demographics of enrolled students, including their prior employment status and reliance on public assistance, helps assess how well the program is serving underserved populations.

2. How will you measure the success of this proposed project?

For the proposed project, success will be measured using the following criteria:

- **Job Training Classes and Enrollment:** The project aims to conduct 20 job training

classes with 20 Athens-Clarke County residents enrolled. Tracking enrollment numbers and class attendance will help measure outreach and participation.

- **Graduation and Employment Rates:** Maintaining a 95% graduation rate and a 95% employment rate upon graduation will be key indicators of the program's effectiveness in preparing students for successful careers.
- **Equity Metrics:** The success of the project will also be measured by assessing how well it addresses and reduces disparities among different groups. This includes evaluating the demographic diversity of participants and ensuring equitable access to resources and support.
- **Impact on Underserved Residents:** Evaluating the project's effectiveness in increasing employment opportunities and expanding training for underserved residents will help measure its impact on closing gaps and improving outcomes for these populations.
- **Ongoing Evaluation and Feedback:** Continuous assessment through feedback from participants and employers, as well as periodic reviews of program outcomes, will help identify any disparities and ensure the project meets its equity goals.

COMMUNITY ENGAGEMENT

1. In what ways has your organization engaged community members and stakeholders?

One Breath CNA has engaged community members and stakeholders through the following methods:

- **Community Consultations:** The organization regularly holds consultations with community leaders, local organizations, and residents to understand their needs and gather input on the training programs. These consultations help ensure that the programs align with the community's priorities.
- **Partnerships with Local Organizations:** One Breath CNA collaborates with local nonprofits, educational institutions, and employment agencies to extend outreach and support services. These partnerships help in addressing broader community needs and enhancing program effectiveness.
- **Feedback Surveys:** Students and alumni provide feedback through surveys and focus groups, which are used to assess the impact of the training programs and identify areas for improvement.
- **Advisory Committees:** The organization has established advisory committees consisting of community representatives, employers, and former students who offer insights and recommendations for program development and implementation.

2. How were community members and stakeholders involved in the development of this program?

Ongoing Dialogue: The organization maintains an open line of communication with community members and stakeholders throughout the program's lifecycle, allowing for continuous input and adaptation based on emerging needs and feedback.

IMPACT

1. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)? Organizational impact?

This proposal can impact the following community and equity indicators:

- **Economic Development:** The proposal is designed to enhance job training and employment opportunities for underserved residents, directly contributing to economic development in Athens-Clarke County. By providing skills training and improving job prospects, it aims to reduce economic disparities and increase financial stability among participants.
- **Education:** The program offers educational and vocational training in medical assistance, phlebotomy, and certified medication administration. This helps improve educational outcomes for individuals with limited access to higher education or specialized training programs.
- **Employment:** The focus on job training and placement directly impacts employment rates, aiming to improve participants' career prospects and job security. High graduation and employment rates are critical indicators of success in this area.
- **Equity:** The proposal seeks to address and reduce disparities by targeting underserved populations, including individuals relying on public assistance and those with limited formal education. It aims to provide equitable access to quality training and employment opportunities.

This proposal can manifest the following organizational impact:

- **Capacity Building:** The proposal will enhance One Breath CNA's ability to offer training classes and support additional residents, contributing to the organization's growth and effectiveness in serving the community.
- **Reputation and Influence:** Successfully implementing this proposal can strengthen One Breath CNA's reputation as a leader in workforce development and community support. It can also increase the organization's influence in advocating for policies and practices that address equity and inclusion.
- **Resource Utilization:** The additional funding and resources will allow the organization to expand programs, hire more instructors, and provide more comprehensive support to students, improving the overall quality and reach of its

services.

ANALYSIS AND STRATEGIES

1. What are the strategies for advancing opportunity and/or minimizing negative or unintended outcomes?

Strategies for Advancing Opportunity:

- **Targeted Outreach:** Implement targeted outreach efforts to ensure that the program reaches underserved populations. This includes working with local community organizations and leveraging existing networks to identify and engage potential participants who might benefit most from the training.
- **Tailored Support Services:** Provide personalized support services such as career counseling, mentoring, and job placement assistance. This helps address individual barriers to success and ensures that students receive the guidance they need to thrive in their careers.
- **Flexible Training Options:** Offer flexible training schedules and formats (e.g., part-time, evening classes) to accommodate the needs of students who may have other commitments, such as family responsibilities or part-time jobs.
- **Partnerships and Collaboration:** Foster partnerships with local employers, industry associations, and educational institutions to align training with current job market demands and create pathways for employment opportunities.
- **Continuous Improvement:** Regularly collect and analyze feedback from participants and stakeholders to identify areas for improvement and make data-driven adjustments to the program. This ensures the program remains responsive to evolving community needs and industry trends.

Strategies for Minimizing Negative or Unintended Outcomes:

- **Equity Assessment:** Conduct regular equity assessments to ensure the program effectively addresses the needs of diverse groups and not inadvertently perpetuate disparities. This includes monitoring demographic data and evaluating the program's impact on different population segments.
- **Risk Management:** Identify potential risks and challenges that could negatively impact participants, such as financial barriers or logistical issues, and develop strategies to mitigate these risks. This might include offering scholarships or stipends to support students with financial needs.
- **Inclusive Design:** Ensure that the program design and implementation are inclusive and accessible to all participants, including those with disabilities or other specific needs. This involves providing necessary accommodations and support to ensure equal access and participation.
- **Transparent Communication:** Communicate openly and transparently with

participants and stakeholders about program goals, expectations, and any changes. This helps build trust and ensures that all parties are informed and engaged.

- **Monitoring and Evaluation:** Implement a robust monitoring and evaluation framework to track the program's outcomes and identify any unintended consequences. Review data and feedback regularly to address issues promptly and make necessary adjustments to improve overall effectiveness.

2. What have you learned from data and stakeholder involvement?

From data and stakeholder involvement, One Breath CNA has gained valuable insights into the program's effectiveness and areas for improvement. Data on graduation and employment rates indicates how well the program prepares students for the workforce, while participant feedback highlights what aspects are most beneficial and where challenges remain. Demographic data and stakeholder input help assess whether the program is reaching diverse populations and identify any barriers to access. Collaboration with local employers and community leaders ensures the program aligns with current industry needs and local priorities. Overall, these insights inform ongoing adjustments to improve program effectiveness and impact.

3. What impacts are aligned with desired community and organizational outcomes? What is unresolved?

The proposal aligns with desired community and organizational outcomes by improving economic development through job training and increasing employment opportunities for underserved residents. The high graduation and employment rates target economic stability and career advancement, directly addressing community needs for better job prospects. The program's focus on education and vocational training also supports personal and professional growth, enhancing overall community well-being. For the organization, successful implementation strengthens its capacity, boosts its reputation, and solidifies its role as a leader in workforce development.

Despite these positive impacts, some unresolved issues include addressing specific barriers to access, such as financial constraints or scheduling conflicts, which may affect some potential participants. There might also be challenges in ensuring the program continuously adapts to evolving industry demands and community needs. Additionally, while the program strives to reach diverse populations, ongoing efforts are needed to address any remaining disparities and ensure equitable outcomes for all participants.

IMPLEMENTATION

1. What is the plan for implementation?

The implementation plan for the proposed program includes several key steps. The curriculum and training materials are finalized to meet community needs and industry standards. Recruitment is an ongoing effort to engage participants from underserved communities through targeted outreach and collaboration with local organizations. The 20 job training classes will be scheduled and conducted with a focus on accessibility and addressing participant needs. Support services such as career counseling and job placement assistance will be provided to help participants transition successfully into the workforce. A monitoring and evaluation system will track progress, measure outcomes like graduation and employment rates, and collect feedback from participants and stakeholders. This information will be used to make necessary adjustments and improvements to the program. Regular updates will be communicated to stakeholders and the community to ensure transparency and continued support. Through these steps, One Breath CNA aims to implement the program effectively and achieve its desired outcomes.

2. What resources and/or actions are still needed to implement this project?

To implement this project at a larger capacity should grant funding be awarded, or a lesser amount awarded, several resources and actions are still needed:

1. **Additional Funding:** Securing the remaining funds to cover the costs of hiring additional instructors, expanding program materials, and providing necessary support services is essential for the program's full implementation.
2. **Partnerships and Collaboration:** Building and strengthening partnerships with local employers, community organizations, and educational institutions will enhance outreach, support services, and job placement opportunities for participants.
3. **Marketing and Outreach:** Developing and executing a comprehensive marketing plan to promote the program and recruit participants from underserved communities is crucial for maximizing enrollment.
4. **Logistical Support:** To facilitate smooth program delivery, suitable facilities and scheduling resources for job training classes, including accommodations for flexible learning needs, will need to be ensured.
5. **Technology and Tools:** Acquiring or upgrading technology and tools required for training and program administration, including software for monitoring and evaluation, will support effective implementation and data management.
6. **Staffing and Training:** Additional staff, including instructors and support personnel, must be recruited and trained to ensure the program is delivered effectively and can adequately support all participants.

ACCOUNTABILITY AND EVALUATION

1. How will you ensure accountability, communicate, and evaluate results?

   One Breath CNA will define clear roles and responsibilities to ensure accountability, monitor performance with regular check-ins and progress reports, and use performance metrics to track goal achievement. Communication will be managed through a plan that provides regular updates to stakeholders and participants via newsletters, social media, and community meetings, ensuring transparency about successes and challenges. Evaluation will involve a monitoring system to track progress, measure outcomes like graduation and employment rates, and gather feedback from participants and stakeholders. This approach will help assess the program's effectiveness and adjust to maintain its relevance and impact.

2. How will impacts in the community be documented and evaluated?

   To document and evaluate community impacts, One Breath CNA will collect and analyze data on key metrics like graduation and employment rates. Surveys and interviews with participants and stakeholders will provide feedback on the program's effectiveness and areas for improvement. Regular impact reports summarize findings and share successes and challenges with the community. Additionally, case studies will highlight individual success stories, and benchmarking will compare outcomes with goals to assess whether the program is achieving its objectives.

3. How will you continue to communicate, partner, and sustain relationships in the community around this project's impact?

   To maintain strong communication and community relationships, One Breath CNA will provide regular updates through newsletters and social media and hold community meetings to share progress. We will actively work with local employers and organizations to foster ongoing partnerships. Building long-term relationships will include hosting events, attending community forums, and seeking continuous feedback to stay aligned with community needs. These steps will help ensure that the project remains impactful and well-supported.

MANDATORY SUBMITTAL

RISK ASSESSMENT QUESTIONNAIRE (RAQ)

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. **This should be completed by main applicant in a collaboration for funding.**

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	One Breath CNA, LLC
Program Associated with this RAQ:	One Breath Academy
Individual Completing this RAQ:	Wil Fletcher
Contact Information for Person Completing this RAQ (Phone and Email):	205 Cleveland Rd., Suite B, Bogart GA 30622 706-850-4017 wil@onebreathcna.com
Mission Statement:	At One Breath CNA, our mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry.
Brief Description of Organization and Previous Experience with Federal Funding:	We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. Our aim is to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients. We have no previous experience with federal funding.

WRITTEN POLICIES AND PROCEDURES			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:			
General staff management policies and procedures.	x		
Code of Conduct for all agency staff.	x		
Code of Conduct for board members.	x		
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.	x		
Conflict of interest (real or perceived) for board members.	x		
Complaint/grievance resolution policy and procedures relative to agency staff.	x		
Complaint/grievance resolution policy and procedures relative to clients.	x		
Program participant eligibility, if applicable.	x		
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.	x		
Organization has procedures for financial transactions provide for adequate separation of duties.		x	
Claims for reimbursement are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.	x		
Organization operates within a budget approved annually and reviewed by its Board of Directors no less frequently than quarterly.	x		
Organization maintains a chart of accounts for all financial accounts/codes.	x		
Organization has at least (3) years' experience managing federal funding.		x	
Organization's general ledger separates revenues and expenses by source of funding/program.	x		
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.		x	
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.	x		
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			x
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.		x	
Organization files a 990 annually.	x		

AGENCY GOVERNANCE			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.	x		
Organization has an active Board which meets regularly or as required in approved by-laws.	x		
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.		x	
Organization is able to comply with all statutory requirements of SLFRF (Interim Final Rule https://www.govinfo.gov/content/pkg/FR-2021-05- 17/pdf/2021-10283.pdf).	x		
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.		x	
In the last two fiscal years, the organization has always submitted required reports on time.	x		
In the last two fiscal years, the organization has sometimes submitted required reports on time.			x
In the last two fiscal years, the organization has never submitted required reports on time.			x
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.		x	
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.		x	
Organization has a system in place to adequately track program beneficiary income and demographics.	x		
STAFFING			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.	x		
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.	x		
Organization has a system in place to adequately track program-specific work performed.	x		
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 *Wil Fletcher*		Date 8/15/2024	

One Breath CNA Profit & Loss Statement for 2023

Company Name: One Breath CNA

Statement Reporting Period: January 1, 2023 - December 31, 2023

Revenue

- **Gross Revenue:** $246,942

Cost of Goods Sold (COGS)

- **Direct Costs:** $75,020

Gross Profit

- **Gross Profit:** $246,942 - $75,020 = $171,922

Expenses

- **Wages and Benefits:** $63,272
- **Rent:** $1,500 x 12 = $18,000
- **Utilities:** $6,971
- **Office Supplies:** $2,100 + $4,000 = $6,100
- **Marketing Expenses:** $12,000
- **Insurance:** $78.20 x 12 = $938.40

- **Trash:** $149 x 12 = $1,788
- **Software:** $12,008
- **Other Expenses:** $3,148

Total Expenses

- **Total Expenses:**
  - Wages: $63,272
  - Rent: $18,000
  - Utilities: $6,971
  - Office Supplies: $6,100
  - Marketing: $12,000
  - Insurance: $938.40
  - Trash: $1,788
  - Software: $12,008
  - Other Expenses: $3,148

- **Total Expenses:**
  $63,272 + $18,000 + $6,971 + $6,100 + $12,000 + $938.40 + $1,788 + $12,008 + $3,148 = $119,227.40 + $4,000 = $123,227.40

Net Income

- **Net Income:** $171,922 - $123,227.40 = $48,694.60

Summary

- **Total Revenue:** $246,942
- **Total Expenses:** $123,227.40
- **Net Income:** $48,694.60

One Breath Cna

EIN: 81-2820219 | Bogart, Georgia, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif]

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Period:
2023 (01/01/2023-12/31/2023)

EIN:
81-2820219

Organization Name (Doing Business as):
ONE BREATH CNA

Mailing Address:
205 Cleveland Rd
Bogart, GA 30622
United States

Principal Officer's Name and Address:
Wil Fletcher

409 Arnold Rd
Lawrenceville, GA 30044
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:
onebreathcna.com

MANDATORY SUBMITTAL

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and County law prohibits employees and public officials of the Athens-Clarke County Unified Government from participating on behalf of the County in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for State and Local Fiscal Recovery (SLFRF) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

a. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

b. Will the SLFRF funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

c. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

If you have answered "YES" to any of the above, ACCGov will review to determine whether a real or apparent conflict of interest exists.

Name of Organization:

One Breath CNA LLC

Name of Applicant's Authorized Official:

Wil Fletcher

Authorized Official's Title:

Founder and President

Signature of Authorized Official:

Wil Fletcher

APPLICANT CERTIFICATIONS

Certification of Good Standing:

I certify that One Breath CNA, Inc. (Organization Name) is in good standing with all Departments of Athens-Clarke County Government, including, but not limited to, the Tax Assessor, Public Utilities, Central Services and Building Inspections.

I understand that the following documentation and/or certifications are required to receive SLFRF funds from the Unified Government of Athens- Clarke County:

- Non-profit determination (if applicable)
- List of Board Members
- Designation of Authorized Official(s)
- Board Resolution Authorizing Grant Signatories
- Annual Financial Statements
- Signed Anti-lobbying Certification
- Signed Drug Free Workplace Certification

Wil Fletcher _____ 08/15/2024

Signature Date

Certification of Drug Free Workplace and Anti-Lobbying:
In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, I certify that One Breath CNA, Inc. (organization name):

Drug Free Workplace – Will begin or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying Athens-Clarke County in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
    a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Section 3 -- One Breath CNA, Inc. (organization name) will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature (Authorized Official): _____

Title: Founder and CEO Date: 08/15/2024

Proposal of Insurance
08/14/2024

Prepared For:

ONE BREATH ACADEMY
205 CLEVELAND RD STE B
BOGART, GA 30622
(706) 254-1717

Agency Name:

BUILDERS & TRADEMENS INS SVCS INC
6610 SIERRA COLLEGE BLVD
ROCKLIN, CA 95677
(916) 772-9200

Submission Number: 5739115

Coverage and Premium Summary Information

Product	**Premium**
CNA Connect®	$563.00
Property	$447.00
Liability	$116.00
Total Coverage Premium	**$563.00**
Includes Terrorism Risk Insurance Act Premium	**$11.00**

Acknowledged and Accepted by

_____ **On** _____
(Signature of the Insured) **(Date)**

Coverage bound for 30 days, Effective

_____ **By** _____
(Date) **(Authorized Representative)**

This is for informational purposes only. It does not represent an offer of coverage. The dollar amounts are estimates and are not actual premiums. This potential insured is subject to additional requirements that may affect the insurability of the account or the estimated premiums.Only a policy can provide the actual coverages, conditions, exclusions, premiums, and deductibles.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Policy Information

SIC: 82491 - SCHOOLS-MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Primary Risk State: GA **#PT Employees:** 0 **#FT Employees:** 2

PROPERTY

Policy Deductible **$500**
Co-Insurance **Waived**

Policy Coverage	Limit	Deductible/ Retention*	Premium
Business Income & Extra Expense	12 Months Actual Loss Sustained		$85.00
Business Income & Extra Expense - Newly Acquired Property	$250,000		Included
Business Income & Extra Expense Dependent Property	$10,000	24 hours	Included
Employee Dishonesty	$25,000	$250	Included
Expediting Expenses	$25,000	Policy Level	Included
Fixed Policy Expenses			$140.00
Forgery & Alteration	$25,000	Policy Level	Included
Identity Theft/Recovery Services	$25,000	$250	Included
Terrorism Risk Insurance Act Premium			$11.00

The Following Coverages Apply To Each Location

Coverage	Limit	Deductible/ Retention*	Premium
Appurtenant Buildings And Structures	$50,000	Policy Level	Included
Arson & Theft Reward	$5,000	None	Included
Civil Authority	4 weeks	24 hours	Included
Claim Data Expense	$5,000	Policy Level	Included
Fire Department Service Charge	$25,000	None	Included
Fire Protective Equipment Discharge	$10,000	Policy Level	Included
Newly Acquired or Constructed Building	$1,000,000	Policy Level	Included
Newly Acquired or Constructed Business Personal Property	$250,000	Policy Level	Included
Non Owned Detached Trailers	$5,000	Policy Level	Included
Outdoor Property	$10,000	Policy Level	Included
Personal Effects	$25,000	Policy Level	Included
Personal Property of Others	Included in BPP Limit	Policy Level	Included
Pollutant Clean Up & Removal	$25,000 Annual Total	Policy Level	Included
Preservation of Property	BPP Limit up to 90 days	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Signs	Included	Policy Level	Included
Spoilage - Consequential Loss	Included in BPP Limit	Policy Level	Included
Temporary Relocation of Property	$50,000 up to 90 days	Policy Level	Included
Tenant Glass	Included in BPP Limit	Policy Level	Included
Theft Damage to Rented Property	Included in BPP Limit	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

Location: 001

Address: 205 CLEVELAND RD
BOGART, GA 30622

Construction: Joisted Masonry
Protection Class: 1 **Year Built:** 1995
Sprinklered: No **Sq Footage:** 1500

Class Description: SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Coverage	Limit	Deductible/ Retention*	Premium
Building	0	Policy Level	Included
Inflation Guard	3%	Policy Level	$3.00
Business Personal Property (BPP)	$15,000	Policy Level	$182.00
Seasonal Increase	25%	Policy Level	Included
Business Personal Property- Off Premises	$15,000	Policy Level	Included

Other Location Coverages	Limit	Deductible/ Retention*	Premium
Accounts Receivable	$25,000	None	Included
Building Glass		Policy Level	Included
Debris Removal	25% + $25,000	Policy Level	Included
Electronic Data Processing - In Transit	$25,000	Policy Level	Included
Equipment Breakdown	$15,000	Policy Level	$3.00
Pollutants	$25,000	Policy Level	Included
Expediting Expenses	$25,000	Policy Level	Included
Fine Arts	$25,000	Policy Level	Included
Money Orders & Counterfeit Paper	Included in BPP Limit	Policy Level	Included
Money and Securities	Included in BPP Limit	Policy Level	Included
Ord/Law - Demo. Incr. Cost Constr.	$25,000	Policy Level	Included
Outdoor Trees, Shrubs, Plants, Lawns	$3,000	Policy Level	Included
Sewer & Drain Backup	$25,000	Policy Level	$23.00
Targeted Hacker Attack	$25,000	Policy Level	Included
Valuable Papers and Records	$25,000	Policy Level	Included

Location #001 Property Premium: **$211.00**

Total Property Premium: **$447.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

LIABILITY

Policy Coverage	Limit	Deductible/ Retention*	Premium
Additional Insureds:			Included
Blanket Additional Insured - Liability Extension			Included
Damage To Premises Rented To You	$1,000,000		Included
General Liability			$116.00
Each Occurrence	$1,000,000		Included
Personal And Advertising Injury	$1,000,000		Included
Products Completed Operations Aggregate	$2,000,000		Included
General Aggregate	$2,000,000		Included
Medical Expense	$10,000		Included

Location Information
Location: 001
Location Address: 205 CLEVELAND RD
BOGART, GA 30622

Class Code	Description	Exposure
82491D	SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS	15 Pupils

Total Liability Premium: **$116.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.
*** - Retention

Coverage:	**CNA Connect® - Forms/ Endorsements**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

FORMS/ENDORSEMENTS

Form Number and Name	Edition Date
SB146932G Blanket Additional Insured - Liability Extension	10/01/2019
SB300125A Exclusion - Lead Paint	03/01/2006
SB146830B Money Orders and Counterfeit Paper Currency	01/01/2008
SB146936A Inflation Guard	01/01/2006
CNA62823XX Req for Jurisdictional Insp Of Boilers And Pressur	04/01/2023
SB146828E Equipment Breakdown	04/01/2014
SB146839F Sewer or Drain Back Up	06/01/2011
SB300020A Abuse or Molestation Exclusion	01/01/2006
SB300050A Exclusion - Athletic or Sports Participants	01/01/2006
SB300052A Exclusion - Class, Athletic or Sports Participants	01/01/2006
SB300054A Exclusion - Corporal Punishment	01/01/2006
SB300055A Exclusion - Counseling Services	01/01/2006
SB300064A Exclusion - Field Trips or Excursions	01/01/2006
SB300084A Exln - Trampoline and Gymnastic Rebounding Devices	01/01/2006
SB300081D Exclusion of Coverage for Special Events	06/01/2011
CNA104750XX Policyholder Notice - Fraud Notification	06/01/2023
CNA79203XX Exclusion - Access or Disclosure of Confidential	06/01/2014
SB146810A Fire Department Service Charge	01/01/2006
SB146811A Fire Protective Equipment Discharge	01/01/2006
SB146812D Forgery and Alteration	10/01/2019
SB146813B Newly Acquired or Constructed Property	01/01/2008
SB146814B Ordinance or Law	03/01/2006
SB146815A Outdoor Trees, Shrubs, Plants and Lawns	01/01/2006
SB146816A Pollutant Clean Up and Removal	01/01/2006
SB146817A Preservation of Property	01/01/2006
SB146818A Temporary Relocation of Property	01/01/2006
SB146819A Water Damage, Other Liquids, Solder, Molten Damage	01/01/2006
SB146820C Accounts Receivable	06/01/2011
SB146821A Appurtenant Buildings and Structures	01/01/2006
SB146822A Building Glass	01/01/2006
SB146807F Employee Dishonesty	10/01/2019
SB146808A Expediting Expenses	01/01/2006
SB146809C Fine Arts	07/01/2009
SB147086B Loss Payable Provisions	04/01/2010
SB147088A Exclusion - Asbestos	01/01/2006
SB147089A Employment - Related Practices Exclusion	01/01/2006
SB300000D Businessowners Liability Coverage Form	04/01/2014
SB300129C Targeted Hacker Attack	10/01/2019
SB300162A Georgia Limited Fungi or Bacteria Coverage	01/01/2007
SB300441A Fiduciary Liability CoverageForm	01/01/2007
SB300449A Single Limit of Insurance Endorsement	01/01/2007
SB300450A Employment Practices Liability Coverage Form	01/01/2007
SB300456A Concurrent Causation, Earth Movmnt, Water Excl Chg	07/01/2007
SB300596A Identity Theft/Recovery Services Endorsement	01/01/2008
SB300849A Recd and Distribution of Material or information	07/01/2009
SB146823C Business Income Extra Expense - Dependent Property	10/01/2019
SB146824B Business Income Extra Expense-Newly Acquired Locs	01/01/2008
SB146825C Business Personal Property Off Premises	06/01/2011
SB146826C Civil Authority	10/01/2019
SB146827F Electronic Data Processing	06/01/2011
SB146831B Nonowned Detached Trailers	06/01/2011
SB146832B Ordinance or Law-Increased Period of Restoration	01/01/2008
SB146833A Outdoor Property	01/01/2006
SB146834A Personal Effects	01/01/2006

Coverage:	CNA Connect® - Forms/ Endorsements	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

SB146835A	Signs	01/01/2006
SB146836A	Spoilage Consequential Loss	01/01/2006
SB146837A	Theft Damage to Rented Property	01/01/2006
SB146838C	Valuable Papers and Records	06/01/2011
SB146934F	Georgia Changes	02/01/2024
SB146964A	Important Notice for GA Commercial Policyholders	01/01/2006
SB147075A	Economic and Trade Sanctions Condition	01/01/2006
SB147079A	War Liability Exclusion	01/01/2006
SB147080B	Exclusion - Silica	10/01/2019
SB147082E	Businessowners Common Policy Conditions	04/01/2014
CNA80103XX	Primary and Non Contributory - Other Ins Condition	09/01/2014
CNA81751XX	Cap on Losses from Certified Acts of Terrorism	03/01/2015
CNA81758XX	PHN - Offer of Terrorism Disclosure of Premium	01/01/2021
CNA85710XX	Unmanned Aircraft Exclusion Endorsement	06/01/2016
CNA92680XX	Non-Accumulation of Limits Endorsement	10/01/2019
CNA95404XX	CNA Coverpage Form	03/01/2019
CNA98553XX	Communicable Disease Exclusion Endorsement	05/01/2020
SB146801J	Businessowners Special Property Coverage Form	10/01/2019
SB146802F	Business Income and Extra Expense	10/01/2019
SB146803A	Seasonal Increase	01/01/2006
SB146804A	Arson and Theft Reward	01/01/2006
SB146805B	Claim Data Expense	06/01/2016
SB146806B	Debris Removal	01/01/2008

Account Name:ONE BREATH ACADEMY

NOTICE OF TERRORISM COVERAGE AND DISCLOSURE OF PREMIUM

The Terrorism Risk Insurance Act, as extended and reauthorized ("Act"), established a program within the United States Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from certain future acts of terrorism and in the case of workers compensation coverage, acts of war. This Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism, which is an act committed by an individual or individuals to coerce the government or population of the United States, that results in aggregate losses of $5 million or more.

In accordance with this Act, we are required to continue to offer you coverage for losses resulting from an act of terrorism that is certified under the federal program. The policy's other provisions will still apply to such an act.The premium for this coverage will be disclosed for each coverage part as shown on the quote proposal provided by your agent.

This premium is included in, and is not in addition to, the premium shown in the Account Premium.

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

The United States Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 80% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a Program Year (January 1 through December 31), the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.

Further, this coverage is subject to a limit on our liability, pursuant to the federal law where, if aggregate insured losses attributable to terrorist acts certified under the Act exceed $100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro rata allocation with procedures established by the Secretary of the Treasury.

Account Name: **ONE BREATH ACADEMY**

Direct Bill Options

CNA's Direct Bill Plans puts you in control of making premium payments that best fits your budget.

YOU DECIDE HOW YOUR PAYMENTS ARE MADE...

- Repetitive EFT: Sign up for Repetitive Electronic Funds Transfer (EFT) and have payments automatically withdrawn from your bank account.
- Pay by Check: Send a check with your remittance stub in the envelope enclosed with your bill.
- Pay by Phone: Call toll-free 877-276-7507

The chart below illustrates how you may be billed based upon the bill plan you select. The due date(s) and minimum amount(s) due shown below were calculated based on the anticipated effective date of your policy provided as part of the quote process. These dates and amounts may change based on when your new policy is processed.

Total Annual Projected Premium: $563.00			
	Connect(BOP)		**$563.00**
Bill Plan	**Payment Schedule and Minimum Amount(s) Due**	**Installment Fees**	
Annual	08/13/24 - $563.00		☐
33% Down, 3 Equal	Down Payment: $186.00 (08/13/24) Installments: $126.00 Installment Dates: 11/13/24; 02/13/25; 05/13/25	$7.00 per Installment	☐
25% Down, 7 Equal	Down Payment: $141.00 (08/13/24) Installments: $60.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25	$7.00 per Installment	☐
25% Down, 9 Equal	Down Payment: $141.00 (08/13/24) Installments: $47.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25; 04/13/25; 05/13/25	$7.00 per Installment	☐
Semi-Annual	Down Payment: $338.00 (08/13/24) Installments: $225.00 Installment Dates: 02/13/25	$7.00 per Installment	☐

The Landing
SENIOR LIVING

2881 Monroe Highway, Ste 1900
Bogart, GA 30622
706-705-1450

August 6, 2024

Will Fletcher
One Breath CNA Administrator
205 Cleveland Road, Ste B
Bogart, GA 30622

Thank you so much for your continued partnership with our company. We currently own/manage 188 senior housing beds with pending construction of 92 more planned to open in 2025. We offer independent living, assisted living and memory care options to the elderly. The demand for senior housing is expected to peak in the next three to five years as the baby boomer generation's demand for care increases. Post-Covid, the overall needs of the elderly in assisted living have changed tremendously. Residents are no longer moving to assisted living for meals and socialization. The residents we serve have greater physical and cognitive needs than we have seen in the past and the lasting effects of Covid are still unknown.

We are facing a severe shortage of care givers to keep up with the growing demand. We are faced with budgetary challenges to keep prices affordable for our residents while paying staff a reasonable, living wage. Many residents are living on a fixed monthly income and unsure how their savings will line up with their life expectancy. Our business never closes as we serve our seniors 24/7/365 which means we must staff care givers around the clock.

Please know that we are always willing to serve as a host site for your students needing hands on training or observation. If any of your students are looking for part-time or full-time employment, we would love to interview them. There is a large demand for Certified Medication Aides in our industry. This license can only be obtained after first being a licensed CNA.

We receive a lot of applications from unlicensed care givers. We understand that many of these hard-working care givers are usually single mothers who cannot afford the CNA course and/or cannot afford to miss work from their present job to take the course. For the safety of our residents as well as the safety of the employees, we prefer our care staff to be licensed CNAs. Thank you for offering these courses and please know we are here to be a continued partner.

If you have any questions, please feel free to contact me.

Sincerely,

Jennifer D. Flowers
Chief Operating Officer
The Landing Senior Living
jennifer@landingseniorliving.com

Area Agency on Aging
Planning & Government Services
Workforce Development

NEGRC
NORTHEAST GEORGIA
REGIONAL COMMISSION
www.negrc.org

305 Research Drive
Athens, GA 30605-2795
Phone 706.369.5650
Burke Walker, Executive Director

8/6/24

To Whom It May Concern:

One Breath CNA, LLC has had a contract with Work Source Georgia since 2020. Since that time One Breath CNA, LLC has had 148 students attend their program of choice and receive funding through Work Source Georgia. After completion, of the various programs, the students received their credentials in their respective field. One Breath CNA, LLC and WIOA work closely together to ensure that once students have credentials that they are able to find and to maintain employment. One Breath CNA, LLC has had good performance outcomes while being on contract and have been no grievance by students or others. If any further information is needed regarding One Breath CNA, LLC please feel free to reach out to myself or to our regional office.

Sincerely,
Caroline R. Beard, MS
WIOA Coordinator
800 U.S. Highway 29 North
Athens, Georgia 30601
706-355-5016

August 6, 2024

To Whom It May Concern,

I am writing to express my utmost admiration and support for One Breath CNA, a premier Nurse-Aid Training Program with which I have had the pleasure of partnering since December of 2017. As the Program Coordinator, I have witnessed firsthand the exceptional quality of education and training that this institution provides to its students.

Under the dynamic leadership of its instructor and owner, Will, One Breath CNA has consistently demonstrated a profound commitment to excellence in nursing education. Will's passion for teaching and dedication to his students are evident in every aspect of the program. His enthusiasm and expertise have not only inspired countless students but have also ensured their success. Will's published book on Amazon further underscores his dedication to advancing the field of nursing education.

One Breath CNA's impact on the community has been remarkable. Hundreds of students have graduated from the program, each of whom has successfully passed their state exams. Many of these graduates have gone on to pursue further careers in healthcare, a testament to the strong foundation they received at One Breath CNA. The school's impeccable record of passing state reviews with flying colors is a direct result of the meticulous attention to detail and high standards maintained by Will and his team.

Our partnership over the years has been nothing short of extraordinary. One Breath CNA's unwavering commitment to excellence, community involvement, and student success aligns perfectly with my own professional values. Together, we have worked to create a nurturing and supportive educational environment that empowers students to achieve their full potential.

In conclusion, One Breath CNA is an outstanding institution that has made a significant positive impact on the lives of its students and the community at large. I am proud to be associated with such a remarkable program and look forward to continuing our successful partnership for many years to come.

Sincerely,

Dr. Sylette DeBois DNP, MSN-Ed, RN
Program Coordinator, One Breath CNA
E: support@nursingfirstacademy.com
P: 678-814-5434

Wil Fletcher is one of the finest instructors, partners, and I am proud to say- friends- that I have had the pleasure of working with. While running our home care business for 10 years, Wil certified and mentored dozens of incredible employees for us. We also had the pleasure of meeting with many of his students and watching his mentorship skills in real time, and those who didn't come to work for our organization followed other incredibly promising paths with the knowledge he gave them. I, myself, received my CNA certification from Wil and can confidently say that it significantly impacted myself and my business for the better. He is an outstanding person who contributes nothing but good will and greatness to our community- we have been lucky enough to benefit from this directly.

Laura Pieper
Former Owner/Operator of Christopher's Bridge Home Care, LLC

JDA
Joint Development Authority of the Unified Government of Athens-Clarke County and The City of Winterville

AUTHORITY MEMBERS

Erica Cascio
Chair

Stephanie Lynn
Treasurer

Steve Catani
Secretary

Kelly Girtz
Dodd Ferrelle
Virginia Ball
Timothy Pierce-Tomlin

The JDA of Athens-Clarke County and the City of Winterville (JDA) is interested in helping administer and distribute ARPA funding for the community workforce development plan. Our understanding is that the original suggested funding level would be $100k, however for the program to have a real impact, we want to distribute $500k following the desires of our elected officials and in accordance with the laws of the State of Georgia concerning public benefit requirements.

Our Qualifications

- The JDA is comprised of 7 board members (four from Athens and three from the City of Winterville) who each Mayor has appointed.
- The JDA administered the Cares Act Funding Emergency Grant program in 2020. They developed an application program and distributed $1.6 million in grant funds in two months.
- The JDA has an annual audit and must submit audited financials to the Georgia Department of Community Affairs annually.
- The JDA has a Public Officials Liability policy with Greenwich Insurance Company and is insured for $1M.

Proposed Program

- This program is open to for-profit small home-based businesses and for-profit businesses with a commercial location in Athens and/or the City of Winterville. This program seeks to assist existing businesses with some history and is also forward-looking in that it aims to ensure the businesses that benefit from this program intend to remain in Athens for at least two years. Preference will be given to applicants who request funds for capacity building, including but not limited to capital purchases, job creation, wage increases, employee retention, and other similar needs, and to businesses which are

more than 51% owned by women or minorities. All applicants will be validated in regard to proposed use of funds and business ownership. Awarded grants will be scaled to size by appropriate ratios determined by the JDA. The awarded grants will be distributed in alignment with demand and need but before the December 31, 2026 deadline.

Eligibility Criteria

Business Size and Category: For-profit businesses between 1 - 20 employees (part-time employees count as ½ an employee)

Business Type

Home-based businesses

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025).
- Businesses operating out of a home must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business owner's name
    - If leased, the property must have a lease in the business owner's name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Businesses with a commercial location

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025)
- Business must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business name

- If leased, the property must have a lease in the business name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Public Benefit

- Recipients of grants must agree to perform the following Public Benefit Commitments
  - Business owners will sign a written commitment to continue to operate the business in Athens for 2 years
  - Agree to tell the story of how the funds were used and their impact on their workforce

Industry

Businesses eligible for funding should support the Athens-Clarke County Development Strategic Growth Plan. The five Targeted Strategic Sectors in the growth plan are:

1. Advanced Manufacturing, Research and Development
2. Biotechnology & Pharmaceuticals
3. Craft Beverages, Brewing & Distilling
4. Creative Economy
5. Healthcare & Life Sciences.

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: Business Development and Workforce Support ARPA SLFRF Awards

DATE: August 27, 2024

EXECUTIVE SUMMARY:
This agenda report requests Mayor and Commission consideration of staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option previously approved on August 6, 2024.

BUDGET INFORMATION:

REVENUES:	$4,000,000	American Rescue Plan Act M&C Designation for Business Development and Workforce Support
EXPENSES:		
ANNUAL:	$ 0	
CAPITAL:	$ 0	
OTHER:	$ 195,000	Homeless workforce initiatives (M&C mtg 10-03-2023)
	$. 27,000	Chamber-led Workforce Development Strategic Plan Facilitation: Hodge Consulting
	$. 25,600	Business Development & Workforce Support CDO Strategic Plan Facilitation: Lion Leadership
	$ 2,346,680	Chamber of Commerce Contract (Inclusive of $525,000 for named sub-recipients)
	$ 150,000	Economic Justice Coalition Contract
	$ 300,000	Quality Care for Children Contract
	$ 100,000	Joint Development Authority
	$ 150,000	Georgia Center for Employee Ownership Contract
	$ 150,000	Georgia Cooperative Development Center Contract
	$ 75,000	OneBreathCNA
	$ 480,720	Remaining Funds for Workforce Development

FUNDING SOURCE: American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request the Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**

a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
c. Authorize the Mayor and appropriate staff to develop and execute the necessary contracts and documentation to affect the transfer of the allocation to the partnering agencies.

HISTORY:

1. In 2019, the Mayor and Commission (M&C) accepted the Network for Southern Economic Mobility's Pathways to Prosperity plan identifying pathways for economic mobility for Athens-Clarke County residents.

2. In 2019, the Unified Government of Athens-Clarke County (ACCGov) joined the Harvard-Bloomberg's City Leadership Initiative Collaboration Track and identified workforce development as a key area of interest.

3. In December 2019, the M&C voted to approve the creation of a "Workforce Development Coordinator" position to assist with Athens-Clarke County's community workforce development needs.

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

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

6. 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.

7. On January 6, 2022, the U.S. Department of the Treasury released the Final Guidance for ARPA SLFRF.

8. On March 1, 2022, the M&C adopted ACCGov's Organizational Strategic Plan, which i identified multiple strategies for internal and external workforce development support.

9. On March 1, 2022, the M&C approved a budget allocating ARPA SLFRF to various programs, including a budget of $4,000,000 to address Business Development and Workforce Support.

The M&C approved a Commission-Defined Option (CDO) for Business Development and Workforce Support that outlined the role for the initial advisory group: *They will be charged with identifying priority actions needed for small business development and worker empowerment, regardless of funding source. Special consideration should be given to addressing the needs of workers, including, for example, the following:*

a. *the need for childcare support for low-income families;*
b. *the development of co-operative and worker-owned businesses, including secondary cooperatives (a group of micro-business LLC's);*
c. *high quality labor standards (such as wage floors at $15/hr., paid leave options, paid health care and other benefits, and just cause termination agreements);*
d. *and nonprofit programming designed to assist workers in labor organizing for improved working conditions and/or higher wages.*

10. On April 11-12, 2022, Athens Area Chamber of Commerce (AACoC) President David Bradley visited with the West Alabama Chamber of Commerce, in preparation for the August 31- Sept 2, 2022 Intercity Visit to Tuscaloosa, AL. During the visit, West Alabama Chamber staff shared information about their workforce development efforts, called West Alabama Works.

11. On June 2, 2022, the AACoC hosted a meeting during which West Alabama Chamber of Commerce staff presented information about their workforce development initiative, West Alabama Works. The meeting included stakeholders representing community organizations including ACCGov, Clarke County School District, Athens Technical College, the University of Georgia, Envision Athens, the Boys & Girls Club of Athens, local businesses, and local non-profits.

12. During the period of March 13 - April 10, 2023, the AACoC's Workforce Development Planning Committee discussed conducting a community workforce strategic planning process with six potential consulting firms, and received proposals from four firms.

13. On April 21, 2023, the Chamber's Workforce Development Planning Committee met with Mayor Girtz to review the four submittals received, and the group unanimously selected Hodge Consulting.

14. On May 4, 2023, the M&C held a strategic planning retreat, during which progress on the ARPA SLFRF strategic priorities was discussed, and the AACoC presented updates and a proposal to partner with ACCGov on a collaborative community workforce strategic planning process.

15. On May 23, 2023, the M&C voted to authorize a transfer of funds to AACoC to be used to hire a third-party firm to conduct a Workforce Development Strategic Plan as a part of the ARPA strategic planning process, at an amount not to exceed $27,000; and authorized staff to execute all related documents.

16. In June 2023, AACoC contracted with Hodge Consulting, which engaged a broad group of community stakeholders during Summer and Fall 2023 to gather input in conducting a community-wide workforce strategic planning process. The feedback was compiled into a community workforce work plan, Athens Achieves.

17. On March 4, 2024, ACCGov contracted with Lion Leadership, LLC to provide consultant services related to facilitation of an Advisory Committee to develop a Business Development and Workforce Support strategic plan, with special consideration for addressing the needs of workers, as outlined in the CDO.

18. On May 14, 2024, AACoC Executive Director David Bradley presented the findings and recommendations from the strategic planning process at the Mayor & Commission work session.

19. On June 5, 2024, the M&C voted to accept the Athens Area Chamber of Commerce's Athens Achieves community workforce strategic plan and approved $1,921,680 for the purposes of implementing the strategic plan, to provide for a coordinated effort to sustain workforce development efforts in Athens-Clarke County.

20. Between April 25 - June 17, 2024, the Business Development and Workforce Support Advisory Committee, co-chaired by Commissioner Tiffany Taylor and Commissioner Carol Myers, met regularly, identifying and discussing workforce and small business challenges and needs, and prioritizing a set of recommendations for high wage employment, worker empowerment, and small business development. The Business Development and Workforce Support Advisory Committee includes representatives of the following groups as important partners and collaborators for the strategic planning process:
    - Athens Area Chamber of Commerce
    - Athens Technical College
    - City of Winterville
    - Clarke County School District
    - Economic Justice Coalition
    - Envision Athens
    - Family Connection/Communities in Schools
    - Minority Business & Non-profit Association (MBNA)
    - Northeast Georgia Black Chamber of Commerce
    - Unified Government of Athens-Clarke County
    - Local representative engaged in worker-owned cooperatives

21. On July 16, 2024 (agenda setting) and August 6, 2024 (regular session), the Business Development and Workforce Support Advisory Committee's strategic plan and recommendations on high wage employment, small business development, and worker empowerment were presented to the M&C. The Advisory Committee co-chairs

Commissioners Taylor and Myers presented a Commission Defined Option (Workforce Support CDO) detailing potential partners and funding to address items in the strategic plan (Attachment #2). This included designating direct awards and instructing staff to review agency proposals and return them to the M&C for the September 3rd voting session. Mayor Girtz and Commissioner Thornton requested that Commissioners Taylor and Myers work with the Athens Area Chamber of Commerce to combine proposals, in collaboration with the ACCGov Attorney's Office, for contracting purposes. The Mayor and Commission revisited the proposed plan by the Chamber of Commerce. After discussion and consideration, the M&C opted to take no action on the proposal and moved forward without implementing any changes.

22. On August 14, 2024, staff offered a virtual technical assistance opportunity to all entities named in the Workforce Support CDO. The majority of named entities were able to attend the training.

23. Between August 7, 2024 and the stated deadline of August 16, 2024, potential workforce partnering organizations named in the Workforce Support CDO were required to submit proposals, including scope of work, budget, and proposed performance metrics, to the ACCGov Economic Development and ARPA teams. Proposals were received from the following organizations, and evaluated:
    a. Up to $150,000: Economic Justice Coalition
    b. Up to $150,000: Georgia CEO (Center for Employee Ownership)
    c. Up to $150,000: Georgia Cooperative Development Center
    d. Up to $100,000 in CDO; *JDA has requested up to $500,000*: Joint Development Authority (JDA) of the Unified Government of Athens-Clarke County and the City of Winterville
    e. Up to $75,000: One Breath CNA
    f. Up to $300,000: Quality Care for Children

24. Between August 16, 2024 and August 23, 2024, staff reviewed the program proposals submitted by the entities named in the Workforce Support CDO. When needed, staff engaged with agency representatives to obtain updates on program scopes, budget, and performance metrics. Because of the short timelines between the Workforce Support CDO and this agenda report, this refinement requires additional work prior to contracting. A compiled list of these proposals is available in **Attachment #3**.

FACTS & ISSUES:

1. The U.S. Treasury Department requires that ARPA SLFRF funds be obligated by December 31, 2024 and spent by December 31, 2026. At their March 1, 2022 meeting, the M&C approved five focus areas for the use of SLFRF funding in the community: Affordable Housing, Youth Development, Homelessness, Business and Workforce Development, and Behavioral Health.

2. The U.S. Treasury Department strongly encourages communities to guide the implementation of ARPA SLFRF funds through a strategic planning process, allowing SLFRF utilization be informed by a needs assessment, strategies to enhance community equity, and providing a platform by which decision-makers can determine funding priorities based on data and community context.

3. Due to the upcoming December 31, 2024 deadline for local government to allocate ARPA SLFRF funding, Commissioners Taylor and Myers worked together to create a Small Business and Workforce Support CDO for the strategic plan. The Workforce Support CDO identified proposed funding amounts for potential workforce and small business partnering organizations, which were required to submit programming proposals by August 16, 2024 (**Attachment #2**).

4. ACCGov Economic Development and ARPA-funded staff have reviewed and evaluated the proposals and related documents received from 6 potential workforce partnering organizations named in the Workforce Support CDO. With the short deadline, staff continues to work with the agencies to refine proposal details and gather documents required for ARPA contracting purposes. As a result, staff recommend the M&C make an approval of this agenda item that includes the provision to "Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal."

5. It is important to note that some sub-contractor entities named in partnering organizations' documented proposals submitted to ACCGov's Economic Development and ARPA teams differ from the sub-contractor entities named in the Workforce Support CDO. Notably, the Economic Justice Coalition proposal includes a substantial amount of work sub-contracted through the non-profit agency Sur Legal, while the Workforce Support CDO states "*$150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements*". After reviewing the proposal, staff have determined that the nature of Sur Legal is that of a sub-contractor rather than a sub-recipient and is consistent with the intent of the Workforce Support CDO.

6. The Joint Development Authority has submitted an additional proposal requesting up to $500,000 for work identified in the Workforce Support CDO. While the Economic Development Department staff believe that the increased funding requested would go further in achieving the goals of the Workforce Support CDO, the request is beyond the directive of the Workforce Support CDO and was thus not considered. Notably, the Joint Development Authority's proposal is scalable, and thus could be reviewed with the assumption of $100,000 in funding.

7. This recommendation supports the following ACCGov Strategic Plan Goals and Strategies:
   a. Goal 2: Identify and Close Gaps in Partnership with the Community.

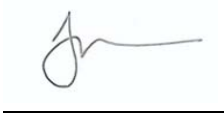
OPTIONS:

1. Mayor and Commission accept staff recommendations regarding ARPA funding for agencies that submitted proposals in response to the Business Development & Workforce Support Commission Defined Option, as outlined in **Attachment #1:**
   a. Contingent upon the agencies providing accepted proof of required insurance, and other required documents for ARPA contracting purposes (e.g., ARPA Risk Assessment, ARPA Equity Assessment, etc.);
   b. Allow staff to continue working with agencies to refine scope of work, performance metrics, and contract budget, so long as these changes do not substantially change the submitted proposal; and,
   c. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to affect the transfer of the allocation to the partnering agencies.

2. Mayor and Commission do not accept staff recommendations as outlined in **Attachment #1**.
3. Mayor and Commission Defined Option.

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

DEPARTMENT: Economic Development
Prepared By: Kenshundria Allen



Ilka McConnell, Economic Development Director — 08/27/24 Date

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ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: #1 a, b, and c

Niki Jones, Acting Manager — 8/28/24 Date

ATTACHMENTS:

Attachment #1 – Small Business and Workforce Support Funding Recommendations
Attachment #2 – Workforce Support CDO
Attachment #3 – Combined Agency Proposals

Attachment #1: Small Business & Workforce CDO Recommendations

This memo outlines the recommendation for funding to support the development of a curriculum and train-the-trainer program. This initiative aims to address critical workplace issues, including wage theft, discrimination, sexual harassment, FLSA compliance, contractor vs. employee classification, FMLA, and benefits.

Recommendation (Economic Justice Coalition)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Economic Justice Coalition $150,000 to develop a comprehensive curriculum and train-the-trainer program. The program will cover the following topics:

- Wage Theft
- Discrimination
- Sexual Harassment
- Fair Labor Standards Act (FLSA)
- Contractor vs. Employee Classification
- Family and Medical Leave Act (FMLA)
- Benefits

This recommendation is **contingent** upon the Economic Justice Coalition obtaining and providing proof of insurance documentation. The insurance coverage is necessary to ensure that all activities associated with the program are properly protected and that Economic Justice Coalition is compliant with all relevant regulations and standards.

Recommendation (Quality Care for Children)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Quality Care for Children $300,000 to deliver business coaching and community support. This initiative is designed to enhance and ensure the sustainability of a high-quality childcare system in Athens-Clarke County.

This recommendation is **contingent** to the development of improved performance metrics to better measure the effectiveness and impact of the funded activities. Providing this funding will support critical efforts to improve and sustain high-quality childcare services in Athens-Clarke County. The enhanced performance metrics will help ensure accountability and measure the success of this initiative.

Recommendation (Georgia Cooperative Development Center)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding the sub-recipient Georgia Cooperative Development Center $150,000 to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses in Athens Clarke County.

This recommendation is **contingent** upon the development and implementation of enhanced performance metrics to effectively evaluate the success of the program. These metrics will be essential in measuring the impact and ensuring the program's effectiveness.

Recommendation (GACEO)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $150,000 to the Georgia Center for Employee Ownership to support employee-owned businesses through succession planning, addressing the upcoming "silver tsunami" of retirements.

This funding is **contingent** upon GACEO providing insurance documentation and detailed performance metrics. These requirements are essential to ensure that the initiative is both measurable and adequately protected, thereby maximizing its impact and minimizing potential risks.

Recommendation (OneBreathCNA)

After receiving and reviewing proposals with the ARPA team, the Economic Development Department recommends awarding $75,000 to One Breath CNA to create pathways to living wage jobs and address workforce gaps in healthcare fields.

This recommendation is **contingent** upon updating the LLC status with the Secretary of State to reflect non-profit status, providing updated performance metrics, a revised budget narrative, and current tax filing information. These requirements are crucial for ensuring that the initiative is measurable, well-protected, and capable of maximizing its impact while minimizing potential risks.

Recommendation (Joint Development Authority)

Following a review of proposals with the ARPA team, the Economic Development Department recommends awarding $100,000 to the Joint Development Authority (JDA) to enhance its capacity to provide loans and grants to "impact businesses." These businesses are those that demonstrate potential for job creation in key areas, including women and minority-owned enterprises, childcare, second-chance employment, worker-owned cooperatives, green jobs, and youth employment.

This recommendation is **contingent** upon the JDA submitting an improved budget narrative and performance metrics that clearly outline the allocation of funds and measure the impact of funded projects. It should be noted that the JDA has submitted a proposal for up to $500,000 in funding, which staff did not assess because it is not consistent with the Workforce Development CDO.

ATTACHMENT #2
Workforce Development CDO

Commission Defined Option - Aug 5, 2024
Agenda Item # 24 Business Development and Workforce Support Taskforce
Myers, Taylor, and Fisher

1. Accept the Business Development & Workforce Support Strategic Plan outlined in the attachment to agenda item #24.
2. Accept the funding allocation plan (Attachment 2) for the Business Development and Workforce Plan with final approval of fund allocation to be voted on at the mayor and commission's September 3, 2024, meeting.
3. Accept the Chamber of Commerce AthensAchieves! plan (Attachment #3) and allocate $2,346,680 to the Chamber of Commerce for the purposes of implementing the plan to include the following three additional subrecipients in addition to the ones listed in the original proposal:
   - Destined Inc.'s Read to Succeed program $300,000, for to further support Athens Achieve' s goal #3 to support the development of academic skills in elementary school children.
   - Education Matters Network, $75,000 to further support Athens Achieve' s goal #3 to support career pathways for high school students.
   - Athens Community Apprenticeship Program, $150,000 for high school and young adult apprenticeship program salaries for training in fields associated with Athens Community Career Academy and other business and industry community partners including small, locally-owned businesses and non-profits. This is a new program through the Chamber of Commerce coordinated by AthensAchieves! Chief Workforce Officer and navigators, prioritizing high school students and young adults in at-risk communities.

     NOTE: Destined and Education Matters are required to submit a scope of services to the Chamber of Commerce by Friday, August 16, 2024; if not received satisfactorily by then, the allocation would be reallocated back to available ARPA funds.

4. Authorize the Mayor and appropriate staff to develop and execute the necessary documentation to effect the transfer of the allocation to the Athens Area Chamber of Commerce recipients designated in this Commission Defined Option.

Attachment 2: Workforce Taskforce Funding Plan – Aug. 5, 2024

Rationale and Process:

Because of the short remaining time for allocation of ARPA funds (Dec. 31, 2024), RFPs for this funding is not feasible. Thus, contracts for this funding will require the following scope of services from recipients by Friday, August 16, 2024. ACC staff will evaluate those scope of service proposals for completeness and quality before a final vote to approve funding on September 3, 2024. Any allocations not approved would be reallocated back to available ARPA funds. This is one-time funding for programing during for calendar years 2025 and 2026.

- Description of program, including tie-in with Business Development & Workforce Support Strategic Plan
- Organizational previous experience and programming
- Program outcomes
- Staffing and job descriptions; key staff resumes
- Schedule for implementation and follow up
- Detailed budget
- Other requirements (insurance, etc.) required for ACC recipients

Funding Allocations : Total: $925,000

Goal 1 funding: $150,000 (up to) to the Economic Justice Coalition with an option to subcontract to Georgia Commission on Equal Opportunity to increase empowered local workforce by teaching youth, adults, and non-profit staff about work labor rights, community benefit agreements. Develop curriculum and a train-the trainer program that addresses topics of wage theft, discrimination, sexual harassment, FLSA, contractor vs. employee, FMLA, and benefits.

Goal 2 funding: No recommendation for funding through ARPA funds.

Goal 3 funding: $300,000 (up to) to Quality Care for Children to provide business coaching and community support to help ensure a sustainable, high-quality childcare system in Athens Clarke County.

Goal 4 funding: Add $100,000 (up to) to expand access to capital for "impact businesses," thus expanding the funding that the Joint Development Authority has to provide loans and grants. An impact business may be one that could demonstrate job creation in the following areas:

- women and/or minority-owned job creation,
- childcare job creation,
- second chance job creation,
- worker owned job creation,
- green job creation, and/or
- youth job creation.

Goal 5 funding: $150,000 (up to) to Georgia Center for Employee Ownership for Increasing employee-owned businesses through succession planning to address the “silver tsunami.”

Goal 6 funding: $150,000 (up to) to Georgia Cooperative Development Center to establish a business purchasing and marketing co-op and/or secondary coop outreach and training program, with special preference for minority-, women-, veteran-, and other special certification-owned businesses.

Goal 7 funding: $75,000 (up to) to One Breath CNA, to provide pathways to living wage jobs and fill workforce gaps in healthcare fields.

Attachement # 3: Chamber of Commerce AthensAchieves! plan

Attachment #3 - Combined Agency Proposals

Athens/Clarke County Proposal for QCC Business Support Services

Why are Business Support Services for Child Care Providers Essential?

Access to high-quality early learning is especially critical during the first months and years of life, with a significant 80% of brain development occurring by age three. This period sets the groundwork for future learning before children enter school.

Early Childhood Education (ECE) is a $4.75 billion industry in Georgia, where 85% of businesses are independent small businesses. These businesses have often lacked corporate investment and innovation. The pandemic has revealed the industry's vulnerability and its interconnectedness with the workforce. Many child care providers have no cash reserves, and when COVID-19 hit, only 6% of providers believed they could survive more than one month of closures.

Directors and owners are early childhood professionals who enter the field because of their love for children but often have limited business knowledge and experience. In a 2018 QCC survey, 61% of directors reported feeling uncomfortable reading financial statements. Due to the pandemic, inflation, and historically low wages, they are experiencing low enrollment, higher operating costs, and veteran teachers leaving the field with no new talent to replace them.

Child care staff work long hours and are not adequately compensated given the job's demands and requirements (in some cases, less than $12 per hour for lead teachers who are required by regulations to have bachelor's degrees). Most staff members are women of color serving their own low-income communities.

The median cost of child care is around $10,000 a year for just one infant, with most of this cost borne by parents. Providers cannot innovate to improve quality or sustain their workforce without incurring additional costs or passing them on to families. State-funded child care subsidies or CAPS serve less than 14% of income-eligible children in Georgia.

The result of pricing child care based on what parents can afford and the high cost of providing quality care has led to a workforce shortage and hardship for Georgia families. QCC surveyed nearly 500 providers in March 2024 and found that since last year, 47% of child care programs have raised tuition rates or fees, while nearly 61% of child care centers report increased waitlists, with infants and toddlers being particularly affected.

Support from the American Rescue Plan temporarily raised wages and increased subsidies and provider-supplied scholarships. However, this support ended on June 30, 2024. It is now more critical than ever for providers to receive the support they need to run their businesses efficiently and effectively and connect to all available resources to mitigate the impact on families.

Who is Quality Care for Children?

Quality Care for Children (QCC) is a premier child care resource and referral agency with 45 years of experience working with families and providers to improve access to high-quality care and early learning. QCC directly supports the Athens-Clarke County community as the state-funded child care resource and referral (CCR&R) with a team of specialists who provide training and technical assistance to the child care community to ensure continued improvement in quality.

What QCC Can Do to Support Providers and Built Sustainable Child Care in Athens-Clarke County

Quality Care for Children is a nationally-recognized leader in the space of business support services for child care providers. Our innovative, comprehensive suite of business support services, which we collectively refer to as QCCworks, offers:

BUSINESS COACHING & AUTOMATION: Provides grants, training, and individualized coaching to implement automated systems for payment processing and child care management. Using a cohort approach, participants work on individual organizational goals, while learning from peers. Coaching addresses three key areas for sustainability: growing enrollment, reducing bad debt, and covering costs-per-child.

FAMILY CHILD CARE (FCC) PROVIDER NETWORK: Helps small, home-based businesses implement child care management software designed for FCC to communicate vacancies, collect fees, and conduct administrative tasks. In addition, members share best practices and mitigate feelings of isolation commonly experienced by family child care providers.

BUSINESS TRAINING: Offers trainings on finances, human resources, and marketing, customized to specific needs and challenges in the field.

PROVIDER RESOURCE HUB (PRH): A one-stop portal for business solutions loaded with resources for hiring, operations, facilities management, negotiated discounts on goods and services, and more. PRH saves providers time and at least 20% on items they purchase. QCC works with the state to provide this resource and as part of our coaching model ensures the providers understand how to access this site, navigate it for the shared services and resources, and have access to the jobs board for staff recruitment.

ONGOING SUPPORT TO ALUMNI NETWORK AND PROVIDER BUSINESS EXCHANGE: A moderated Facebook group with 1,200+ members, where owners and directors access live forums and trainings, exchange ideas for addressing emerging challenges, and access announcements for funding opportunities.

BUILD COMMUNITY CAPACITY: Our VP of Business Support and Sustainability at QCC has worked around the country to create a toolkit and training for Small Business Navigators in communities to ensure the child care community remains supported and can access any local funders that might be available to small businesses.

Our Outcomes

Data from pre- and post-assessments underscore that the QCCworks approach works. In a recent evaluation of our business support services program, participating center- and home-based providers experienced, on average, a 88% increase in revenue, a 71% increase in enrollment, and zero bad debt (meaning that all tuition in these sites is now collected in full and on-time). Centers and homes that applied for federal recovery grants and loans leveraged over $1.3 million in much-needed relief funding. Moreover, the owners and directors of these sites report that as they worked more deeply with QCCworks, they not only saw improvements in their businesses, but their stress level declined significantly. Maximizing the power of automation also freed up countless hours of time previously spent on repetitive paperwork.

The QCCworks approach consistently increases provider revenue (the average increase was 34% in the pilot and 39% the following year) even when the economy is challenged by COVID recovery. As opposed to one-shot training or less comprehensive models, QCCworks can ensure that the child care sector is able to operate strong, sustainable programs.

What Would We Do Specifically in Athens-Clarke County?

Funding for Athens-Clarkes County would allow QCC to designate a business coach to serve up to 40 child care providers in the community over the two-year term, either in centers or family child care homes. Support to providers can also be for start-up licensed care in the community, which we have done in partnership with Professional Family Child Care Alliance of Georgia throughout the state. Through the coaching model, QCC will:

- Help child care program leaders purchase and implement new, or strengthen the use of existing Child Care Management Software (CCMS), which includes purchasing the software and technology needed to effectively run a child care business;
- Teach child care center directors and administrators how to interpret financial and other reports generated by the automated systems and use them to make good business decisions;
- Arm program leaders with the knowledge, tools and resources they need to effectively manage their business with a focus on Iron Triangle metrics, e.g., full enrollment, fees paid in full and on time, and revenue covering cost per child.

QCC will also provide training to existing Small Business Navigators within the community, sharing a toolkit for how to best support a child care business, which is a unique model of business management that creates a road map to resources available to child care providers.

Two-Year Proposed Budget – Serving Up to 40 Providers

	Year 1	Year 2	Total
Business Coach: Directly serving providers with business training and coaching and automation set-up- .5 position each year	28,325	29,175	57,500
Leadership Support and SBA Trainer (VP of Business Support Services): 15% salary	17,768	18,301	36,068
Senior Director, Finance - Government Funding (.15)	13,596	14,004	27,600
Benefits	20,891	21,518	42,409
Total Staffing and Benefits	80,579	82,997	163,576
QCC Backpack fee per FTE (budgeted employee expenses for rent, liability, technology)	8,800	8,800	17,600
Assessment/Individual Sustainability Action Plan ($300x40)	6,000	6,000	12,000
Automation: 1 year on preferred vendor or stipend per program ($715x40)	14,300	14,300	28,600
Technology Device: If needed per program ($785x40)	15,700	15,700	31,400
Professional Development	1,000	1,000	2,000
Travel (local travel to participants)	1,500	1,500	3,000
Supplies & Materials	596	597	1,193
Printing	250	250	500
Postage	250	250	500
Dues/Admission Fees	250	250	500
Program Total	$129,225	$131,644	$260,869
QCC Administrative Fee: Add 15%	$19,384	$19,747	$39,130
Grand Total:	$148,609	$151,390	**$300,000**

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Proposal for Georgia Cooperative Development Center

I. Introduction

Agency Information

Agency Information	
Agency Name:	Georgia Cooperative Development Center
Program/Project Name:	Purchasing and Marketing Cooperative Training and Outreach Program
Total Amount Requested:	150,000.00
Primary Contact Name:	L A Simons
Primary Contact Email:	LASimons@georgiacoopdc.org
Secondary Contact Name:	Audrey Griffin,CPA
Secondary Contact Email:	audrey.Griffin@couminate.coop
Agency Address:	315 College Street, Carrollton, GA 30117
Phone Number:	678.361.1647

GEORGIA COOPERATIVE DEVELOPMENT CENTER

1. Mission Statement

The work of GCDC provides technical assistance, networking, research, advocacy, and education for start up and existing cooperatives. We also place emphasis on helping to raise awareness about the model which makes it more accessible to those who most need it as well as those who most desire to use it to uplift and empower their own communities. Part of GCDC's work helps to provide the educational awareness to create, support, and sustain a cooperative enterprise which can empower any individual or organization toward something better, no matter their background or socio-economic status. However, our primary target are those communities who are underserved. The cooperative model itself also provides more equitable practices through its principles of democratic member control or values like equity and equality. As an organization GCDC uses the 7 cooperative principles to conduct business, make decisions, etc., as well as in relationship building interpersonally or with all stakeholders with which we engage.

2. Background and achievements-Organizational Experience and Programming

The Georgia Cooperative Development Center (GCDC) is committed to fostering cooperative development throughout Georgia. Our mission is to support and promote the growth of cooperative businesses, especially marginalized communities including, those owned by minorities, women, veterans, and other specially certified groups. We believe that cooperative business models can drive economic development, create jobs, and build stronger, more resilient communities.

Since its establishment in 2017, the Georgia Cooperative Development Center (GCDC) has been at the forefront of fostering cooperative development across the state of Georgia. As a non-profit organization, GCDC is dedicated to promoting economic empowerment, social equity, and community-driven entrepreneurship through the cooperative business model. Over the past several years, GCDC has played a pivotal role in creating sustainable economic opportunities, particularly for underserved and marginalized communities.

GCDC's work is centered around providing technical assistance, education, and resources to individuals and groups interested in forming cooperatives, as well as existing cooperatives that need support. The organization's efforts span a wide range of sectors, including agriculture, retail, healthcare, and service industries. Through personalized support and hands-on training, GCDC has successfully guided numerous cooperatives from the conceptual stage to launch, helping them navigate the complexities of business formation, governance, financial management, legal structure set-up, and market development.

One of GCDC's key achievements is the launch of several community-based cooperatives that have created jobs, increased access to essential services, and fostered local economic development. These cooperatives are not only businesses but also community assets that prioritize the well-being of their members and contribute to the overall resilience of their communities. GCDC also partners with colleges, non-profits, and other organizations aligned with our mission of creating more equitable ecosystems throughout the state of Georgia.

In addition to direct support for cooperative development, GCDC has been a strong advocate for cooperative principles and the broader cooperative movement in Georgia. The organization has actively engaged with local governments, community organizations, and other stakeholders to raise awareness about the benefits of cooperatives and to advocate for policies that support their growth.

GCDC's impact is also evident in its educational initiatives, including workshops, seminars, and the Georgia Co-op Academy, which was launched in partnership with the Organization for Human Rights and Democracy in 2021. These programs provide valuable knowledge and skills to aspiring cooperative entrepreneurs, empowering them to take control of their economic futures. GCDC most recently launched Co-op Social with partners to provide additional support, networking, mentoring, and direct connect opportunities with co-op leaders, for start-up co-ops seeking to navigate the co-op start-up waters successfully. Socials are held at other existing co-operative and community business locations throughout Georgia and held in a more relaxed social setting to allow for more connection and meaningful relational wealth-building. Food, drinks, and resources are provided.

Through its unwavering commitment to cooperative development, GCDC has made significant strides in building a more inclusive and equitable economy in Georgia. The organization's work continues to inspire and empower individuals and communities to take

collective action, create sustainable livelihoods, and contribute to the overall prosperity of the state. As GCDC looks to the future, it remains dedicated to expanding its reach and deepening its impact, ensuring that the cooperative model continues to thrive in Georgia.

The success of the Georgia Co-op Academy to date underscores the potential of cooperative development as a strategy for inclusive economic growth. By supporting this initiative, the City of Athens, GA Chamber of Commerce will play a crucial role in fostering a more equitable and sustainable local economy. We look forward to the opportunity to collaborate further and to continue building a vibrant cooperative ecosystem in Athens-Clarke County.

3. Accreditation

None at this time

4. Program Description-Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

a) Purpose of the Grant Request

GCDC is seeking a grant of up to $150,000 to establish a Business Purchasing and Marketing Cooperative Outreach and Training Program. This program will focus on providing targeted support to minority-, women-, veteran-, and other specially certified-owned businesses. The goal is to empower individuals and small business owners to collaborate, share resources, and increase their market competitiveness through cooperative business model of a purchasing and marketing cooperative.

Program Objectives

1. **Establish a Cooperative Outreach Program**: Develop and implement outreach initiatives to raise awareness about the benefits of cooperative business models among target groups.
2. **Provide Training and Support**: Offer comprehensive training programs to help businesses understand and adopt cooperative principles, focusing on purchasing and marketing strategies.
3. **Foster Collaboration**: Create networking opportunities for businesses to connect and form cooperative partnerships.
4. **Enhance Market Competitiveness**: Assist businesses in developing joint marketing strategies to enhance their market presence and competitiveness.
5. **Monitor and Evaluate**: Implement a robust monitoring and evaluation framework to assess the program's impact and identify areas for improvement.

Program Activities and Implementation Plan

1. **Outreach Initiatives**
   - Conduct community meetings, webinars, and workshops to introduce cooperative business models.
   - Develop and distribute informational materials (brochures, videos, social media content) tailored to minority-, women-, veteran-, and other specially certified-owned businesses.
   - Partner with local chambers of commerce, business associations, and community organizations to reach the target audience.

2. **Training Programs**
   - Offer a series of workshops and training sessions on cooperative principles, business planning, financial management, marketing strategies as well as leadership, collective decision-making, conflict transformation, and emotional intelligence.
   - Provide one-on-one consulting services to help businesses develop customized cooperative plans.

- Develop online training modules to ensure accessibility for businesses across Georgia.

3. **Networking and Collaboration**
   - Organize networking events to facilitate connections among businesses interested in forming cooperatives.
   - Create an online platform for businesses to share resources, exchange ideas, and collaborate on projects.
   - Establish mentorship programs connecting experienced cooperative leaders with emerging businesses.

4. **Marketing Support**
   - Assist businesses in developing joint marketing strategies, including brand development, market research, and promotional campaigns.
   - Provide access to shared marketing resources (e.g., graphic design, digital marketing tools).
   - Support participation in trade shows, business expos, and other promotional events.

5. **Monitoring and Evaluation**
   - Develop key performance indicators (KPIs) to measure the program's success.
   - Conduct regular surveys and feedback sessions with participants to assess program effectiveness.
   - Compile and analyze data to produce comprehensive reports for stakeholders and funding agencies.
   -

b) Hours of Operation - Remote and hybrid schedules. 10am-4pm Tues-Friday

c) Location of Operation & Programs - Virtually and in libraries, other cooperatives and Co-Working Spaces which have meeting, conference, and study rooms will be ideal places to host classes, meetings, or events and activities with all stakeholders. (Volunteers, contractors, participant interviews, focus groups, etc.as needed)

d) Why is this needed?

Times are hard and we see no indication of things getting easier for those on the lower end of the socio-economic scale. However cooperatives offer thoughtful solutions to many of today's social challenges and problems that need solving. By pooling people power, resources, innovation, and applying cooperative principles and values to any business or situation, more positive outcomes can be realized. It isn't a perfect model and has its pros and cons like anything else. But when it works and sometimes even when it doesn't, we're better off for having made an attempt at reaching for something higher, better, and more equitable for all. It's available to all no matter where you come from or your background. And there are countless examples of successful cooperatives today and historically as Dr Jessica Gordon Nembhard chronicles in her book *Collective Courage*.

The cooperative movement today is vast and vibrant with a large network from which to learn, build, and grow the seeds of innovation that start with a community's need or passion. From the International Cooperative Alliance and National Cooperative Business Association and the National Cooperative Bank to local food cooperatives, the movement is growing as more become aware that it exists and that it is accessible and feasible. It takes work and time, but with the right knowledge, tools, support, and experience, success is realized everyday. (more available on this per request)

This type of program inspires participants to see that alternatives exist that are accessible to them. This type of program can create a paradigm shift in thinking and create a new momentum for individual and collective community change. It can integrate hope and power in a way that levels the playing field and empowers individuals and communities to control aspects of their lives and futures in a way capitalism can't. This is where true power lives.

This type of program is also needed and useful because it can cover diverse areas of social impact. And emphasizes the wide variety of ways that this training, education, and information can be applied. Cooperatives can exist in agriculture, Insurances, financial services, grocery, education, healthcare, housing, utility and other industries and sectors. There are a few specific types of cooperatives: consumer, producer, worker, purchasing or marketing cooperative, and multi-stakeholder cooperatives. The program that we are proposing is to create a purchasing cooperative training and outreach program. A purchasing cooperative helps member-owners reduce costs and offer competitive prices compared to retail chains. A marketing cooperative helps member businesses jointly promote their goods or services in order to reach greater economies of scale. In both cases (and some co-ops are both purchasing and marketing co-ops). Member-owners may also enjoy a voice in the co-ops operation through the cooperative principles.They may engage around products, pay rates, decision-making, and other democratization practices. A brief list of purchasing or marketing cooperatives or businesses practicing cooperative principles and values. Essentially they can actually change their community, their lives, and their future because the cooperative impact is multilayered in that way. It impacts individuals and the community because it

exists.

A larger list of cooperatives is also provided in our equity assessment questionnaire. Other organizations that operate as cooperatives or are purchasing cooperatives in Georgia Sourcewell
A cooperative purchasing program that helps Georgia counties save money and time by using existing contracts for products and services. Sourcewell is made up of government employees and has over 50,000 participating agencies in North America.

- Cooperative Purchasing Agency (CPA)
  A cooperative that has served school systems in North Georgia RESA, Northeast Georgia RESA, and Pioneer RESA since 1971. CPA became an AEPA member in 2019.
- Georgia Organics
  A program that organizes cooperative purchasing for farmer members by aggregating their orders. This allows farmers to benefit from their collective buying power and take advantage of discounted pricing and reduced shipping.
- Gordian's Job Order Contracting (JOC)
  Also known as ezIQC®, this cooperative purchasing network is available in Georgia and can help speed up the construction procurement process.
- National Cooperative Grocers (NCG), in addition to providing special programs and services for just under 200 consumer and worker-owned retail food cooperatives throughout the nation, they negotiate better pricing for more reasonable purchasing of goods and products for distribution throughout consumer-owned cooperatives.

5. Addressing a Community Need: Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

A purchasing and marketing cooperative training and outreach program is essential to boosting workforce resources in Athens, Georgia, by empowering underserved communities, including minorities, women, and veterans, to participate actively in the local economy. As traditional employment opportunities may not fully meet the diverse needs of these groups, a cooperative model offers an inclusive alternative by fostering entrepreneurship and collective ownership. This program equips individuals with the skills and resources to start and manage cooperatives, thereby creating sustainable jobs, boosting local business capacity, and ensuring that economic benefits are more equitably distributed across the community. Ultimately, this initiative strengthens the overall workforce, contributing to a more resilient and diverse local economy in Athens.We are currently relying on the ACC's recommendation that there are needs in the Athens community in the areas of workforce. The cooperative model is universal in that it can be applied to a variety of social, economic, and community needs. With additional supporting data from ACC, and our own surveys, polls, and digital tools, we can assess additional data points and design programs that truly meet people where they are and what they specifically need more of in the Athens community.

6. Benefits of the program Services: Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect? The proposed purchasing and marketing cooperative training and outreach program will specifically target minority, women, LGBTQ, disabled, and veteran populations in Athens-Clarke County, offering them the tools and knowledge to establish and manage their own cooperatives. By focusing on these underserved communities, the program seeks to address systemic barriers to economic participation, such as limited access to capital, resources, and professional networks. These groups often face unique challenges in traditional business environments, but through cooperative models, they can leverage collective ownership to create businesses that are more resilient and responsive to their needs. The program will provide tailored training, technical assistance, and mentorship, ensuring that participants have the support necessary to succeed and thrive.

If funded, ACCGov can expect a more inclusive and diverse local economy, where traditionally marginalized groups have greater opportunities for economic empowerment. The program will foster job creation, business development, and economic self-sufficiency within these communities, which in turn, will contribute to reducing income inequality and strengthening the social fabric of Athens-Clarke County. Residents can expect to see an increase in locally-owned businesses that reflect the diversity of the community, as well as a more vibrant, collaborative economy where resources and opportunities are shared more equitably. Additionally, as these cooperatives grow and succeed, they will reinvest in the community, creating a positive cycle of economic and social benefits for all residents.

7. Program Goals and Strategies

Goal 1: Increase Awareness and Understanding of Purchasing and Marketing Cooperatives

Strategy 1: Conduct targeted outreach campaigns through local community organizations, minority business associations, and veteran networks to educate on the benefits and opportunities of purchasing and marketing cooperatives. **Strategy 2:** Develop and distribute multilingual educational materials (brochures, videos, webinars) that explain the concept, structure, and advantages of purchasing and marketing cooperatives, with a focus on real-life success stories from similar communities.

Goal 2: Build Capacity and Provide Technical Assistance

Strategy 1: Offer a series of workshops and training sessions focused on cooperative business planning, legal structures, and financial management tailored to the specific needs of minorities, women, and veterans. **Strategy 2:** Establish a mentorship program that pairs experienced cooperative leaders with participants from underserved communities to provide ongoing support, guidance, and technical assistance throughout the cooperative development process.

Goal 3: Facilitate Access to Capital and Financial Resources

Strategy 1: Partner with local credit unions, community development financial institutions (CDFIs), and grant programs to create dedicated funding streams for minority, women, and veteran-led cooperatives. **Strategy 2:** Organize financial literacy workshops that focus on cooperative-specific financing options, including grant writing assistance, loan application processes, and crowdfunding strategies.

Goal 4: Foster Long-term Sustainability and Growth of Cooperatives

Strategy 1: Develop a post-launch support program that includes regular follow-up, advanced training sessions, and access to a network of established cooperatives for resource sharing and collaboration. **Strategy 2:** Create an online platform or app that connects purchasing and marketing cooperatives with local suppliers, service providers, and other cooperatives, enabling them to leverage collective bargaining power and sustain growth.

8. Program Staffing

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Staff Name	Job Title	Percentage of weekly time allocated to program Services
LA Simons	Program Manager	100%
Matthew Epperson	Outreach Coordinator	100%
Contractors	Subject Matter Experts	N/A (a variety of experts hired to deliver training)
Contractor	Online Platforms/Digital Strategist	100%
Contractor	Program Event/Activities Logistics	100%

1. Program Manager (Full-Time)

- **Salary**: $50,000 per year
- **Role and Responsibilities**:
  - **Leadership and Oversight**: The Program Manager will lead the implementation of the Business Purchasing and Marketing Cooperative Outreach and Training Program. This includes overseeing daily operations, managing staff, and ensuring that the program meets its objectives.
  - **Strategic Planning**: Develop and execute a strategic plan to effectively reach and support minority-, women-, veteran-, and other specially certified-owned businesses in adopting cooperative models.
  - **Budget Management**: Manage the program budget, ensuring funds are allocated efficiently and in line with the grant's objectives.
  - **Stakeholder Engagement**: Act as the primary point of contact for stakeholders, including funding agencies, community partners, and participants. This includes regular communication, reporting, and relationship management.
  - **Monitoring and Evaluation**: Implement the monitoring and evaluation framework, including tracking key performance indicators (KPIs), collecting data, and producing reports to assess the program's impact.
  - **Required Experience**: At least 5 years of experience in program management, preferably in economic development, cooperative business, or community outreach. Strong leadership, strategic planning, and budget management skills are essential. Experience working with marginalized communities is highly desirable.
  -

2. Outreach and Training Coordinators (Part-Time)

- **Salary**: $20,000 per year (part-time roles)
- **Role and Responsibilities**:
  - **Outreach Coordination**: The Outreach and Training Coordinators will be responsible for developing and implementing outreach initiatives to engage minority-, women-, veteran-, and other specially certified-owned businesses. This includes organizing community meetings, webinars, and workshops, and developing and distributing informational materials.
  - **Training Development and Delivery**: Coordinate and deliver training sessions on cooperative principles, business planning, financial management, and marketing strategies. This includes both in-person workshops and online modules.
  - **Consultation Services**: Provide one-on-one consulting to businesses, helping them develop customized cooperative plans that align with their specific needs and goals.
  - **Partnership Development**: Work closely with local chambers of commerce, business associations, and community organizations to extend the program's reach.
  - **Required Experience**: At least 3 years of experience in community outreach, training, or adult education, with a focus on business development or cooperative models. Experience in developing and delivering

training programs, both in-person and online, is essential. Strong communication and organizational skills are required.

Contractor Needs and Experience

1. Workshop Facilitators and Subject Matter Experts

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Training Delivery**: Facilitate workshops and training sessions on specific topics such as cooperative business models, financial management, legal and accounting set-up best practices, marketing strategies, leadership, and emotional intelligence.
  - **Consulting**: Provide specialized consulting services to participants, helping them with detailed aspects of cooperative business planning, technical assistance, and implementation.
  - **Curriculum Development**: Collaborate with the Outreach and Training Coordinators to develop comprehensive training materials and curricula tailored to the needs of the target audience.
  - **Required Experience**: Extensive experience in cooperative business development, financial management, marketing, and leadership training. Proven track record of delivering high-impact training and consulting services to small businesses, especially those owned by marginalized groups.

2. Online Platforms: Developer and/or Contractor, or digital strategist to curate and facilitate implementation for an array of online tools and solutions that can accommodate organizational and needs for automation, general business systems management integration and/or purchasing tools.

- **Budget**: $15,000
- **Role and Responsibilities**:
  - **Platform Development**: Design and develop an online platform that will serve as a hub for training resources, collaboration, and networking among program participants. The platform should be user-friendly, accessible, and scalable.
  - **Maintenance and Support**: Provide ongoing maintenance and technical support to ensure the platform runs smoothly and securely. This includes regular updates, troubleshooting, and user assistance.
  - **Required Experience**: Extensive experience in web development, with a strong portfolio of building online platforms for educational or community-based programs. Proficiency in user experience (UX) design, security protocols, and platform scalability is essential.
  -

3. Event Organization and Logistics Contractor

- **Budget**: $10,000
- **Role and Responsibilities**:
  - **Event Planning**: Plan and execute community meetings, workshops, webinars, and networking events. This includes securing venues, managing event logistics, and coordinating with speakers and facilitators.
  - **Marketing and Promotion**: Assist in promoting events through various channels, including social media, email campaigns, and community partnerships.
  - **On-Site Management**: Ensure that events run smoothly on the day, including handling registrations, coordinating with vendors, and managing any on-site issues.
  - **Required Experience**: Experience in event planning and logistics management, particularly for community-based or educational events. Strong organizational skills and the ability to handle multiple events simultaneously are essential.

9. Volunteer Support:

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Will the program use volunteers for overall program? Yes

Number of volunteers 10-20

Volunteer hours will vary depending on the roles. 5-10 per week

Volunteers will assist tech program manager, outreach coordinator, gathering data survey facilitation, tabling at internal and outreach events, and program on-site activities,

Volunteers will be recruited via partner cross marketing efforts, socials, emails, partnering with other community organizations, municipalities, co-ops, media, etc.

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10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes. This is a newly created program. However we have facilitated an annual cooperative academy with great outcomes beginning in 2021

Georgia Cooperative Development Center (GCDC) and Organization for Human Rights and Democracy (OHRD) Cooperative Education Partnership launched in 2021.

Program Overview
The Georgia Cooperative Development Center (GCDC) and the Organization for Human Rights and Democracy (OHRD) have a strong track record of promoting cooperative education through their partnership in delivering the Georgia Cooperative Academy. Launched in 2021, this initiative has focused on empowering individuals from marginalized communities by providing comprehensive training on cooperative business models. The Academy offered workshops, mentorship, and technical assistance to help participants understand the principles of cooperatives, develop business plans, marketing their coops, and navigating the legal and financial aspects of cooperative ownership.

Services Provided
The Cooperative Academy's services include a series of workshops that cover topics such as cooperative governance, financial management, and marketing strategies tailored for cooperatives. Participants also receive one-on-one mentorship from experienced cooperative leaders and access to legal and financial resources to support their cooperative ventures. They also had in depth training on both business model canvas and the newly launched ownership model canvas and utilizing it to design their cooperatives. The Academy has successfully served 50 participants, since it began. Some have gone on to establish or strengthen their cooperatives in various sectors, including agriculture, retail, sustainability and other services.

Outcomes and Successes
The program has achieved notable outcomes, with over 30% of participants successfully launching or expanding their cooperatives within a year of completing the Academy. The cooperatives formed through this initiative have contributed to job creation, increased access to affordable goods and services, and enhanced economic self-sufficiency for marginalized communities. Building on this success, the proposed purchasing and marketing cooperative training and outreach program aims to further extend these benefits by targeting additional underserved populations, including minorities, women, LGBTQ individuals, disabled persons, and veterans, in Athens-Clarke County. This new program will leverage the proven strategies and resources of the Georgia Cooperative Academy, and delving deeper into the specific type of cooperative requested for ACC. This training will focus on the creation of purchasing and marketing cooperatives, their unique model, and offer tools and resources to begin start up process, while tailoring its approach to meet the specific needs of these communities.

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11. Agency collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

GCDC has existing partnerships with local agencies, other cooperatives, small businesses, as well as local and national associations and agencies that we can outreach to to support this effort. Principle 6 is a principle that is utilized in the cooperative space and very important to us. It is cooperation among cooperatives. It allows us to collaborate effortlessly without concern for money or time. It is an essential part of the fabric of what we do and how we do it. We practice this within all our relations and will use it to do much of the work for this program.

ACCGov currently does not have a purchasing and marketing cooperative training and outreach program. So at this time, GCDC's partnership with ACCGov will be a very unique one with many possibilities and opportunity for innovation across the board.

12. Program Sustainability

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

Not at this time.

13. Client Eligibility: How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Collaborations, partner recommended, and through digital advertising and promotions online and word of mouth.

15. Program Fee Structure: are participants required to pay any fees to access program services? if yes how much. GCDC will offer a fee structure which includes paid workshops as well as, partial scholarships, or full scholarships and sliding scale fee offerings. Fees .TBD

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16. Program Performance Outcomes: number of classes provided target, number of hands on work experience course will be provided, number of workers who will participate in program, participants who will be retained an complete the job training program, total participant who will secure employment.

Performance Outcome Hard to say on first time new program, but these would be conservative estimates.		**Performance Target**
1.	*Total number of job training classes that will be provided.*	*16*
2.	*Total number of hands-on work experience hours that will be provided.*	*40*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*20*
4.	*Total participants who will be retained and complete the job training program.*	*N/A*
5.	*Total participants who will successfully secure employment.*	*N/A*

17. Documenting Program Outcomes

We would use some of the following methods to document program outcomes: testimonials in written and visual form, surveys, polls pre and post quizzes. Looking at what participants decide to do next can also illuminate impact of a program. Some of the following traditional or non-traditional and more innovative ways to measure impact could also be explored. We plan to explore traditional and a few of the more innovative methods as well. (to be refined and determined once we engage with the various communities and participants, as program evolves)

Traditional Ways to Measure Impact-:

Pre- and Post-Training Assessment
- Knowledge Tests: Assess participants' knowledge before and after the training to measure learning gains.
- Skills Assessments: Practical tests or simulations to evaluate skill improvements.

Surveys and Feedback Forms
- Participant Feedback: Collect feedback on the training's content, delivery, and relevance through surveys or questionnaires.
- Satisfaction Scores: Measure participant satisfaction with the training experience.

Discussion Groups
- Forums, podcast, webinar or in person moderated discussions on the particpant journey, experience, and takeaways.

Observational
- Completion Rate: Track the percentage of participants who complete the training.
- Attendance Rate: Measure participant engagement by tracking attendance.

Longitudinal Studies
- Follow-Up Surveys: Conduct surveys months after training to measure long-term retention and application.
- Career Progression: Track participants' career activities or world evolution or advancement as an indicator of training impact.

Innovative Ways to Measure Impact-We plan to use Learning Management Systems or learning-on-demand systems to implement some of our training. These allow us to not only deliver information more expediently and conveniently for participants, but also allows for digital/data metrics as well. (viewing or downloading of documents, completion of assignments, etc.), which can be assessed during and post for additional metrics.

A. Learning Analytics- We plan to use Learning Management Systems to implement some of our training programs
   - Data Tracking: Use learning management systems (LMS) to track and analyze learner engagement, progress, and completion times.
   - Micro-Learning Metrics: Monitor interaction with micro-learning modules to gauge learner preferences and content effectiveness.

B. Pre and post analysis of optimum personalized learning paths:

- Analyze individual learning journeys to measure the effectiveness of personalized training interventions.

C. Social Learning and Collaboration Metrics
   - Community Engagement: Measure the extent of participation in online forums, group discussions, and peer-to-peer learning activities. (slack or other platforms)

D. Real-Time Feedback Mechanisms
   - Instant Polls and Quizzes: Use real-time quizzes and polls during training to gather immediate feedback on understanding and engagement.
   - Sentiment Analysis: Analyze participant feedback using sentiment analysis tools to assess emotional responses to the training.

E. Gamification Metrics (might be age specific)
   - Leaderboards and Badges: Track progress and engagement through gamification elements like points, badges, and leaderboards.
   - Behavioral Change Metrics: Measure behavior changes in response to gamified elements (e.g., increased participation due to competitive elements).

F. Long-Term Impact Studies
   - Impact on Organizational Goals: Measure the long-term contribution of training to strategic organizational goals, such as innovation or cultural change.
   - Alumni Tracking: Track the career paths of participants years after training to assess its lasting impact.

G. Sustainability Metrics
   - Environmental Impact: For online or hybrid training, measure the reduction in carbon footprint compared to traditional methods.
   - Social Impact: Assess the broader social impact of training, such as community development or participation in social equity improvement projects.

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Projected Outcomes: (This is a newly created first time project)

Increased Awareness and Adoption of Cooperative Business Models (Particularly Purchasing and Marketing): Minority-, women-, veteran-, and other specially certified-owned businesses will have a greater understanding of the benefits and operations of cooperative business models, with a special emphasis on purchasing (i.e., a secondary co-op for achieving greater economies of scale, thereby reducing per unit costs to member businesses) and marketing (i.e., a secondary co-op, potentially the same co-op that also houses purchasing, used for shared branding and greater market access by multiple member businesses, including anchor institutions such as hospitals or universities). This increased awareness will lead to more businesses adopting cooperative principles, resulting in the formation of new cooperatives or the enhancement of existing ones.

Enhanced Business and Leadership Skills: Participants will develop stronger business management skills, particularly in purchasing and marketing strategies. The training will also improve leadership abilities, collective decision-making, conflict transformation, and emotional intelligence, equipping participants to effectively lead and manage cooperative businesses.

Stronger Collaborative Networks and Partnerships: The program will foster collaboration among participating businesses, leading to the formation of stronger networks and partnerships. These collaborations will enable businesses to share resources, exchange ideas, and work together on joint projects, thereby enhancing their collective market presence.

Improved Market Competitiveness and Business Growth, Including Purchasing Related Cost Savings: Through joint marketing and purchasing strategies and access to shared marketing resources, businesses will increase their market competitiveness. This will lead to business growth, higher revenue, reduced costs and job creation within the communities served.

Data-Driven Insights into Cooperative Strategies: The program's monitoring and evaluation framework will generate valuable data and insights into the effectiveness of cooperative strategies in supporting diverse businesses. This data will be used to continuously improve the program and to demonstrate its impact to stakeholders and funding agencies.

Increased Co-op Start-Up Literacy and Efficiency: Participants will gain a better understanding of the process of starting and managing a cooperative, leading to more efficient and successful cooperative start-ups. This will contribute to the overall growth of the cooperative sector in Georgia, particularly among marginalized communities.

18. Other revenue governmental or municipal revenue sources:

None at this time.

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19 Budget see chart

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
1. PERSONNEL COSTS				
Program Manager		50,000.00		50,000.00
Outreach Coordinator	1 full-time or 2 part-time	20,000.00		20,000.00
2. OUTREACH MATERIALS AND EVENTS/ACTIVITIES	**To raise awareness about co-op business model and the program itself.**	**20,000.00**		**20,000.00**
Printed Materials, Online content, Promotional	4000.00			
Videos, Social Media, Webinars	3000.00			
Promotional Items, Branded Merch, Giveaway Items	3000.00			
Community Meetings, Workshops, Webinars in person				
Venue Rental/Equipment	5000.00			
Refreshments Catering	2000.00			
Speaker Fees/Honorarioums	2000.00			
Marketing and Outreach for events and activities	1000.00			
TRAINING PROGRAMS		**30,000.00**		**30,000.00**
Workshop Materials	4000.00			

Training Modules	6000.00			
Consulting Services-Subject Matter Experts	5000.00			
Platform Development,Design, Coding if needed, Testing	10,000.00			
Maintenance and Support, Security, Updates, Troubleshooting	5000.00			
Networking and Collaboration Event Organization and Logistics		**15,000.00**		**15,000.00**
Venue and Logistics	5000.00			
Mktg nd Promotion of Network events	2500.00			
Speaker Fees/ Honorariums	2500.00			
Development of Collaboration Tool. Forums, Resource Sharing, etc.	3000.00			
Maintenance and Updates	2000.00			
MARKETING SUPPORT		**10,000.00**		**10,000.00**
Joint Marketing Strategies and Promotion campaigns-Brand Development-logo design, Brand Guidelines	3000.00			
Market Research(Surveys, Focus Groups)	2000.00			
Promotional Campaigns, Digital Ads, Print Ads, Social Media, Email Campaigns)	5000.00			

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Monitoring and Evaluation-Data Collection, Analysis, and Reporting		**5000.00**		**5000.00**
Survey Design and Distribution	1500.00			
Data Analysis(Software,Consulting)	2000.00			
REport Production(Design/Pringint)	1500.00			
See detail narratives and assumptions below to support these budget projections.				
TOTAL		150,000.00	0	150,000.00

-

The requested $150,000 grant general cost assumptions will be allocated as follows:

1. **Personnel Costs**: $70,000
    - Program Manager (full-time): $50,000

- Outreach and Training Coordinators (part-time): $20,000

2. **Outreach Materials and Events**: $20,000
   - Printed materials, online content, and promotional items: $10,000
   - Community meetings, workshops, and webinars: $10,000
3. **Training Programs**: $30,000
   - Workshop materials, training modules, and consulting services: $15,000
   - Online platform development and maintenance: $15,000
4. **Networking and Collaboration**: $15,000
   - Event organization and logistics: $10,000
   - Online collaboration platform: $5,000
5. **Marketing Support**: $10,000
   - Joint marketing strategies and promotional campaigns: $10,000
6. **Monitoring and Evaluation**: $5,000
   - Data collection, analysis, and reporting: $5,000

Detailed Budgeting for our Business Purchasing and Marketing Cooperative Outreach and Training Program

Total Grant Request: $150,000

1. Personnel Costs: $70,000

- **Program Manager (Full-Time): $50,000**
  - **Salary**: $45,000
  - **Benefits (Healthcare, Retirement, etc.): $5,000**
  - **Justification**: The Program Manager will oversee the entire program, including strategic planning, budget management, stakeholder engagement, and monitoring and evaluation. This position is crucial for the successful implementation and operation of the program.

- **Outreach and Training Coordinators (Part-Time): $20,000**
  - **Salaries**: $18,000 ($9,000 per part-time coordinator)
  - **Benefits (Pro-rated): $2,000**
  - **Justification**: Two part-time coordinators will manage outreach activities, training sessions, and community engagement. They will be responsible for developing and delivering training materials, coordinating with partners, and providing one-on-one consulting to businesses.

2. Outreach Materials and Events: $20,000

- **Printed Materials, Online Content, and Promotional Items: $10,000**

  - **Printed Materials (Brochures, Flyers, Guides): $4,000**
  - **Online Content (Videos, Social Media Posts, Webinars): $3,000**
  - **Promotional Items (Branded Merchandise, Giveaway Items): $3,000**
  - **Justification**: These materials will be used to raise awareness about cooperative business models and the program itself, targeting minority-, women-, veteran-, and other specially certified-owned businesses.

- **Community Meetings, Workshops, and Webinars: $10,000**
  - **Venue Rental and Equipment (A/V, Chairs, etc.): $5,000**
  - **Refreshments and Catering: $2,000**
  - **Speaker Fees and Honorariums: $2,000**
  - **Marketing and Outreach for Events: $1,000**
  - **Justification**: Funds allocated here will support the organization of events aimed at educating and engaging the target audience. This includes logistical support for in-person and virtual events.

3. Training Programs: $30,000

- **Workshop Materials, Training Modules, and Consulting Services: $15,000**
  - **Workshop Materials (Workbooks, Handouts): $4,000**
  - **Training Modules (Curriculum Development, Online Modules): $6,000**
  - **Consulting Services (Subject Matter Experts): $5,000**
  - **Justification**: These resources will ensure that businesses receive comprehensive training on cooperative principles, business planning, financial management, and marketing strategies.

- **Online Platform Development and Maintenance: $15,000**
  - **Platform Development (Design, Coding, Testing): $10,000**
  - **Maintenance and Support (Security, Updates, Troubleshooting): $5,000**
  - **Justification**: An online platform will provide accessible training and collaboration opportunities for businesses across Georgia, especially those in remote areas. The platform will also serve as a hub for resources and networking.

4. Networking and Collaboration: $15,000

- **Event Organization and Logistics: $10,000**
  - **Venue and Logistics (Networking Events): $5,000**
  - **Marketing and Promotion of Networking Events: $2,500**
  - **Travel and Accommodation for Speakers/Facilitators: $2,500**
  - **Justification**: Networking events are critical for fostering collaboration among businesses interested in forming cooperatives. This allocation covers the costs associated with organizing these events.

- **Online Collaboration Platform: $5,000**
  - **Development of Collaboration Tools (Forums, Resource Sharing): $3,000**
  - **Maintenance and Updates: $2,000**
  - **Justification**: This platform will enable businesses to connect, share resources, and collaborate on joint projects, which is essential for building a cooperative network.

5. Marketing Support: $10,000

- **Joint Marketing Strategies and Promotional Campaigns: $10,000**
  - **Brand Development (Logo Design, Brand Guidelines): $3,000**
  - **Market Research (Surveys, Focus Groups): $2,000**
  - **Promotional Campaigns (Digital Ads, Print Ads, Social Media): $5,000**
  - **Justification**: Effective marketing is crucial for enhancing the market presence of businesses participating in the program. This budget will support the development and execution of joint marketing strategies.
  -

6. Monitoring and Evaluation: $5,000

- **Data Collection, Analysis, and Reporting: $5,000**
  - **Survey Design and Distribution: $1,500**
  - **Data Analysis (Software, Consultants): $2,000**
  - **Report Production (Design, Printing): $1,500**
  - **Justification**: Monitoring and evaluation are vital for measuring the program's impact and identifying areas for improvement. This allocation will support the development of KPIs, data collection, and reporting to stakeholders.

Summary of Detailed Budget Allocation

- **Personnel Costs**: $70,000
- **Outreach Materials and Events**: $20,000
- **Training Programs**: $30,000
- **Networking and Collaboration**: $15,000
- **Marketing Support**: $10,000
- **Monitoring and Evaluation**: $5,000

Total: $150,000

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This detailed budget outlines the specific allocations needed to effectively implement the Business Purchasing and Marketing Cooperative Outreach and Training Program. Each expense is directly tied to the program's objectives, ensuring that resources are used efficiently to achieve the desired outcomes.

Projected Implementation Schedules by year

Program Implementation Timeline Year 1

Q1 (Months 1-3)

- **Program Kickoff and Planning**
  - Finalize project plan and timeline
  - Recruit and hire program manager and outreach/training coordinators
  - Set up project management tools and communication channels
  - Develop key performance indicators (KPIs) for monitoring and evaluation
- **Outreach Initiatives: Preparation**
  - Design and print outreach materials (brochures, videos, social media content)
  - Schedule initial community meetings, webinars, and workshops
  - Establish partnerships with local chambers of commerce, business associations, and community organizations

Q2 (Months 4-6)

- **Outreach Initiatives: Implementation**
  - Launch community meetings, webinars, and workshops to introduce cooperative business models
  - Distribute informational materials to target groups
- **Training Programs: Preparation**
  - Develop curriculum for workshops and training sessions on cooperative principles

- Create online training modules
- Schedule initial training sessions

- **Networking and Collaboration: Preparation**
  - Plan networking events and develop an online collaboration platform
  - Establish mentorship program structure and recruit mentors

Q3 (Months 7-9)

- **Training Programs: Implementation**
  - Conduct first series of workshops and training sessions
  - Launch online training modules
  - Provide one-on-one consulting services to businesses

- **Networking and Collaboration: Implementation**
  - Organize initial networking events
  - Launch online collaboration platform
  - Begin mentorship program

- **Marketing Support: Preparation**
  - Develop joint marketing strategy framework
  - Identify and procure shared marketing resources
  -

Q4 (Months 10-12)

- **Marketing Support: Implementation**
  - Assist businesses with brand development, market research, and promotional campaigns
  - Support participation in trade shows and business expos
  -
- **Monitoring and Evaluation: Ongoing**
  - Collect and analyze data from outreach and training activities
  - Conduct participant surveys and feedback sessions
  - Produce quarterly progress reports for stakeholders

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Program Implementation Timeline Year 2

Q1 (Months 13-15)

- **Outreach Initiatives: Continuation**
  - Continue community meetings, webinars, and workshops
  - Expand partnerships with additional local organizations
- **Training Programs: Continuation**
  - Offer additional workshops and training sessions
  - Update and expand online training modules
- **Networking and Collaboration: Continuation**
  - Host more networking events
  - Enhance online collaboration platform features
  - Continue mentorship program

Q2 (Months 16-18)

- **Marketing Support: Continuation**
  - Provide ongoing support for joint marketing strategies and promotional campaigns
  - Facilitate participation in more trade shows and business expos
- **Monitoring and Evaluation: Ongoing**
  - Continue data collection and analysis
  - Conduct mid-year surveys and feedback sessions
  - Produce mid-year progress report for stakeholders

Q3 (Months 19-21)

- **Outreach Initiatives: Expansion**

- Launch targeted campaigns to reach more minority-, women-, veteran-, and specially certified-owned businesses

- **Training Programs: Expansion**
  - Introduce advanced training modules and workshops
  - Provide more specialized one-on-one consulting services

- **Networking and Collaboration: Expansion**
  - Organize larger-scale networking events
  - Expand mentorship program to include more mentors and mentees

Q4 (Months 22-24)

- **Marketing Support: Enhancement**
  - Develop advanced joint marketing strategies and campaigns
  - Support businesses in reaching new markets and customer segments

- **Monitoring and Evaluation: Finalization**
  - Conduct final round of surveys and feedback sessions
  - Compile and analyze all data to produce comprehensive final report
  - Present findings to stakeholders and funding agencies

20. Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

x☐ Yes ☐ No

Does the agency's governing board approve submission of this proposal?

x☐ Yes ☐ No

Name of Agency Executive Director LA Simons

Agency Executive Director Signature 8/16/24

Name of Agency Board Chairman Audrey L. Griffin, CPA

Audrey Griffin

GEORGIA COOPERATIVE DEVELOPMENT CENTER

Agency Board Chairman Signature_____ 8/16/24

Statement of Program Tie-In of GCDC Purchasing Cooperative Training and Outreach Program with ACC's goals.

The Athens Area Chamber of Commerce Athens Achieve grant program is designed to support initiatives that contribute to the economic growth and development of the Athens community. The proposed Business Purchasing and Marketing Cooperative Outreach and Training Program by the Georgia Cooperative Development Center (GCDC) aligns well with the goals of the Athens Achieve grant program in several ways:

1. **Economic Development**: Both the Athens Achieve grant program and GCDC's initiative focus on driving economic growth. The GCDC program seeks to empower minority-, women-, veteran-, and other specially certified-owned businesses in Athens and beyond by promoting cooperative business models that enhance market competitiveness and create jobs. This aligns with the Chamber's mission to support local businesses and strengthen the economy.

2. **Support for Marginalized Communities**: The GCDC's program targets marginalized communities, including those owned by minorities, women, and veterans, which complements the Chamber's commitment to inclusivity and diversity in economic opportunities within the Athens community.

3. **Community Engagement and Outreach**: The GCDC's focus on outreach initiatives to raise awareness about cooperative business models mirrors the Athens Achieve grant program's emphasis on community engagement.

By conducting community meetings, webinars, and workshops, GCDC will directly involve the local community in educational and economic development activities, contributing to the overall vibrancy of Athens.

4. **Business Support and Training**: The Athens Achieve grant program supports initiatives that offer training and resources to local businesses. GCDC's program aims to provide comprehensive training on cooperative principles, business planning, and marketing strategies, thereby equipping Athens businesses with the tools needed for success. This directly supports the Chamber's goal of fostering business growth and sustainability.

5. **Collaboration and Networking**: GCDC's initiative to create networking opportunities and foster collaboration among businesses aligns with the Chamber's objectives to connect local businesses and facilitate partnerships that can lead to shared success. The proposed program's focus on collaboration through cooperative models strengthens the ties within the Athens business community.

In summary, the GCDC's Business Purchasing and Marketing Cooperative Outreach and Training Program strongly correlates with the Athens Achieve grant program's goals by promoting economic development, supporting marginalized communities, and fostering business collaboration and growth within Athens.

Scope of Work

Agency Information

Agency Name:	Georgia Center for Employee Ownership
Program/Project Name:	Employee Ownership in Athens/Clarke
Total Amount Requested:	$150,000
Primary Contact Name:	Marie Davis
Primary Contact Email:	marie@gaceo.org
Secondary Contact Name:	Steve Storkan
Secondary Contact Email:	sstorkan@eoxnetwork.org
Agency Address:	2387 Bradcliff Dr, NE Atlanta, GA 30345
Phone Number:	404-327-2554

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

The mission of the Georgia Center for Employee Ownership (GACEO) is to educate business owners, advisors, and community/economic development leaders on the benefits of employee ownership as an exit or business growth strategy and provide connections to technical assistance to implement a transition to employee ownership. We see employee ownership as a critical tool to help reduce income and wealth disparity, increasing community wealth, and creating a more vibrant, participatory economy.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

GACEO was founded in 2019 by local citizens interested in promoting employee ownership across the state with support from the Employee Ownership Expansion Network (EOX). EOX has provided substantial funding support, organizational infrastructure and guidance in programming to ensure our sustainability and long-term financial stability. With the help of EOX, the network of State Centers across the US

has grown from 8 to 24 since 2019. The GACEO is an active participant in the network that shares best practices and back office services.

GACEO has worked over the past several years to develop local relationships, funding strategies, and access the business and economic development officials in the state. To date we have:

- Developed the board of directors and added diverse perspectives
- Active in the Georgia Chamber of Commerce events to bring more awareness around employee ownership
- Made progress in connecting with partners involved in targeted efforts for wealth building for workers of color (The Atlanta Wealth Building Initiative)
- Convened employee owners and service providers across GA to bring them into our mission
- Connected with SBDC offices and presented to 50 key managers
- Attended meetings for various Chambers of Commerce and Business Associations
- Presented to Rotary groups, civic organizations and two of the 13 Regional Commissions in GA
- Sponsored 4 Economic Development Conferences, 3 GA Chamber Executive Conferences, and the GA Architect and Engineers Conference
- Joined the Legislative Committee for the Cherokee Chamber
- Guest on the Atlanta Small Business Network television and Business RadioX show
- Held two celebrations of EO month, 2022 and 2023. All EO companies in GA, service providers in GA, and anyone who had an interest in EO were invited. Both celebrations were held at EO companies. Obtained a proclamation from the Governor declaring October as EO month in GA for both years.
- Provided consultations on EO conversion for 6 companies, 5 of whom are continuing to pursue the possibility of employee ownership for their businesses.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

☐ Yes Name of accrediting agency: _____

x No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

For this project we propose the following key strategies, which have proven to work in sister State Centers across the country:

- Education and training on succession planning and employee ownership options
- Outreach and partnership development with local community groups and business development organizations
- Direct business outreach through research and meetings with owners including coaching and technical assistance referrals

We base the below goals and outcomes on other work that has been done by our sister organizations in 24 states across the country. We know what works to reach businesses, especially those that operate in marginalized communities such as rural areas and communities of color. We have learned that forging relationships at the grassroots level is the key to unlocking interest in employee ownership and conversion as a succession planning option for retiring owners or those who want to include their workers in the future of their business.

The following strategy is proposed for a regional project in the Athens Clarke area during 2025 to reach community groups and business owners about the potential for employee ownership.

- **Ambassador Cohort** - 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
- **Outreach** - Developing a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
- **Videos** of 3 employee ownership stories highlighting GA businesses
- **Partnership outreach** (5 to 7 per year)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
- **Research** to develop a comprehensive business overview of businesses in the region working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by the start to direct outreach to identified businesses. The continued outreach process will continue beyond the 1 year scope of this grant.
- **Workshops/Seminar series**, employee owned companies as hosts and University of Georgia as host with a target goal of one per month (12 total)

- **Podcast series** (3-4) to highlight work in the region and employee owned companies
- Recruiting an **Athens area board member** to represent the region on the GACEO board, by the end of year one
- **Workforce Development** through our membership and association with the GEDA has provided insight into unique needs, especially outside of the Metro Atlanta area. Through seminars and as a part of the legislative committee, the GACEO will work to bring employee ownership into these conversations to enhance and support innovative workforce initiatives.

With believe that through this work we can reach 75% of the estimated 1,032 Clarke County businesses owned by individuals over the age of 50 with the hopes that 5% to 10% them consider employee ownership as a valuable tool in both business growth and exit planning and start working with the GACEO towards a transition to an employee ownership model. With an estimated average employee count of 50 employees, we believe within a two year period (one during the grant year and one year following) we will have direct connections with businesses considering employee ownership who employ over 4,000 workers in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

Georgia has over 67,000 companies owned by baby boomers who will be seeking retirement in the next 5-7 years. These companies employ over 685,000 people, with payroll over $25 billion, and sales over $148 billion. More than half of the business owners have no succession plans in place and many will be unable to find buyers.

We see employee ownership as a critical tool to help address this, and reduce income and wealth disparity, increase community wealth, retain businesses and jobs in local communities. Through outreach and education, our work addresses economic inequities by working with retiring owners to transfer ownership to their employees.

GACEO supports diversity, equity and inclusion by promoting employee ownership as an empowering option for workers. Athens, Georgia has a large disparity between rich and poor, ranking fifth in income inequality among 269 cities with populations over 100,000 in 2011. In 2018, 34% of Athens residents lived below the poverty line, and in 2019, the U.S. Census ranked Athens among the top 30 most impoverished places in the country.

The Atlanta Journal-Constitution recently published an article (April 13, 2023) that highlights how equity and wealth-building from employee ownership can address economic challenges for small businesses and ultimately help narrow the racial wealth gap. Our overall goal of this project is to increase outreach and education efforts through a series of workshops in the region on all forms of employee ownership as a means to address inequities by expanding wealth development.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

Our long term goal is to see Georgia's economy become more inclusive, democratic, and accessible to any workers.

We are seeking to create an ownership mentality in the region, working with smaller businesses who need support in retaining and attracting employees, using employee ownership to create good jobs, as well as attract employee owned companies to the region to give residents quality jobs.

We believe that our focus on increasing the number of businesses that make a transition to an employee ownership model will provide Athens-Clarke County with economic stability, job continuity and business retention critical to the region. According to studies done by the National Center for Employee Ownership, employee owners have the following increased wealth and economic stability: 33% higher median income, 92% higher household worth, 53% longer job tenure. Businesses perform better too: 67% have higher productivity, 46% longer job retention, and 8.5% higher profit margins. What is more, employee owners tend to spend money locally, supporting local shops and businesses, leading to increased economic prosperity for the small towns in their area, and they also tend to have higher civic participation in community life, voting, and entrepreneurial activities, which increases well being in the Athens-Clarke County community for everyone.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Expand outreach and knowledge of local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Partnership outreach (minimum of 7 new partnerships)
    - Outreach to alumni/black fraternities and sororities
    - Georgia Chamber of Commerce
    - Local Chambers
    - National Fund for Workforce Solutions
    - Fanning Institute
    - SBDC local office
    - Employee-owned companies in the region
2. Develop a strategic marketing plan to reach local business, telling stories, utilizing web content, and presenting success stories
3. Create videos of employee ownership stories highlighting 3 employee owned GA businesses and create a podcast series to highlight work in the region and employee owned companies

Goal 2: Train local business owners and economic development leaders on succession planning and employee ownership options

Strategies:

1. Hold our EO Ambassador Training Program with a cohort of 10 to 15 individuals learn about bringing employee ownership to their communities in our 4 week course for community and business leaders, one per year
2. Provide workshop/seminar series, employee owned companies as hosts and University of Georgia as host, one per month (12 total)

Goal 3: Business owner research and outreach

Strategies:

1. Conduct research and develop a list of businesses who are candidates for employee ownership conversion, working in partnership with the University of Georgia (The Fanning Institute) and/or Athens Technical College followed by direct outreach to identified businesses.
2. Reach 75% of the 1032 business owners nearing retirement age (appx 774) with personalized meetings/calls/emails
3.

Goal 4:

Strategies:

1.
2.
3.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Marie Davis	Executive Director	75%
TBD	Local outreach coordinator	100%

9. Volunteer Support:

a. Will the program use volunteers?

x No

☐

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

n/a

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

n/a

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

EOX and our sister State Centers across the country have developed and piloted the Ambassador Training Program, which we will be utilizing in this project.

As noted above we have provided dozens of presentations and consultations on employee ownership and succession planning to business owners, business development staff, and other economic development officials across the state. In total we have worked with 6 businesses in specific consultations, and presented to 1129 individuals.

Our work through this project will be utilizing these strategies of outreach, training, and research with a focus on the Athens-Clarke area to improve knowledge and training of employee ownership in the region.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

The services proposed through this project and provided by GACEO are unique to the area because of our focus on unbiased education, outreach, coaching support and technical assistance on employee ownership transition for business owners looking to exit or retire from their business.

GACEO has already developed partnerships with several organizations and local groups specific to this project including the local SBDC office which will support business outreach and the Fanning Institute at the University of Georgia which will support research of businesses. Other organizations will be reached including:

- Outreach to alumni/black fraternities and sororities
- Georgia Chamber of Commerce
- Local Chambers
- National Fund for Workforce Solutions
- Employee-owned companies in the region

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

We continue to seek out funding from area and state foundations. We receive some funding support from our special events and corporate donors as well as annual general support from EOX. We have fund requests for statewide work (which could be used in AC) pending with the Bank of America, JE Dunn Construction, State Farm, Georgia Pacific, and the First Horizon Bank.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

GACEO utilizes best practices gained from the experiences of our sister State Centers across the US, specifically tactics and strategies to reach communities in Pennsylvania, Minnesota and North Carolina. Research utilized will include gathering data on businesses in the area with retirement age owners who may be a good fit for a transition to employee ownership as a succession planning tool.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

We will utilize partners and community relationships to identify participants for our Ambassador Training Program and workshops as well as online advertising. Our research partner will support our work in identifying possible business owners who may be interested in employee ownership as a succession option. We will also work with local chambers of commerce to find business owners interested in employee ownership.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

x No

☐ Yes If yes, how much are participants required to pay?

$ _____ ☐ weekly ☐ monthly ☐ annually

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*

3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Ambassador Training Program Cohort	15 people
2.	Partners developed	7 to 10
3.	Workshops/Seminars held	12
4.	Direct personalized outreach to business owners	774
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Attendance records
2.	Partnership agreements
3.	Attendance records
4.	Outreach records and data tracking businesses, owners, type of business, and number of employees.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal		$
State		$
ACCGov		$150,000
Business	Corporate Sponsors & Foundations	$30,000
Other	EOX	$10,000
	TOTAL	$190,000

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Executive Director	$65,000 base salary plus estimated taxes and benefit costs of 22%	$65,000	$14,300	$79,300
Local Outreach Coordinator	$27 hr x 30 hr per week x 52 weeks plus estimated taxes and benefit costs of 22%	$45,000	$6,390	$51,390
Ambassador cohort	$3,500 license fee + $1,500 program cost	$5,000		$5,000
Seminars and workshops	$500 per seminar x 12	$4,000	$2,000	$6,000
Podcast	$1,250 per podcast x 4	$3,000	$2,000	$5,000
Marketing/outreach/website	Estimated costs of $1,000 per month	$7,000	$5,000	$12,000
Videos for storytelling	$3,000 per video x 3	$9,000		$9,000
Travel	$250 per month x 12 months	$2,000	$4,000	$6,000
Support staff (admin, marketing, development)	Estimated costs of $1,000 per month	$10,000	$2,000	$12,000
TOTAL		$150,000	$35,690	$185,690

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

We would be able to provide some level of services with fewer funding if necessary, this would likely include no research on business for direct outreach and instead a focus on education and partnership development to expand the employee ownership ecosystem in the area.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Marie Davis**		
Agency Executive Director Signature:	Marie B Davis	**Date Signed:**	8/21/24
Name of Board Chairman:	**Steve Storkan**		
Board Of Director Signature:	Steve Storkan	**Date Signed:**	08/20/24

Athens Worker Knowledge and Empowerment Program

Agency Name:	Economic Justice Coalition
Program/Project Name:	Worker Knowledge and Empowerment Program
Total Amount Requested:	$150,000
Primary Contact Name:	Broderick Flanigan
Primary Contact Email:	Broderick.Flanigan@ejcathensga.org
Secondary Contact Name:	Shelly Anand
Secondary Contact Email:	Shelly@surlegal.org
Agency Address:	337 S Milledge Ave Ste 127 Athens, GA 30605
Phone Number:	706 549 1142

Resources for Proposal

Funding Guidelines for American Recovery Act

https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf

https://www.naco.org/resources/featured/naco-recovery-fund-faqs

Report on nationwide wage theft:

https://publicintegrity.org/inequality-poverty-opportunity/workers-rights/cheated-at-work/ripping-off-workers-with-no-consequences/

Basic census data for Athens:

https://www.census.gov/quickfacts/fact/table/athensclarkecountybalancegeorgia/RHI225219

Report on the ways organized labor has been especially important and beneficial to workers during covid-19:

https://www.epi.org/publication/why-unions-are-good-for-workers-especially-in-a-crisis-like-covid-19-12-policies-that-would-boost-worker-rights-safety-and-wages/

Example of how worker centers can be directly responsive to challenges associated with Covid-19 and future health or economic crises:

https://jatwork.org/wp-content/uploads/2021/03/English-FAQ_Updated-Jan-18-2021.pdf

• Description of program, including tie-in with Business Development & Workforce Support Strategic Plan

Summary

The Economic Justice Coalition (EJC) is a non-profit, grassroots organization whose mission is to educate, advocate, and organize for quality jobs with living wages and benefits. In accordance with this mission, **EJC is submitting a request for American Rescue Plan funding to reinvigorate EJC's worker center in Athens, GA.** To execute this project to its fullest, the Economic Justice Coalition is requesting two year seed funding in the amount of $150,000. This would be a one time operating expense.

Across the country, worker centers are becoming more common as community responses to issues such as poverty and workplace inequities. As community-based hubs for worker empowerment, worker centers are powerful sites for workers to organize, access resources and support, and build community to advance economic justice. Workers in Athens -- particularly those from historically marginalized communities (i.e., Black, Latinx and immigrant communities) -- are often denied the economic security necessary to live healthy and sustainable lives. Recent local resolutions passed in support of Black Lives Matter[1] and in support of immigrant people[2] highlight Athens Clarke County's (ACC) responsibility for and commitment to uplifting these communities. With the worker center, we will support and build the capacity of all low-wage workers in Athens through education, organizing, leadership development, and advocacy. The center and its staff will educate workers on their rights in the workplace. Our plan is to work in partnership with local unions, lawyers, and area organizations.

[1] ACC Resolution in Support of Black Lives Matter
[2] ACC Resolution in Support of Immigrant People

Economic Justice Coalition will partner/subcontract with Sur Legal Collaborative to develop a curriculum of workplace rights for all workers that includes participatory training and accompanying handouts.

Founded in October 2020, Sur Legal Collaborative is a woman of color-run and led legal nonprofit based in Georgia working at the nexus of labor rights, immigrant rights, and mass decarceration. Sur Legal's mission is to empower workers by putting legal knowledge in their hands to disrupt the labor abuse-to-deportation pipeline and expose abusive employers, industries, and systems of oppression. The dire need for Sur Legal's unique intervention model was made apparent during the height of COVID-19, when vulnerable immigrant workers were deemed essential workers, yet knew nothing about their labor rights, especially under the Occupational Safety and Health Act (OSH Act). Sur Legal was founded by Shelly Anand, a former trial attorney with the Region IV Solicitor's Office in the U.S. Department of Labor (SOL) with expertise and litigation experience under the OSH Act and the Fair Labor Standards Act. Sur Legal's function and daily activities include: (1) creating and disseminating bilingual popular education content in English and Spanish across social media platforms focusing on labor rights regardless of immigration status, and forms of immigration relief available to immigrant workers; (2) conducting trainings that build the capacity of workers and the organizers who support them to file robust labor complaints with federal labor agencies and assist immigrant workers with applications for immigration relief; (3) providing direct legal representation to immigrant workers on labor complaints and applications for immigration relief; and (4) providing technical assistance to workers, organizers, and other non-profit groups filing labor complaints and applications for immigration relief. Communities supported by Sur Legal's work include immigrant and working class communities of color across Georgia and the Deep South as well as immigrant and worker organizers of color affiliated with unions, worker centers, and community based organizations.

Over the last almost two years, EJC and Sur Legal have been in partnership and community to help empower Black and brown workers in Athens, Georgia and surrounding areas. EJC first became aware of Sur Legal's work when our leadership attended a training they provided in the fall of 2022 on deferred action for immigrant workers with Rutgers University's workplace justice lab. After attending that training, EJC reached out to Sur Legal to begin the process of partnering with them to train up our organizers at EJC on labor rights regardless of immigration status, with a focus on Sur Legal's expertise under the Occupational Safety and Health Act. Sur Legal has previously provided three train-the-trainer workshops to EJC via our partner organization, Dignidad Inmigrante en Athens (DIA), starting with a training on labor

rights regardless of immigration status, and following up with a training focused on forms of immigration relief available to immigrant workers. In June 2024, Sur Legal provided EJC with a train-the-trainer workshop under the Susan Harwood OSHA grant they were awarded. In addition to these three trainings, together our organizations created needs assessment surveys for Athens area workers to ascertain what their most pressing concerns were in the workplace. Of the 33 individuals surveyed:

- 91% were located in Athens, Georgia
- 82% identified as Black/African American, 6% Latino/Latina/Latiné, 9% White, 3% Asian
- 30% work in manufacturing, 27% engage in Administrative/Office work, 24% work in Hospitality/Tourism, with the remainder of those surveyed working in various other industries, including construction, retail, and restaurants
- 64% stated that their salary/pay was their biggest concern in the workplace, followed by organizing in the workplace to improve working conditions, safety and health, and decrease discrimination.

Based on the responses from this survey, Sur Legal's team will develop five training curricula to educate and empower workers and organizers with information about their labor rights and how to best enforce those rights. The training curriculum will cover five major areas of federal labor employment law as follows:

Curriculum 1: Wage Theft

This first curriculum will explain workers rights under the Fair Labor Standards Act (FLSA). This curriculum will include information about:

- When workers are covered by Georgia minimum wage laws versus federal minimum wage under the FLSA
- The difference between a W2 employee versus an independent contractor and misclassification of workers
- Minimum salary requirements for employees who are exempt for overtime and an overview of who is exempt from overtime
- The process for filing a complaint with the Wage and Hour Division at the US Department of Labor and/or filing a complaint in federal district court

Curriculum 2: Discrimination, Harassment, and Hostile Work Environment

This second curriculum will explain workers rights under Title VII of the Civil Rights Act. This curriculum will include information about:

a. Legal requirements for bringing a claim of race, gender, sex, and/or national origin discrimination including sexual harassment and/or hostile work environment

b. How to bring a charge with the Equal Employment Opportunities Commission (EEOC) and the mediation process

Curriculum 3: Disabilities, Illness, and Pregnancy in the Workplace
This third curriculum will explain workers rights under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) and the Pregnant Workers Fairness Act (PFWA). This curriculum will include information about:

a. Rights when requesting a reasonable accommodation and/or leave due to disability, illness, caretaking responsibilities for a family member, and/or pregnancy
b. How to bring a Charge with the Wage and Hour Division (WHD) for FMLA violations and EEOC for ADA and/or PWFA violations

Curriculum 4: Organizing
This fourth curriculum will explain workers rights under the National Labor Relations Act (NLRA). This curriculum will include information about:

1. Workers rights to engage in protected concerted activity and union formation activities
2. How to bring a charge with the National Labor Relations Board

Curriculum 5: Workplace Safety and Health
This fifth curriculum will explain workers rights under the Occupational Safety and Health Act (OSHA). This curriculum will include information about:

1. Body and hazard mapping exercises
2. How to file a complaint with OSHA and the rights of third party representatives, including organizers, during the OSHA complaint and investigation process

Each curriculum will have two sets of trainings, one oriented towards non-profit organizers as a “train-the-trainer” workshop and another as a Know Your Rights (KYR) training for the general public. The trainings will be participatory in nature, based in a popular education framework, where workers engage in conversations, exercises, and skits to learn and engage with the materials. Sur Legal will also develop and implement pre- and post-training tests and evaluations to track attendees’ level of engagement and learning, as well as to assess how to better deliver otherwise legally dense information to worker populations, including those with limited English proficiency (LEP) and limited literacy generally. Sur Legal has in-house expertise and experience with supporting workers on FLSA, NLRA, OSHA, as well as limited experience supporting workers on Title VII claims specific to sexual harassment. In addition to Sur Legal’s team of attorneys and legal workers, EJC will engage with a local labor rights attorney to provide

support on creating and reviewing Curriculum 3 on workers rights under the ADA, Title VII, and the FMLA.

Once each training curricula are drafted, reviewed, edited, and finalized, Sur Legal will provide train-the-trainer workshops to nonprofit organizers in Athens-Clarke County, so that these nonprofit organizers can then provide these trainings to directly impacted worker communities in Athens-Clarke County. In addition to the train-the-trainer workshops, Sur Legal will also provide each training curriculum to directly impacted worker communities and/or the general public in Athens, Clarke County, and EJC will support as needed, co-facilitating these KYR trainings, to gain experience and confidence with the curricula.

After receiving and co-facilitating trainings with Sur Legal, EJC will provide approximately 15-30 additional trainings on each curricula to other nonprofit organizations and the general public over a two year period. We anticipate having 10-15 members of the general public attend our general KYR trainings and 5-10 nonprofit organizers attending our train-the-trainer workshops. To keep the trainings interesting and engaging we will contract with the improv group, Flying Squid Comedy. Flying squid will be trained and become familiar with some of the labor topics we will cover so they can act out scenarios and participants will engage in discussions after each skit to help understand what labor violations occurred. These trainings will take place in community spaces like Goodwill, Heard Park, and the Career Academy at Clarke County School District. Each training session in partnership with Flying Squid will be approximately an hour and a half. These skits will provide another participatory format for attendees to better understand their labor rights and how to speak up for those rights with one another, their employers, and with federal agencies tasked with enforcing those rights. Additionally EJC will partner with Flying Squid to provide training in improvisation techniques for adult workers or nonprofit leaders to learn how to add these engaging elements to future train-the-trainer sessions the workers or nonprofit leaders would conduct.

EJC will be hosting this legal clinic on a monthly basis over a 10 month period. Sur Legal will participate in legal clinics organized by EJC on a quarterly basis to meet with workers who have questions about their labor rights or need support filing complaints. This work will include interviewing workers, providing brief advice and counsel, and/or supporting workers after the clinic to file labor complaints and/or accompanying applications for immigration support.

• **Organizational previous experience and programming**

For over a decade EJC has stood in the gap to increase voter participation and engagement. Over the years EJC has successfully registered or updated the voter registration status of over 22,000 voters in the Northeast GA region. At its peak this program had 20 part time staff and 15 consistent volunteers.

The Economic Justice Coalition (EJC), formerly known as the Living Wage Coalition, was formed in 2003 after Dr. Ray MacNair, a University of Georgia Social Work professor, came to understand “living wages” as being much more than the paycheck people bring home. We are a 501(c)(3) non-profit organization based in Athens, Georgia. Our mission is to educate, advocate and organize for quality jobs with living wages and benefits. Getting back to our roots, we have reestablished energy behind The Workers Center at EJC. In the very early days of EJC, our founder, Dr. Ray MacNair worked directly with migrant workers in the Athens area, empowering them to know their rights, connecting them with other organizations for support, and providing direct resources. Today, our Workers Center is developing processes for educating workers on their rights, empowering worker-leaders, and assisting workers with the process of developing worker-owned cooperatives and unionizing workplaces. EJC is also a partner and fiscal sponsor of Dignidad Inmigrante en Athens (DIA), an organization comprised of and led by undocumented immigrants who demand that the fundamental rights to education, work, housing, and family (love) be safeguarded for all human beings, regardless of their immigration status, race, gender, or sexual orientation.

Sur Legal’s team of attorneys and legal workers have expertise in supporting vulnerable worker populations in filing labor complaints and accompanying applications for immigration relief. Sur Legal has supported workers on filing labor complaints with the Occupational Safety and Health Administration (OSHA), the Wage and Hour Division (WHD), the National Labor Relations Board (NLRB), and the Equal Employment Opportunities Commission (EEOC). Sur Legal’s work has resulted in millions of dollars in penalties against companies for violating the OSH Act as well as back wages and damages to workers who have experienced labor violations such as wage theft, sexual harassment, and unfair labor practices. Sur Legal was also one of the first organizations in the country to secure labor based deferred action and work permits for workers involved in a labor investigation. Since Sur Legal’s founding in October 2020, the organization has provided over 50 trainings to close to 3,000 individuals including directly impacted worker communities, worker organizers, law students, legal workers, and other attorneys. Thus far in 2024, Sur Legal has conducted 12 trainings with over 750 attendees. This included a training for a community of 15 limited English proficient (LEP) poultry workers in Gainesville, Georgia. We provided these workers with a

training on their rights under the OSH Act and the most common workplace safety and health hazards. Sur Legal has also provided train-the-trainer workshops to community based organizations and worker centers, including EJC, Migrant Equity Southeast, the Union for Southern Service Workers, Miami Worker Center, WeCount!, Worker Defense Project, the Filipino Worker Center, among many others.

• Program outcomes

Summary Continued: Articulating Objectives and Measuring Our Success

Goal 1: Increase workers knowledge on labor rights

Strategies:

1. Offer trainings to workers on subjects including yet not limited to FLSA, misclassification, wage theft, Title VII
2. Train worker organizers and non profit leaders to produce/facilitate future trainings for workers
3.

Goal 2: Increase workers' confidence in filing claims with appropriate agencies when violations occur

Strategies:

1. Offer free legal clinics to support workers who have questions and support them in filing claims
2.
3.

Goal 3: Create a network of support for workers who experience workplace issues

Strategies:

1. Partner with non profit agencies and connect them to labor organizations such as worker centers or unions.
2. Providing train-the-trainer session for non profit partners
3. Increase confidence with workers and nonprofit leaders in delivering trainings and going through labor complaint process

The specific issue-focus of the worker center will be determined through greater community input, but the common core programs of worker centers are designed to build worker power and rebalance the power dynamic between employee and employer. We will work to accomplish this core goal by:

1. **Educating** workers about their rights and labor policies to address workplace problems and protect workers under the National Labor Relations Act (i.e., wage theft; sexual harassment; Contractor vs. W2 employee; FMLA; health and safety issues)
2. **Developing worker-leaders** and establishing a democratic structure for participation
3. **Advocating** for policies that challenge racism and other forms of oppression, supporting development projects with a strong labor standards agreement, and incubating worker cooperatives as an alternative business model
4. **Data Collection** on low wage workers experiences

Deliverables:

- Deliverables from Sur Legal
    - A Bilingual Workers Rights Curriculum that includes:
        - 5 training curricula in English and Spanish going over workers rights under the 7 major federal laws including the FLSA, FMLA, Title VII, the ADA, the PWFA, the OSH Act, and the NLRA
        - Accompanying handouts
        - Pre- and post-training tests & training evaluation
- Increasing confidence and level of knowledge about rights
- Monthly legal clinics staffed by local attorneys and Sur Legal Collaborative

Performance Outcome	Performance Target

1.	General trainings for youth, adult workers, and nonprofits	20-30 trainings with 10-15 individuals attending each
2.	Train-the-trainer sessions for worker organizers and non profit leaders	5-10 trainings with 5-10 nonprofit organizers attending each
3.	Legal clinics with a labor focus	16-20
4.	Develop curricula for topic areas	cover 5 main topics Total of 20 training curriculums, one for general public and one for organizers Accompanying handouts (approximately 10)
5.		

Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document achievement of the performance outcome.

Performance Outcome- Documentation and Procedure

1.	Sign in sheets for number of attendees, pre- and post-tests to assess workers knowledge, surveys to review and provide feedback to trainers
2.	Sign in sheets for number of attendees, pre- and post-tests, number of organizations who agree to produce a training, surveys to review and provide feedback for trainers
3.	Sign in sheets, number of workers who file claims, number of workers who are connected to legal counsel beyond initial consult
4.	Number of modules developed for this program in the curriculum
5.	

Creating a curriculum and educational environment with tangible benefits to low wage workers which include access to facility space, workshops, trainings, general meetings, know your rights materials, legal clinics and a resource library
Hosting 5 social events a year where worker-members can check in and discuss their shared needs, problems, and solutions
Hosting and moderating regular meetings with workers and for workers
Partnering with 5 local agencies over two years to develop a wider network of support for workers
Surveying 500 workers over two years about their needs and respond to concerns of workers through gathering information and resource delegation
Educating workers on their rights related to concerted activity protections under the National Labor Relations Act (NLRA)
Connecting workers with local lawyers by hosting legal clinics once a month totalling 6 hours a quarter for a total of 48 hours for the two year grant period

To achieve the above stated goals we will educate workers on their rights, recruit and survey workers about their needs, partner with local unions/labor organizations, and invest in leadership development for workers so they are equipped to collectively advocate for fair wages and better working conditions as deemed appropriate by federal laws and regulations.

• Staffing and job descriptions; key staff resumes

We will follow EEOC guidelines in our hiring process and will have an open call for hiring the best candidates after advertising the position on social media and through local newspapers. The positions outlined in the budget are as follows:

Part-time Outreach Coordinator

- Organize events, recruit new participants
- Manage spreadsheet with data points
- Handle communications between membership and staff through reports and newsletters
- Manage external social media and communication platforms
- Assist with other duties assigned as necessary

Part-time Project Manager

- Communicate with workers to survey their needs
- Assist in program and campaign design to ensure proper integration across the organization and its priorities
- Oversee organizing staff and campaigns to ensure proper implementation, evaluation, and improvement
- Design systems of evaluation across the organization to ensure strong mission alignment, efficiency, and outcomes
- Maintain a working knowledge of significant developments and trends in marginalized communities
- Represent the organization at community activities to enhance the organization's community profile
- Establish good working relationships with community partners to help achieve the goals of the organization
- Assist with other duties assigned as necessary

Part-time Administrative Support

- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Help maintain the budget plan
- Organize and schedule meetings and events
- Collaborate with other staff
- Handle technical issues in their area of expertise
- Carry out clerical duties, including answering phones and preparing documents

Consultants

Christina Coates C. Coates Consulting - Human Resources
Shelly Anand/Sur Legal Collaborative - curriculum development/train-the-trainer sessions
Mary Ellen Morgan - Accounting

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Broderick Flanigan	Director Economic Justice Coalition	5-10
Tracy Smith	Project Manager	70
Christina Coates	HR / Professional services	15
	Labor Attorney	.5-1
Mary Ellen Morgan	Accountant	10
Shelly Anand	Director Sur Legal Collaborative	see attached budget

Key Staff Résumés

EJC

Broderick Flanigan

Christina Coates

Mary Ellen Morgan

Tracy Smith

Sur Legal Collaborative

Aimee Pacheco

Elizabeth Zambrana

Sebastian Munoz-McDonald

Shelly Anand

• **Schedule for implementation and follow up**

Sur Legal work plan will go as follows:

Task	Q1 25	Q2 25	Q3 25	Q4 25	Q1 26	Q2 26	Q3 26	Q4 26
Developing Training Curriculum 1 (FLSA)	X							
Developing Training Curriculum 2 (Title VII)	X							
Providing Train the Trainer Workshop on Curriculum 1 (FLSA) to Nonprofit Organizers in Athens	X (1)							
Provide KYR Training on Curriculum 1 (FLSA) to Workers/General Population		X (2)						
Providing Train the Trainer Workshop on Curriculum 2 (Title VII) to Nonprofit Organizers in Athens		X (3)						

Developing Tra ining Curriculum 3 (ADA/FMLA/PW FA)		**X**						
Provide KYR on Training Curriculum 2 to Workers/Genera l Public			**X (4)**					
Provide Train the Trainer on Curriculum 3			**X (5)**					
Develop Curriculum 4 (NLRA)				**X**				
Develop Curriculum 5 (OSH Act)					**X**			
Provide KYR on Training Curriculum 3 to Workers/ General Public					**X (6)**			
Provide train the trainer on Curriculum 4 to Nonprofit Workers						**X (7)**		
Provide KYR on Curriculum 4 to Workers/Genera l public						**X (8)**		
Provide train the trainer on curriculum 5 (OSH Act) to							**X(9)**	

Nonprofit Workers								
Provide KYR on curriculum 5 to workers/general public							**x(10)**	
Attend 1 Legal Clinic organized by EJC with guarantee of at least 3 attendees	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

EJC work plan:

	Q1 25	**Q2 25**	**Q32 5**	**Q4 25**	**Q1 26**	**Q2 26**	**Q3 26**	**Q4 26**
Hiring of key staff	**x**							
subcontractors/consultants	**x**							
launch program/marketing outreach	**x**							
internal review of materials for legal compliance	**x**							
trainings curriculum 1		**x**						
trainings curriculum 2			**x**					
trainings curriculum 3				**x**				
program midpoint check in review and feedback					**x**			
trainings curriculum 4						**x**		
trainings curriculum 5							**x**	

trainings review feedback								**x**

• Detailed budget

Other sources of funding

Funding Type	Funding Source(s)	Amount of Funding
Federal	ARPA funding Homelessness Allocations CNA program in Partnership with Above and Beyond	$400,000
State		$0
ACCGov		$0
Business	Donations	$7,000
Other	Foundation Support and other non profit support	$200,000
	TOTAL	$607,000

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Project manager	*24/hr x 25 hrs per week x 104 weeks (includes ssi and med and health stipend)*	$49,371.00	$22,120.20	$71,491.20
Sur Legal	see budget hyperlink below	$61,329	0	$61,329
Flying Squid	*paying performers to assist in curriculum delivery* *Paying performers to train workers and nonprofit leaders to do improv so they can add these elements to future labor trainings*		0	

	stipends $150 x 4 ($600) for flying squid staff x 15 training sessions = $9,000 per year = $18,000 for 2 years + *$25 per class for improve training for 14 weeks for 15 people (one 6 week session =$2250 and one 8 week session = $3000) = $5,250 +* *$75 per session for 1 instructor to teach improv to community members who want to include improv in their trainings. 1, 6 week course =$450 and 1, 8 week course =$600 only offered in the first year of the program.* = $1,050 Travel reimbursement fed mileage rate	$18,000 $5,250 $1,050 $2,000		Total for flying squid services $26,300
Admin	Accountant, HR, office supplies, insurance	$10,000	10,000	$20,000
Travel	fed mileage rate Estimate of mileage travel for flying squid performers and the program manager/outreach staff		$2,000	$2,000
Food	$200 per event x 30 events	$3,000	$3,000	$6,000
	TOTAL	$150,00.00	$37,120.20	$187,120.20

Sur Legal Collaborative budget and explanations

Supplemental Documentation

ARPA Equity Impact Assessment

ARPA Risk Assessment Questionnaire

Conflict of Interests Questionnaire

Certifications

Determination Letter IRS

EJC Board of Directors

Financials June 23-July 24

• Other requirements (insurance, etc.) required for ACC recipients (EJC has the proper insurance because of another contract award currently in process. There's a recommendation that subcontractors also have some level of insurance coverage.

Broderick Flanigan *Broderick Flanigan* Sign
Executive Director Economic Justice Coalition Date 8/15

Dolores Lee *Dolores Lee* Sign
Board Chair Economic Justice Coalition Date 8/15

Phone: 706-850-4017 Fax: 706-850-4015 www.onebreathcna.com

August 16, 2024

Mr. Kelly Girtz, Mayor
Athens-Clarke County Commissioners
562 Pulaski Street
Athens GA 30601

Dear Mr. Girtz and Commissioners,

One Breath CNA is committed to providing pathways to living-wage jobs and filling workforce gaps in healthcare fields. We are pleased to present this proposal request for $75,000 to satisfy the requirements outlined for the AthensAchieves! Program. Our organization is well-suited to fulfill the goals and objectives outlined in the Business Development and Workforce Support Strategic Plan.

Our vision and mission are central to our efforts in providing programming that enhances community equity and significantly impacts our community by increasing access to healthcare training for individuals from underserved communities. This funding support would also empower deserving students with the skills and certifications necessary to excel in the healthcare industry, opening up opportunities they may not have been able to afford otherwise. Ultimately, this initiative would lead to a positive impact on the community through the development of skilled and compassionate healthcare professionals who are better equipped to meet healthcare needs. Program graduates are in high demand and typically secure employment immediately upon finishing the program.

Thank you for the opportunity to present this proposal to the Unified Government of Athens-Clarke County. We are deeply grateful for your consideration and support. We rely on our community and the support of agencies like ACCGov to continue this important work. I can be reached at 706-254-1717 should you need to contact me.

Sincerely,

Wil Fletcher
Founder/Executive Director

One Breath CNA
205 Cleveland Rd
Suite b
Bogart,GA 30622

Scope of Work

Agency Information

Agency Name:	One Breath CNA, Inc.
Program/Project Name:	One Breath Academy
Total Amount Requested:	$75,000
Primary Contact Name:	Wil Fletcher
Primary Contact Email:	wil@onebreathcna.com
Secondary Contact Name:	
Secondary Contact Email:	
Agency Address:	205 Cleveland Rd., Suite B Bogart GA 30622
Phone Number:	706-850-4017

Entity Overview, Certification and Accreditation

1. Mission Statement:

Provide the formal mission statement of the entity responsible for the program. Include a short statement describing the value proposition of the organization.

One Breath CNA's mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry. Our value proposition lies in our commitment to delivering comprehensive, high-quality training for aspiring healthcare professionals. By offering a diverse range of programs–including certified nursing assistant, medical assistant, phlebotomy technician, and certified medication aide–One Breath CNA equips students with the practical expertise, theoretical understanding, and certifications they need to excel in the healthcare industry. With dedicated instructors, state-of-the-art facilities, and innovative teaching methods, we create a supportive environment that fosters both personal growth and professional excellence, shaping the future of healthcare with highly skilled and compassionate professionals.

2. Background and Achievements:

Describe the entity's background, number of years in operation, types of programs and services provided, agency accomplishments, and overall organizational structure, including management and oversight.

One Breath CNA, a nonprofit organization founded by Wil Fletcher in 2017 and granted nonprofit status in 2022, is filling the community's crucial need for well-trained Certified Nursing Assistants (CNAs) and other medical certifications. CNAs play a vital role in the healthcare system by assisting patients with daily living activities and providing essential care. Our organization's service area encompasses Bogart and its neighboring regions,

including Athens, Statham, Winder, Monroe, Loganville, Jefferson, Elberton, and Madison County. We are dedicated to serving students from these areas and their surrounding communities.

One Breath CNA is proud to certify over 100 graduates annually. This accomplishment highlights our commitment to providing high-quality training and education, ensuring that a significant number of students are fully equipped to enter the healthcare field each year. Our graduates leave our program not only with the necessary certifications but also with the confidence and skills required to excel in their careers. This steady output of qualified professionals reflects our dedication to addressing the growing demand for skilled healthcare workers in our community.

3. Accreditation:

Is the entity or any of its programs accredited by a State, Federal or other agency?

X Yes Name of accrediting agency: CNA: Department of Community Health

Medial Assistant and Phlebotomy: Georgia Nonpublic Postsecondary Education Commission (GNPEC)

☐ No

4. Program Description:

Identify the program or services ARPA funding will support. Be sure to include the following information: a) Detailed description of the services to be provided. b) Hours of operation and when services will be provided. c) Location where services will be provided. d) Why the program or service is needed.

One Breath CNA delivers diverse healthcare training programs that empower students with the essential skills and knowledge to thrive in various medical professions. Each role in the healthcare system has a distinct purpose, with training tailored to that position's specific duties and responsibilities. While no single role is inherently more trained than another, a CNA who has received additional training in areas such as phlebotomy and medication administration can perform a broader range of functions. This added versatility enhances their role and may lead to higher earning potential due to their expanded skill set. The organization also offers job readiness support, such as interview preparation and resume writing, and covers the Georgia state exam.

The training is conducted in state-of-the-art facilities using innovative teaching methods emphasizing practical expertise and theoretical understanding. All onsite classes are held at the One Breath CNA office located at 205 Cleveland Rd., Suite B, part of a commercial office park. We are open 8 a.m. to 5 p.m. Monday through Thursday for training and

administrative work and are typically closed on Friday. We offer weekend classes on Saturday and Sunday from 8 a.m. to 5 p.m.

Each of these programs is supported by dedicated instructors who are committed to student success. One Breath CNA also fosters a supportive learning environment aimed at personal growth and professional excellence, ensuring that graduates are well-prepared to provide high-quality and compassionate care in the healthcare field. The key programs and services provided by One Breath CNA include:

1. Certified Nursing Assistant (CNA) Training: This program prepares students to become Certified Nursing Assistants. It covers essential patient care techniques, basic nursing skills, and the practical knowledge needed to assist nurses and other healthcare professionals in various medical settings. This is a 6-week hybrid program featuring 50% online and 50% in-person instruction. The tuition includes various services and materials, such as a background check, PPD screening, and a physical exam. Students will also receive textbooks, a blood pressure kit, and a uniform. The program also includes American Heart Association BLS and First Aid certifications, C.A.R.E.S. Dementia certification, job readiness support (including interview preparation and resume writing), and the fee for the Georgia state exam.

2. Medical Assistant Training: One Breath CNA offers comprehensive training for Medical Assistants, combining clinical and administrative education. Students learn to perform tasks such as taking vital signs, assisting with medical examinations, and handling office responsibilities like patient scheduling and record management. This program is 15 weeks, with 50% onsite and 50% online. The tuition includes a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

3. Phlebotomy Technician Training: This program is designed to teach students the art and science of drawing blood. It includes hands-on practice in venipuncture and capillary puncture, as well as the proper handling and processing of blood samples. This program is six weeks long, with 50% onsite and 50% online. The tuition includes books, a uniform, American Heart Association BLS and First Aid certification, job readiness support (such as interview preparation and resume writing), and the certification exam.

4. Certified Medication Aide Training: This program provides specialized training in administering medications for those looking to expand their CNA skills. Students are taught safe and effective ways to deliver medications to patients, along with an understanding of drug interactions, side effects, and proper documentation. This 5-day self-paced program is only held onsite and includes tuition that covers a background check, PPD screening, physical exam, books, a blood pressure kit, a uniform, American

Heart Association BLS and First Aid certification, job readiness support (including interview preparation and resume writing), and the certification exam.

At One Breath CNA, our students gain invaluable hands-on experience through practical training in real-world healthcare settings. Our CNA students complete 24 hours of clinical training at The Landing of Bogart, a local assisted living facility. This experience allows them to apply their classroom knowledge in a supportive environment, working directly with residents under the supervision of experienced healthcare professionals.

Similarly, our medical assistant students are required to complete internship hours as part of their graduation requirements. They are placed in various healthcare settings, including local doctor's offices, urgent care centers, and specialty practices. These internships allow them to work alongside medical professionals, gaining practical skills and insights that are crucial for their future roles in the healthcare industry. This comprehensive approach ensures that our graduates are well-prepared to meet the demands of their chosen careers, equipped with both theoretical knowledge and practical experience.

The programs offered by One Breath CNA are crucial for the Athens area and its neighboring communities, especially considering the high poverty rates and substantial underserved population. In an environment marked by notable gang activity and economic hurdles in Athens-Clarke County, there is a pressing demand for employment opportunities that provide financial security. These programs deliver hands-on training in healthcare professions, equipping individuals with the necessary skills and certifications to access stable, lucrative employment opportunities. By providing job readiness assistance and covering the Georgia state exam fees, One Breath CNA significantly enhances career prospects and tackles economic inequalities within the community. This initiative is valuable for youth who may not complete high school or pursue higher education. It offers them a path to receive specialized training and enter the medical field, where there is a growing demand for skilled professionals due to the rapidly aging population.

The Athens Wellbeing project clearly outlines the multifaceted issues affecting the well-being of residents in Athens-Clarke County. Its focus includes improving economic stability, increasing access to education and job opportunities, and addressing social challenges in the community. One Breath CNA's programs align with the goals of the Athens Wellbeing Project and those of many of the civic, corporate, and government agencies in Athens-Clarke County by:

- Providing Job Training: The programs offer training in highly demanded healthcare fields, helping individuals gain the skills needed for stable, well-paying jobs.
- Supporting Economic Stability: The programs help improve economic stability for individuals in underserved communities by equipping participants with certifications and job readiness skills.

- Addressing Local Needs: The program's focus on healthcare training responds directly to the project's emphasis on increasing access to education and job opportunities, addressing the gaps noted in the well-being assessment.

Overall, One Breath CNA's initiatives contribute to the community's objectives by offering practical solutions to the community's challenges, thereby supporting economic and social improvements in the region.

5. Addressing a Community Need:

Describe the local community need(s) the proposed program or service will address. Be sure to cite relevant local community data, data sources and years, including regional/national data or trends, to substantiate the stated community need. Explain how the proposed program/project specifically addresses the stated need(s).

At One Breath CNA, our mission is to empower these individuals with the knowledge, skills, and certifications required to excel in the healthcare industry. We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. We strive to create a supportive learning environment that fosters personal growth and professional excellence through our dedicated instructors, state-of-the-art facilities, and innovative teaching methods. We aim to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients and contribute positively to the healthcare sector.

The Athens Wellbeing Project is an initiative focused on assessing and improving the overall well-being of residents in Athens, GA. This project aims to gather data and provide insights into various aspects of community health, economic stability, and quality of life. The most recent Athens Wellbeing Project report was published in 2022. This report provided updated insights into various aspects of community well-being, including workforce development, and offered recommendations for improving economic stability and job opportunities in the Athens, GA area. Key findings and recommendations from the report typically include:

1. **Workforce Development–Skills and Training:** The report emphasizes the importance of aligning workforce development programs with current job market demands. It highlights the need for targeted training and skills development programs that match local industry needs, particularly in high-demand sectors.

Alignment: One Breath CNA's training programs for medical assistants, phlebotomy technicians, and certified medication aides address local workforce needs by providing vocational training that aligns with high-demand healthcare roles. By equipping students with practical skills and certifications, the programs contribute to economic stability and

job placement, aligning with the Athens Wellbeing Project's emphasis on skills development and job opportunities.

2. **Access to Education:** It underscores the need for accessible educational and vocational training opportunities. This includes support for non-traditional students and those with barriers to education, such as financial constraints or previous educational setbacks.

Alignment: The organization offers comprehensive training programs accessible to individuals with limited formal education and those relying on public assistance, reflecting the project's focus on improving access to educational and vocational opportunities for underserved populations.

3. **Job Placement Support:** The report often stresses the importance of comprehensive job placement services. This includes career counseling, job search assistance, and partnerships with local businesses to facilitate job placements and internships.

Alignment: One Breath CNA provides support through mentorship and career guidance, which aligns with the project's recommendation for robust job placement services and career counseling to enhance employment outcomes for veterans and other participants.

4. **Economic Resilience:** The project may focus on building economic resilience by supporting entrepreneurship and small business development. Encouraging local business growth and providing resources for startups can help diversify the local economy and create additional job opportunities.

Alignment: By training healthcare professionals and supporting job placements, One Breath CNA contributes to building economic resilience. The skills and certifications obtained through their programs can lead to stable employment, reducing reliance on financial aid and fostering long-term financial stability.

5. **Collaboration:** Collaboration between educational institutions, workforce development agencies, and local employers is frequently recommended. Strengthening these partnerships can lead to more effective training programs and better alignment between workforce needs and educational outcomes.

Alignment: One Breath CNA's approach includes collaboration with community organizations and healthcare professionals to enhance training quality and provide holistic support, aligning with the Athens Wellbeing Project's emphasis on community partnerships to address local needs.

6. Benefits of the Program Services:

Identify the population that will be targeted to receive the program services and the specific ways in which individual participants, and the Athens-Clarke County community, will benefit from the program. What can ACCGov expect if the proposed program is funded? What can Athens-Clarke County residents expect?

If funded, the program will directly and positively impact Athens-Clarke County residents, particularly those in underserved and economically challenged areas. Specifically, residents can expect the following benefits:

- Increased Economic Stability for Families: The program will provide individuals with the training and certifications needed to secure well-paying jobs in the healthcare sector. This can lead to higher household incomes, helping families achieve greater financial stability and reduce reliance on public assistance.
- Break the Cycle of Generational Poverty: The program provides many participants with a pathway out of poverty by offering career training and job readiness support. This can have a ripple effect, improving the economic conditions of entire families and potentially breaking the cycle of generational poverty.
- Improved Quality of Life: With better job prospects, families will experience improved living conditions and access to resources, which can enhance overall quality of life. This potentially includes better housing, healthcare, and educational opportunities for their children.
- Strengthened Community and Local Economy: As participants gain employment and contribute to the local workforce, the community benefits from a more robust economy. This economic boost can lead to additional opportunities for local businesses and services, further supporting the community's growth and development.
- Enhanced Local Healthcare System: By training and certifying new healthcare professionals, the program will help address staffing shortages and improve the quality of care in local healthcare facilities. This benefits the community by ensuring better access to medical services.

If the proposed program receives funding, Athens-Clarke County (ACCGov) can anticipate notable improvements in workforce development. One Breath CNA will enhance its vocational training services by adding one instructor and one administrator, helping residents gain qualifications for high-demand healthcare jobs. This support will address local employment gaps and contribute to the region’s economic growth.

For Athens-Clarke County residents, they will gain access to comprehensive training programs designed to improve job readiness and financial stability. The program will prepare individuals for careers in healthcare, fostering both employment opportunities and economic security. One Breath CNA aims to support those seeking better employment and financial stability. The success of Wil Fletcher, a notable Black business owner, highlights the potential for diverse community members to achieve success. His

example demonstrates the opportunities available and reflects the program's commitment to inclusivity and community advancement.

Overall, the program is poised to provide tangible benefits to Athens-Clarke County residents, particularly those from low-income backgrounds, by creating pathways to stable employment, improving economic conditions, and fostering community development. Such significant change takes time, and its benefits will be realized gradually through steady progress. Our commitment to the community is strong, and we encourage the community to remain dedicated to our programs, which ultimately benefit its residents.

7. Program Goals and Strategies:

Identify at least two goals and strategies the proposed program will achieve. *Goals* should provide a broad statement of the desired outcome to be achieved, while *Strategies* should describe the specific actions the agency will implement to achieve each Goal.

Example:

Goal: *Improve the academic performance of youth participants.*

Strategies:

1. *Provide after-school tutoring assistance to youth throughout the school year.*
2. *Teach parents skills for better assisting their children with academic challenges.*
3. *Ensure parents and youth complete teacher conferences for all difficult classes.*

Goal 1: Increase Employment Opportunities for Underserved Residents

Strategies:

1. Develop and deliver comprehensive training programs in high-demand healthcare fields, including Certified Nursing Assistant (CNA), Medical Assistant, Phlebotomy Technician, and Certified Medication Aide.
2. Provide robust job readiness support, including resume writing, interview preparation, and job placement assistance.
3. Partner with local healthcare providers and employers to create a network of job opportunities and internships for program graduates.

Goal 2: Expand Training Opportunities for Underserved Residents

Strategies:

1. Increase outreach and recruitment efforts to ensure that more individuals from underserved communities are aware of and have access to One Breath CNA's training programs. This will involve collaborating with local community organizations, schools, and social services to identify and engage potential participants.

2. Enhance program accessibility by offering flexible training schedules and providing support services such as transportation assistance or childcare referrals to remove barriers to participation. Utilize online and hybrid training models to reach residents who may have difficulty accessing in-person classes.

3. Provide scholarships or financial aid options to make training more accessible to individuals with financial barriers.

Goal 3: Enhance Workforce Readiness in Healthcare

Strategies:

1. Continue to implement comprehensive training courses for CNAs, medical assistants, phlebotomy technicians, and certified medication aides designed to meet local healthcare industry demands.

2. Develop robust career counseling and job placement services, including resume workshops, interview preparation, and job matching with local healthcare employers.

3. Partner with local healthcare facilities to facilitate internships and job placements for graduates, ensuring a smoother transition from training to employment.

Goal 4: Improve Financial Stability for Participants

Strategies:

1. Offer initial financial consultations to assess participants' needs and guide them to appropriate community financial resources.

2. Establish partnerships with local organizations specializing in financial coaching and planning, ensuring participants receive expert support for managing their finances, budgeting, and achieving long-term financial goals. (We are currently in conversation with potential partners for this program.)

3. Work with community partners to provide additional resources and support for addressing broader financial challenges, ensuring comprehensive assistance tailored to individual needs.

8. Program Staffing:

Please enter the staff name, job title, and percentage of weekly time that will be allocated to the proposed program activities.

Staff Name	Job Title	Percentage of Weekly Time Allocated to Program Services
Wil Fletcher	Executive Director/Instructor	100
Felicia Kennedy	Instructor	100
TBD	Administrator	100
TBD	Instructor	100

9. Volunteer Support:

a. Will the program use volunteers?

☒ No

☐ Yes Number of volunteers: _____

Total volunteer hours: _____

b. How will volunteers assist in delivering the proposed program (types of activities/roles)?

We currently do not have a volunteer program, but we are considering implementing one if it aligns with our organization's goals and supports those we serve. Volunteers could play a crucial role in advancing our mission by contributing in various ways. They could lead supplemental training and workshops in financial literacy, budgeting, financial planning, and career development, complementing the core training offered by One Breath CNA. Experienced professionals might also volunteer as career mentors, providing one-on-one guidance and support to program graduates. Additionally, volunteers could assist with administrative tasks related to the program, including managing documentation and organizing events. They could further support our efforts by helping with community outreach and fundraising activities, raising awareness about the program and contributing to our mission. We will assess how volunteers can best contribute to ensure their involvement is effective and beneficial.

c. Does the program rely upon volunteers in order to be implemented? If yes, describe how the agency plans to recruit and retain an adequate number of volunteers to carry out the proposed program.

No, the program does not rely upon volunteers to implement it.

10. Program Experience:

Describe the agency's experience providing the proposed program or services, including specific program or services provided, the number of participants served and the program's prior outcomes and successes.

One Breath CNA, under the leadership of Wil Fletcher, has a strong track record of providing high-quality training programs for aspiring healthcare professionals in Athens-Clarke County. With a focus on Certified Nursing Assistants (CNAs), the agency has expanded its offerings to include training for Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides. This diverse range of programs is designed to equip students with both the practical skills and theoretical knowledge necessary to excel in various healthcare settings. Since its inception, One Breath CNA has trained numerous students, with class sizes tailored to provide personalized instruction and hands-on experience. On average, the agency enrolls around 20 students per class, ensuring that each participant receives the attention and support they need to succeed. We served over 100 students last year alone. The small class sizes also allow for a more intimate learning environment, fostering strong relationships

between students and instructors, who are experienced medical professionals actively working in the community.

The outcomes of One Breath CNA's programs speak to the agency's effectiveness. The organization has consistently achieved a graduation rate of 95%, reflecting the comprehensive support and rigorous training provided to students. Furthermore, One Breath CNA boasts a 95% employment rate among graduates, underscoring its success in preparing students for immediate entry into the workforce.

One Breath CNA's commitment to excellence is further demonstrated by the agency's focus on addressing the unique needs of underserved populations. Many of the students come from low-income backgrounds, are women aged 25 to 45, and have limited formal education. One Breath CNA not only provides training but also partners with community organizations to refer students to financial coaching and other essential resources, helping them overcome barriers to employment and financial stability.

Wil Fletcher's diverse experience in the healthcare industry—from his beginnings as a CNA to his roles as a nurse, manager, director, and now educator and business owner—has been instrumental in shaping One Breath CNA's approach to training. His firsthand knowledge of the challenges and opportunities within the healthcare field allows the agency to offer programs that are both relevant and responsive to the needs of the community.

Through these efforts, One Breath CNA has established itself as a trusted provider of healthcare training, making a significant impact on the lives of its students and contributing to the overall well-being of the community by producing skilled, compassionate healthcare professionals.

11. Agency Collaboration:

Describe existing partnerships with other agencies, ACCGov departments, and other community organizations specific to the proposed program/project. Also describe how the agency will continue to collaborate and coordinate, or create new collaborations for coordination of delivery of services. Identify any instances where the proposed program services offered by your agency are duplicated in Athens-Clarke County and what makes your proposed program unique and needed.

One Breath CNA has established several key partnerships that enhance the delivery and effectiveness of our programs. We collaborate with the Workforce Innovation and Opportunity Act (WIOA) and the Ashton Hope Keegan Foundation, which provides crucial tuition assistance to many of our students, enabling them to access our training programs. We have a contract with The Landing of Bogart, where our CNA students complete their clinical hours, gaining practical experience in a real-world setting. Additionally, our agreements with Athens Digestive and Athens Pulmonary allow our Medical Assistant students to fulfill their externship requirements and have led to employment opportunities for recent graduates.

We plan to explore additional partnerships with local healthcare providers and community organizations to broaden our network and improve service delivery. This may include developing new agreements for clinical and externship placements and engaging with community-based organizations to address any gaps in training and employment services.

While there are other programs in Athens-Clarke County, such as Innovative Healthcare, Connect Care, Medical Institute of Northeast Georgia, and Athens Technical College, our program stands out due to its comprehensive support structure. We provide not only high-quality training but also direct connections to local employers and financial assistance resources, ensuring that our graduates are well-prepared and positioned for success in the healthcare field. This integrated approach makes our program unique and essential for meeting the specific needs of our community.

12. Program Sustainability:

Does your agency have a plan for sustaining the proposed program within the Athens-Clarke County community should limited funding, or no funding, be awarded? If yes, please describe three core strategies of this plan.

One Breath CNA has a plan for sustaining the proposed program within the Athens-Clarke County community, even if funding is limited or not awarded. We are on the frontline of effective cost management and acknowledge that grant funding has helped to expand our capacity to serve. We recognize the value and importance of this particular funding award and others that have been identified, pursued, and/or awarded. We continue cultivating and seeking new funding sources, including individual donations and major gifts, corporate donations and partnerships, foundation grant awards, bequests, and earned income from tuition. We also acknowledge that grant funding in and of itself cannot sustain our organization, which is why we strategically align our services with partners and contributors who share our long-term vision for a financially stable and thriving organization. Our efforts in this vision include diversity in funding and equity in delivering our program services. Our core strategies for ensuring the program's sustainability include:

- Pursuing Additional Grant Funding: We are actively seeking other grant funding opportunities with the assistance of a seasoned professional grant writer who is local to our community. This effort aims to secure additional financial support to continue and expand our programs.
- Engaging with Local Business and Community Networks: We are actively involved in the Athens and Oconee County Chambers of Commerce, leveraging these connections to seek corporate sponsorships and individual donations. This engagement helps build a network of supporters who can provide ongoing financial and in-kind contributions.
- Implementing Fundraising Campaigns: We plan to launch an annual fundraising campaign centered around Giving Tuesday, which will be conducted each year to generate support and donations. Additionally, we are in the early stages of organizing an annual fundraising event to further enhance our revenue and community engagement.

These strategies are designed to ensure the long-term viability and success of our programs, allowing us to continue serving the Athens-Clarke County community effectively.

13. Program Design:

Is the program design based on best practices within the service area? If yes, describe how the proposed program has incorporated best practices. Also describe how your agency incorporates research and data (Census, Bureau of Labor Statistics, Strategic Plans, etc.) into the program design.

Yes, the program design for One Breath CNA is firmly based on best practices within the service area. Our training programs are meticulously developed to align with industry standards and best practices, ensuring that we deliver high-quality education and achieve successful career outcomes for our students.

Wil Fletcher, the founder and CEO of One Breath CNA, brings a diverse and extensive background in the healthcare industry to the organization. His career began as a Certified Nursing Assistant (CNA), providing him with a foundational understanding of the role and its challenges. He then advanced to become a nurse, gaining further clinical experience and insight. Wil continued his career by managing CNAs, which gave him valuable leadership and organizational skills. He further elevated his career to a director, overseeing broader aspects of healthcare operations and staff management.

Transitioning from these roles, Wil became a CNA instructor, directly contributing to the education and development of new healthcare professionals. His comprehensive journey through various levels of the healthcare field has provided him with a unique perspective and deep understanding of the industry's needs and best practices. This extensive experience has been instrumental in shaping the successful CNA training program at One Breath CNA.

Integrating Fletcher's rich background and the latest industry standards into our program design, One Breath CNA ensures that our training is relevant and effective. Our curriculum incorporates best practices and is continually updated to reflect current trends and requirements in the healthcare sector. This approach prepares our students thoroughly and enhances their career prospects, making One Breath CNA a leader in providing high-quality healthcare training in the service area.

Incorporation of Best Practices:

1. Curriculum Development: The curriculum for our programs, including Certified Nursing Assistants (CNAs), Medical Assistants, Phlebotomy Technicians, and Certified Medication Aides, is designed to meet or exceed the requirements set by regulatory bodies and industry standards. This includes hands-on training, clinical experience, and up-to-date educational materials.

2. Instructor Expertise: Our instructors are experienced medical professionals who bring real-world knowledge and practical insights to the training, ensuring that students receive relevant, high-quality education.

3. Partnerships: We collaborate with local healthcare facilities such as The Landing of Bogart, Athens Digestive, and Athens Pulmonary for clinical hours and externships. These partnerships provide our students with valuable hands-on experience and enhance their employability.

Incorporation of Research and Data:
1. Local Needs Assessment: We use data from local sources such as Census data, the Athens Wellbeing Project, and information distributed by Envision Athens and other local agencies to understand the demographics and specific needs of Athens-Clarke County residents. This helps us understand our community and tailor our programs to address underserved populations' needs effectively.

2. Labor Market Data: By analyzing Bureau of Labor Statistics data and local employment trends, we ensure that our training programs align with current job market demands, increasing the likelihood of our graduates' employment.

3. Strategic Planning: We incorporate findings from strategic plans and community reports to align our program goals with broader community and workforce development objectives, ensuring our services are relevant and impactful.

By integrating these best practices and data-driven approaches, One Breath CNA delivers effective training programs that support the career advancement of our students and address the community's workforce needs.

14. Client Eligibility Requirements:

How are participants declared eligible to participate in the program? How will the program recruit eligible participants (i.e., referral system, advertising, collaborations)?

Participants are declared eligible for One Breath CNA's program based on a set of admission requirements. To qualify, individuals must undergo an admissions interview prior to enrollment, be at least 16 years old, and provide a valid state ID and Social Security card. While a high school diploma is preferred, it is not mandatory except for the medical assistant and phlebotomy programs.

To recruit eligible participants, the program employs several strategies:

- Referral System: We collaborate with local community organizations, social services, and educational institutions to identify and refer potential candidates who meet the eligibility criteria. These partners help connect us with individuals who could benefit from our training programs.

- Advertising: We utilize various advertising channels, including social media, local newspapers, and community bulletin boards, to reach a broad audience. Targeted advertisements highlight the benefits of our programs and the specific eligibility requirements, ensuring that potential participants are informed about the opportunities available.
- Collaborations: We increase our visibility and outreach efforts by working closely with local chambers of commerce, community centers, and non-profit organizations. These collaborations help us tap into networks that can refer eligible candidates and promote our programs within underserved communities.

These recruitment strategies are designed to effectively reach and engage eligible individuals, ensuring that those who need the training most can participate and benefit from One Breath CNA's programs.

15. Program Fee Structure:

Are participants required to pay any fees to access program services?

☐ No

X Yes If yes, how much are participants required to pay?

$ 125.00-350.00 X weekly ☐ monthly ☐ annually

Our programs cost $600-$4,500 and we offer weekly payment plans.

16. Program Performance Outcomes:

In the table below, enter no less than 3, but up to 5, performance outcomes for the proposed program. Performance outcomes must directly tie back to the selected strategic plan goal, they must help achieve the strategic plan goal in a measurable way, and must clearly state the results participants, ACCGov and Athens-Clarke County residents can expect from the program services provided.

Example: *Job Training and Assistance Program*

Performance Outcome		Performance Target
1.	*Total number of job training classes that will be provided.*	*25*
2.	*Total number of hands-on work experience hours that will be provided.*	*75*
3.	*Total unemployed/underemployed workers who will participate in job training program.*	*100*
4.	*Total participants who will be retained and complete the job training program.*	*100*
5.	*Total participants who will successfully secure employment.*	*75*

In the *Performance Outcome* column, enter specific results the program is expected to achieve. In the *Performance Target* column, enter the corresponding number of persons who will achieve this outcome or the number of units to be completed. **Reminder:** Participants must reside in Athens-Clarke County.

Performance Outcome		Performance Target
1.	Total number of job training classes that will be provided.	20
2.	Total number of students enrolled are Athens-Clarke County residents	20
3.	Total percentage of students who will graduate from the program.	95%
4.	Total percentage of students who will obtain gainful employment upon graduation.	95%
5.		

17. Documenting Program Outcomes:

For each performance outcome listed above, identify the data and explain the procedures that will be used to document the achievement of the performance outcome.

Performance Outcome- Documentation and Procedure	
1.	Track the number of job training classes conducted through a centralized scheduling and attendance system. We utilize a digital (or physical log when necessary) where instructors record each class session, including the date, time, and duration. Procedures include maintaining records for each class and ensuring all sessions are accounted for. We will regularly review and cross-check the logs against the class schedule to verify that all planned sessions are conducted.
2.	We will collect and verify each student's residency information during enrollment, using documentation such as utility bills or driver's licenses. We will maintain a database that tracks student demographics, including county of residence. The procedure will include implementing an enrollment form requiring students to provide proof of residency. Periodically, we will review the database to ensure the accuracy of residency data and monitor the number of Athens-Clarke County residents enrolled.
3.	We will record each student's completion status in the training program and note whether they have successfully graduated. We will use completion certificates as proof of graduation, with records maintained in the student's file. The procedure includes tracking student progress through regular assessments and final evaluations. We will document and review the graduation rate at the end of each training cycle to ensure it aligns with the expected 95%.
4.	We will Conduct follow-up surveys or interviews with graduates to determine their employment status after completing the program. Maintain communication with partner

	employers who hire graduates and request feedback on their employment status. The procedure includes implementing a post-graduation tracking system that follows up with students at regular intervals (e.g., three months, six months) to document their employment outcomes. Collect employment verification documents, such as offer letters or pay stubs, to confirm job placements.
5.	

Proposed Program Funding

18. Other Revenue Sources:

Does the proposed program receive any other funding (federal, state, local, business, other donations)? If yes, identify the funding source(s), award amount(s), and how long each funding source has been awarded for the proposed program?

Funding Type	Funding Source(s)	Amount of Funding
Federal	Workforce Innovation and Opportunity Act (WIOA)	$120,600
State		$0.00
ACCGov		$0.00
Business		$0.00
Other	Program Fees	$180,000
	TOTAL	$300,600

See next page for Budget Form.

19. Budget Form:

- In Column A, provide a description of the budget item (i.e., Personnel Salary, Fringe Benefits, Direct Assistance, Rent, etc.).
- In Column B, provide a cost calculation for each budget item (i.e., Rate of Pay (hourly/salary) and percentage of time allocated to program) or provide a description of how the estimated cost was determined.
- In Column C, provide the total ARPA funds requested for each budget item.
- In Column D, provide the total of other funds used to support each budget item, if any.
- In Column E, provide the total proposed program budget per cost category.

A: Budget Item	B: Cost Calculation	C: Requested ARPA Funds	D: Other Funds	E: Total Budget
Example: Case Manager Salary	*Ex: $25 hr. x 40 hrs. per week x 52 weeks*	*Ex: $26,000*	*Ex: $26,000*	*Ex: $52,000.00*
Program Manager (W.Fletcher)	$50 hr x 40 hrs per week x 104 weeks	10,637	197,363	208,000
Instructor (F.Kennedy)	$25 hr x 20 hrs per week x 104 weeks	10,637	41,363	52,000
Instructor (TBD)	$25 hr x 20 hrs per week x 104 weeks	26,000	26,000	52,000
Office Administrator (TBD)	$15 hr x 20 hrs per week x 104 weeks	15,600	15,600	31,200
Outreach Events Assistant	$30 hr x 4 hrs per week x 44 weeks (2 yrs)	2,640	2,640	5,280
Computers	6 laptops w/ software x $1160 each	6,960	0	6,960
Printer	1 all-in-one printer	650	0	650
Office Supplies	pens, paper, filing supplies, etc.	750	250	1,000
Insurance	annual cost of premium ($563) x 2 years	1126	0	1,126
TOTAL		$75,000	$283,216	$358,216

20. Budget Revision:

If this proposed program does not receive funding at the level requested, how can the service be scaled back to meet the minimum service needs of Athens-Clarke residents?

The figures in the Budget Form above represent the costs for two years of programming for our organization. If we receive full funding, we plan to expand our staff by adding an instructor and an office administrator to manage this growth appropriately. We would also need additional laptop computers and a printer to accommodate this growth and increase our instructional capacity. These resources would be used on the second floor of our office, where we would hold the additional classes.

If One Breath CNA does not receive funding from ARPA, the organization will continue to operate and provide programming to students at its existing capacity. We remain dedicated to our mission and will focus on maintaining our current level of service while actively seeking alternative funding sources, such as grants and partnerships, to support and potentially expand our offerings in the future. While ARPA funding would significantly enhance our ability to serve more students and broaden our impact, we are prepared to sustain our operations and continue making a difference in the lives of Athens-Clarke County residents with the resources available to us.

If One Breath CNA receives less than the requested $75,000 in funding, we will continue to offer the same high-quality programming as we do now. The primary impact would be the inability to hire an additional instructor and staff, as the need for extra help would be reduced. We will maintain our core services and continue pursuing other funding opportunities to support our team's future growth and potential expansion.

If One Breath CNA receives full funding of $75,000 for two years, this investment will enable us to expand our programs and increase our capacity to serve more students. Certainly, if we were able to receive more than the allotted funding then we would effectively provide a significant amount of growth in our capacity to reach more students and make a bigger impact on our community’s workforce development. As a result, we hope to increase our revenues through additional WIOA funding and tuition fees, which would help sustain our growth in future years. However, continued ARPA funding in subsequent years would be beneficial to support this expansion and ensure the long-term success and stability of our programs.

Authorized Signatures

Does the agency certify all information submitted in this proposal is accurate and true?

X Yes ☐ No

Does the agency's governing board approve submission of this proposal?

X Yes ☐ No

Name of Agency Executive Director:	**Wil Fletcher**		
Agency Executive Director Signature:	Wil Fletcher	**Date Signed:**	**08/15/2024**
Name of Board Chairman:	Tishia Henry		
Board Of Director Signature:	Tishia Henry	**Date Signed:**	**08/15/2024**

BOARD OF DIRECTORS LIST FOR __ONE BREATH CNA LLC_____

Name	Board Position	Address and Telephone	Professional Affiliations	Service Term		Membership Category
				Start Date	End Date	Example: Private/Community Sector, Public Sector/Public Official, Low Income Sector
Wil Fletcher	President	706-850-4017 Bogart, GA	Nursing	2022	2026	Private
Tishia Henry	Chairman	404-717-3298 Lawrenceville, GA	Nursing	2022	2026	Private
Etta Fincher	Treasurer	716-553-1682 Loganville, GA	Banking	2022	2026	Private

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

ONE BREATH CNA
C/O WIL FLETCHER
409 ARNOLD ROAD
LAWRENCEVILLE, GA 30044

Date:
03/25/2022
Employer ID number:
81-2820219
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 2, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053463003482

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

EQUITY IMPACT ASSESSMENT: AIM TO CLOSE THE GAPS

Equity means justice, fairness, and including the different lived experiences, backgrounds, and needs of individuals and groups in policies and practices in order to close the gaps and improve outcomes.

Equity commits to taking consistent action to identify and close gaps in order to increase positive outcomes throughout our community. Equity implements policies and procedures to ensure fair treatment and access to resources. Equity evaluates and assesses the impact of policies on residents and staff to ensure that you are responding to populations based on specific identified needs, rather than assumptions.

This equity impact assessment lays out a set of questions to assist, guide, and address the impacts of your decision-making through an equity lens. Equity requires the evaluation of policies and processes to ensure that you are identifying and eliminating disparities, and moving towards an Athens-Clarke County where identity is no longer a predictor of outcomes.

DATA

1. How have you measured the previous success of this proposed project?

Previous success for One Breath CNA's training programs has been measured through the following metrics:

- **Graduation Rate:** The organization tracks the percentage of students who complete the training programs. Historically, the graduation rate has been maintained at a high level, reflecting the effectiveness of the training and support provided.
- **Employment Rate:** Post-graduation employment rates are monitored to assess how well the training prepares students for the workforce. A 95% employment rate upon graduation is a key indicator of the program's success.
- **Feedback and Evaluation:** Feedback from students and employers is collected to evaluate the program's impact and areas for improvement. This includes surveys and informal feedback to gauge satisfaction and career advancement.
- **Student Demographics and Support:** Data on the demographics of enrolled students, including their prior employment status and reliance on public assistance, helps assess how well the program is serving underserved populations.

2. How will you measure the success of this proposed project?

For the proposed project, success will be measured using the following criteria:

- **Job Training Classes and Enrollment:** The project aims to conduct 20 job training

classes with 20 Athens-Clarke County residents enrolled. Tracking enrollment numbers and class attendance will help measure outreach and participation.

- **Graduation and Employment Rates:** Maintaining a 95% graduation rate and a 95% employment rate upon graduation will be key indicators of the program's effectiveness in preparing students for successful careers.
- **Equity Metrics:** The success of the project will also be measured by assessing how well it addresses and reduces disparities among different groups. This includes evaluating the demographic diversity of participants and ensuring equitable access to resources and support.
- **Impact on Underserved Residents:** Evaluating the project's effectiveness in increasing employment opportunities and expanding training for underserved residents will help measure its impact on closing gaps and improving outcomes for these populations.
- **Ongoing Evaluation and Feedback:** Continuous assessment through feedback from participants and employers, as well as periodic reviews of program outcomes, will help identify any disparities and ensure the project meets its equity goals.

COMMUNITY ENGAGEMENT

1. In what ways has your organization engaged community members and stakeholders?

One Breath CNA has engaged community members and stakeholders through the following methods:

- **Community Consultations:** The organization regularly holds consultations with community leaders, local organizations, and residents to understand their needs and gather input on the training programs. These consultations help ensure that the programs align with the community's priorities.
- **Partnerships with Local Organizations:** One Breath CNA collaborates with local nonprofits, educational institutions, and employment agencies to extend outreach and support services. These partnerships help in addressing broader community needs and enhancing program effectiveness.
- **Feedback Surveys:** Students and alumni provide feedback through surveys and focus groups, which are used to assess the impact of the training programs and identify areas for improvement.
- **Advisory Committees:** The organization has established advisory committees consisting of community representatives, employers, and former students who offer insights and recommendations for program development and implementation.

2. How were community members and stakeholders involved in the development of this program?

Ongoing Dialogue: The organization maintains an open line of communication with community members and stakeholders throughout the program's lifecycle, allowing for continuous input and adaptation based on emerging needs and feedback.

IMPACT

1. What does this proposal have the ability to impact (community and equity indicators, ex: housing, food access, youth development, education, economic development)? Organizational impact?

This proposal can impact the following community and equity indicators:

- **Economic Development:** The proposal is designed to enhance job training and employment opportunities for underserved residents, directly contributing to economic development in Athens-Clarke County. By providing skills training and improving job prospects, it aims to reduce economic disparities and increase financial stability among participants.
- **Education:** The program offers educational and vocational training in medical assistance, phlebotomy, and certified medication administration. This helps improve educational outcomes for individuals with limited access to higher education or specialized training programs.
- **Employment:** The focus on job training and placement directly impacts employment rates, aiming to improve participants' career prospects and job security. High graduation and employment rates are critical indicators of success in this area.
- **Equity:** The proposal seeks to address and reduce disparities by targeting underserved populations, including individuals relying on public assistance and those with limited formal education. It aims to provide equitable access to quality training and employment opportunities.

This proposal can manifest the following organizational impact:

- **Capacity Building:** The proposal will enhance One Breath CNA's ability to offer training classes and support additional residents, contributing to the organization's growth and effectiveness in serving the community.
- **Reputation and Influence:** Successfully implementing this proposal can strengthen One Breath CNA's reputation as a leader in workforce development and community support. It can also increase the organization's influence in advocating for policies and practices that address equity and inclusion.
- **Resource Utilization:** The additional funding and resources will allow the organization to expand programs, hire more instructors, and provide more comprehensive support to students, improving the overall quality and reach of its

services.

ANALYSIS AND STRATEGIES

1. What are the strategies for advancing opportunity and/or minimizing negative or unintended outcomes?

Strategies for Advancing Opportunity:

- **Targeted Outreach:** Implement targeted outreach efforts to ensure that the program reaches underserved populations. This includes working with local community organizations and leveraging existing networks to identify and engage potential participants who might benefit most from the training.
- **Tailored Support Services:** Provide personalized support services such as career counseling, mentoring, and job placement assistance. This helps address individual barriers to success and ensures that students receive the guidance they need to thrive in their careers.
- **Flexible Training Options:** Offer flexible training schedules and formats (e.g., part-time, evening classes) to accommodate the needs of students who may have other commitments, such as family responsibilities or part-time jobs.
- **Partnerships and Collaboration:** Foster partnerships with local employers, industry associations, and educational institutions to align training with current job market demands and create pathways for employment opportunities.
- **Continuous Improvement:** Regularly collect and analyze feedback from participants and stakeholders to identify areas for improvement and make data-driven adjustments to the program. This ensures the program remains responsive to evolving community needs and industry trends.

Strategies for Minimizing Negative or Unintended Outcomes:

- **Equity Assessment:** Conduct regular equity assessments to ensure the program effectively addresses the needs of diverse groups and not inadvertently perpetuate disparities. This includes monitoring demographic data and evaluating the program's impact on different population segments.
- **Risk Management:** Identify potential risks and challenges that could negatively impact participants, such as financial barriers or logistical issues, and develop strategies to mitigate these risks. This might include offering scholarships or stipends to support students with financial needs.
- **Inclusive Design:** Ensure that the program design and implementation are inclusive and accessible to all participants, including those with disabilities or other specific needs. This involves providing necessary accommodations and support to ensure equal access and participation.
- **Transparent Communication:** Communicate openly and transparently with

participants and stakeholders about program goals, expectations, and any changes. This helps build trust and ensures that all parties are informed and engaged.

- **Monitoring and Evaluation:** Implement a robust monitoring and evaluation framework to track the program's outcomes and identify any unintended consequences. Review data and feedback regularly to address issues promptly and make necessary adjustments to improve overall effectiveness.

2. What have you learned from data and stakeholder involvement?

From data and stakeholder involvement, One Breath CNA has gained valuable insights into the program's effectiveness and areas for improvement. Data on graduation and employment rates indicates how well the program prepares students for the workforce, while participant feedback highlights what aspects are most beneficial and where challenges remain. Demographic data and stakeholder input help assess whether the program is reaching diverse populations and identify any barriers to access. Collaboration with local employers and community leaders ensures the program aligns with current industry needs and local priorities. Overall, these insights inform ongoing adjustments to improve program effectiveness and impact.

3. What impacts are aligned with desired community and organizational outcomes? What is unresolved?

The proposal aligns with desired community and organizational outcomes by improving economic development through job training and increasing employment opportunities for underserved residents. The high graduation and employment rates target economic stability and career advancement, directly addressing community needs for better job prospects. The program's focus on education and vocational training also supports personal and professional growth, enhancing overall community well-being. For the organization, successful implementation strengthens its capacity, boosts its reputation, and solidifies its role as a leader in workforce development.

Despite these positive impacts, some unresolved issues include addressing specific barriers to access, such as financial constraints or scheduling conflicts, which may affect some potential participants. There might also be challenges in ensuring the program continuously adapts to evolving industry demands and community needs. Additionally, while the program strives to reach diverse populations, ongoing efforts are needed to address any remaining disparities and ensure equitable outcomes for all participants.

IMPLEMENTATION

1. What is the plan for implementation?

The implementation plan for the proposed program includes several key steps. The curriculum and training materials are finalized to meet community needs and industry standards. Recruitment is an ongoing effort to engage participants from underserved communities through targeted outreach and collaboration with local organizations. The 20 job training classes will be scheduled and conducted with a focus on accessibility and addressing participant needs. Support services such as career counseling and job placement assistance will be provided to help participants transition successfully into the workforce. A monitoring and evaluation system will track progress, measure outcomes like graduation and employment rates, and collect feedback from participants and stakeholders. This information will be used to make necessary adjustments and improvements to the program. Regular updates will be communicated to stakeholders and the community to ensure transparency and continued support. Through these steps, One Breath CNA aims to implement the program effectively and achieve its desired outcomes.

2. What resources and/or actions are still needed to implement this project?

To implement this project at a larger capacity should grant funding be awarded, or a lesser amount awarded, several resources and actions are still needed:

1. **Additional Funding:** Securing the remaining funds to cover the costs of hiring additional instructors, expanding program materials, and providing necessary support services is essential for the program's full implementation.
2. **Partnerships and Collaboration:** Building and strengthening partnerships with local employers, community organizations, and educational institutions will enhance outreach, support services, and job placement opportunities for participants.
3. **Marketing and Outreach:** Developing and executing a comprehensive marketing plan to promote the program and recruit participants from underserved communities is crucial for maximizing enrollment.
4. **Logistical Support:** To facilitate smooth program delivery, suitable facilities and scheduling resources for job training classes, including accommodations for flexible learning needs, will need to be ensured.
5. **Technology and Tools:** Acquiring or upgrading technology and tools required for training and program administration, including software for monitoring and evaluation, will support effective implementation and data management.
6. **Staffing and Training:** Additional staff, including instructors and support personnel, must be recruited and trained to ensure the program is delivered effectively and can adequately support all participants.

ACCOUNTABILITY AND EVALUATION

1. How will you ensure accountability, communicate, and evaluate results?

   One Breath CNA will define clear roles and responsibilities to ensure accountability, monitor performance with regular check-ins and progress reports, and use performance metrics to track goal achievement. Communication will be managed through a plan that provides regular updates to stakeholders and participants via newsletters, social media, and community meetings, ensuring transparency about successes and challenges. Evaluation will involve a monitoring system to track progress, measure outcomes like graduation and employment rates, and gather feedback from participants and stakeholders. This approach will help assess the program's effectiveness and adjust to maintain its relevance and impact.

2. How will impacts in the community be documented and evaluated?

   To document and evaluate community impacts, One Breath CNA will collect and analyze data on key metrics like graduation and employment rates. Surveys and interviews with participants and stakeholders will provide feedback on the program's effectiveness and areas for improvement. Regular impact reports summarize findings and share successes and challenges with the community. Additionally, case studies will highlight individual success stories, and benchmarking will compare outcomes with goals to assess whether the program is achieving its objectives.

3. How will you continue to communicate, partner, and sustain relationships in the community around this project's impact?

   To maintain strong communication and community relationships, One Breath CNA will provide regular updates through newsletters and social media and hold community meetings to share progress. We will actively work with local employers and organizations to foster ongoing partnerships. Building long-term relationships will include hosting events, attending community forums, and seeking continuous feedback to stay aligned with community needs. These steps will help ensure that the project remains impactful and well-supported.

MANDATORY SUBMITTAL

RISK ASSESSMENT QUESTIONNAIRE (RAQ)

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. **This should be completed by main applicant in a collaboration for funding.**

APPLICANT & ORGANIZATIONAL INFORMATION	
Organization Name:	One Breath CNA, LLC
Program Associated with this RAQ:	One Breath Academy
Individual Completing this RAQ:	Wil Fletcher
Contact Information for Person Completing this RAQ (Phone and Email):	205 Cleveland Rd., Suite B, Bogart GA 30622 706-850-4017 wil@onebreathcna.com
Mission Statement:	At One Breath CNA, our mission is to empower individuals with the knowledge, skills, and certification required to excel in the healthcare industry.
Brief Description of Organization and Previous Experience with Federal Funding:	We are committed to providing comprehensive and top-quality training programs for aspiring nursing assistants, medical assistants, and medication aides. Our aim is to equip our students with the practical expertise and theoretical understanding necessary to deliver exceptional care to patients. We have no previous experience with federal funding.

WRITTEN POLICIES AND PROCEDURES			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Does your organization have written policies and procedures that guide agency operations and program delivery on the topics of:			
General staff management policies and procedures.	x		
Code of Conduct for all agency staff.	x		
Code of Conduct for board members.	x		
Conflict of interest (real or perceived) for agency staff including all programmatic and administrative staff.	x		
Conflict of interest (real or perceived) for board members.	x		
Complaint/grievance resolution policy and procedures relative to agency staff.	x		
Complaint/grievance resolution policy and procedures relative to clients.	x		
Program participant eligibility, if applicable.	x		
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.	x		
Organization has procedures for financial transactions provide for adequate separation of duties.		x	
Claims for reimbursement are/will be reviewed by more than one staff person to ensure expenses are eligible, allocable, reasonable and necessary.	x		
Organization operates within a budget approved annually and reviewed by its Board of Directors no less frequently than quarterly.	x		
Organization maintains a chart of accounts for all financial accounts/codes.	x		
Organization has at least (3) years' experience managing federal funding.		x	
Organization's general ledger separates revenues and expenses by source of funding/program.	x		
Organization receives $750,000 or more in federal funding annually AND undergoes a Single Audit as required.		x	
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit annually.	x		
Organization does not receive at least $750,000 in federal funding BUT undergoes a formal audit biennially.			x
Organization does not undergo a formal audit but undergoes a review of financial statements by an outside entity annually.		x	
Organization files a 990 annually.	x		

AGENCY GOVERNANCE			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization has and follows approved by-laws.	x		
Organization has an active Board which meets regularly or as required in approved by-laws.	x		
Organization has a finance/audit committee or qualified board member responsible for overseeing financial and tax reporting.		x	
Organization is able to comply with all statutory requirements of SLFRF (Interim Final Rule https://www.govinfo.gov/content/pkg/FR-2021-05- 17/pdf/2021-10283.pdf).	x		
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.		x	
In the last two fiscal years, the organization has always submitted required reports on time.	x		
In the last two fiscal years, the organization has sometimes submitted required reports on time.			x
In the last two fiscal years, the organization has never submitted required reports on time.			x
In the last two fiscal years, has your organization been out of compliance with Programmatic Agreement terms and conditions of any awards.		x	
In the last two fiscal years, has your organizations had Special Conditions placed on a grant award.		x	
Organization has a system in place to adequately track program beneficiary income and demographics.	x		
STAFFING			
Please check yes, no, or na for the following:	**YES**	**NO**	**NA**
Organization maintains up-to-date job descriptions for all staff positions.	x		
Organization routinely notifies funders, as appropriate, when a change in program staff occurs.	x		
Organization has a system in place to adequately track program-specific work performed.	x		
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 *Wil Fletcher*		Date 8/15/2024	

One Breath CNA Profit & Loss Statement for 2023

Company Name: One Breath CNA

Statement Reporting Period: January 1, 2023 - December 31, 2023

Revenue

- **Gross Revenue:** $246,942

Cost of Goods Sold (COGS)

- **Direct Costs:** $75,020

Gross Profit

- **Gross Profit:** $246,942 - $75,020 = $171,922

Expenses

- **Wages and Benefits:** $63,272
- **Rent:** $1,500 x 12 = $18,000
- **Utilities:** $6,971
- **Office Supplies:** $2,100 + $4,000 = $6,100
- **Marketing Expenses:** $12,000
- **Insurance:** $78.20 x 12 = $938.40

- **Trash:** $149 x 12 = $1,788
- **Software:** $12,008
- **Other Expenses:** $3,148

Total Expenses

- **Total Expenses:**
  - Wages: $63,272
  - Rent: $18,000
  - Utilities: $6,971
  - Office Supplies: $6,100
  - Marketing: $12,000
  - Insurance: $938.40
  - Trash: $1,788
  - Software: $12,008
  - Other Expenses: $3,148

- **Total Expenses:**
  $63,272 + $18,000 + $6,971 + $6,100 + $12,000 + $938.40 + $1,788 + $12,008 + $3,148 = $119,227.40 + $4,000 = $123,227.40

Net Income

- **Net Income:** $171,922 - $123,227.40 = $48,694.60

Summary

- **Total Revenue:** $246,942
- **Total Expenses:** $123,227.40
- **Net Income:** $48,694.60

One Breath Cna

EIN: 81-2820219 | Bogart, Georgia, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif [https://apps.irs.gov/pub/epostcard/dl/FinalLetter_81-2820219_ONEBREATHCNA_03022022_00.tif]

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Period:
2023 (01/01/2023-12/31/2023)

EIN:
81-2820219

Organization Name (Doing Business as):
ONE BREATH CNA

Mailing Address:
205 Cleveland Rd
Bogart, GA 30622
United States

Principal Officer's Name and Address:
Wil Fletcher

409 Arnold Rd
Lawrenceville, GA 30044
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:
onebreathcna.com

MANDATORY SUBMITTAL

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and County law prohibits employees and public officials of the Athens-Clarke County Unified Government from participating on behalf of the County in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for State and Local Fiscal Recovery (SLFRF) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

a. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

b. Will the SLFRF funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

c. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a County employee, consultant, or a member of the ACCGov Commission?

☐ Yes ☒ No

If yes, please list the names(s) below:

_____ _____

_____ _____

If you have answered "YES" to any of the above, ACCGov will review to determine whether a real or apparent conflict of interest exists.

Name of Organization:

One Breath CNA LLC

Name of Applicant's Authorized Official:

Wil Fletcher

Authorized Official's Title:

Founder and President

Signature of Authorized Official:

Wil Fletcher

APPLICANT CERTIFICATIONS

Certification of Good Standing:

I certify that One Breath CNA, Inc. (Organization Name) is in good standing with all Departments of Athens-Clarke County Government, including, but not limited to, the Tax Assessor, Public Utilities, Central Services and Building Inspections.

I understand that the following documentation and/or certifications are required to receive SLFRF funds from the Unified Government of Athens- Clarke County:

- Non-profit determination (if applicable)
- List of Board Members
- Designation of Authorized Official(s)
- Board Resolution Authorizing Grant Signatories
- Annual Financial Statements
- Signed Anti-lobbying Certification
- Signed Drug Free Workplace Certification

Wil Fletcher _____ 08/15/2024

Signature Date

Certification of Drug Free Workplace and Anti-Lobbying:
In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, I certify that One Breath CNA, Inc. (organization name):

Drug Free Workplace – Will begin or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
   a. Abide by the terms of the statement; and
   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying Athens-Clarke County in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
    a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Section 3 -- One Breath CNA, Inc. (organization name) will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature (Authorized Official): _____

Title: Founder and CEO Date: 08/15/2024

Proposal of Insurance
08/14/2024

Prepared For:

ONE BREATH ACADEMY
205 CLEVELAND RD STE B
BOGART, GA 30622
(706) 254-1717

Agency Name:

BUILDERS & TRADEMENS INS SVCS INC
6610 SIERRA COLLEGE BLVD
ROCKLIN, CA 95677
(916) 772-9200

Submission Number: 5739115

Coverage and Premium Summary Information

Product	**Premium**
CNA Connect®	$563.00
Property	$447.00
Liability	$116.00
Total Coverage Premium	**$563.00**
Includes Terrorism Risk Insurance Act Premium	**$11.00**

Acknowledged and Accepted by

_____ **On** _____
(Signature of the Insured) **(Date)**

Coverage bound for 30 days, Effective

_____ **By** _____
(Date) **(Authorized Representative)**

This is for informational purposes only. It does not represent an offer of coverage. The dollar amounts are estimates and are not actual premiums. This potential insured is subject to additional requirements that may affect the insurability of the account or the estimated premiums.Only a policy can provide the actual coverages, conditions, exclusions, premiums, and deductibles.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Policy Information

SIC: 82491 - SCHOOLS-MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Primary Risk State: GA **#PT Employees:** 0 **#FT Employees:** 2

PROPERTY

Policy Deductible **$500**
Co-Insurance **Waived**

Policy Coverage	Limit	Deductible/ Retention*	Premium
Business Income & Extra Expense	12 Months Actual Loss Sustained		$85.00
Business Income & Extra Expense - Newly Acquired Property	$250,000		Included
Business Income & Extra Expense Dependent Property	$10,000	24 hours	Included
Employee Dishonesty	$25,000	$250	Included
Expediting Expenses	$25,000	Policy Level	Included
Fixed Policy Expenses			$140.00
Forgery & Alteration	$25,000	Policy Level	Included
Identity Theft/Recovery Services	$25,000	$250	Included
Terrorism Risk Insurance Act Premium			$11.00

The Following Coverages Apply To Each Location

Coverage	Limit	Deductible/ Retention*	Premium
Appurtenant Buildings And Structures	$50,000	Policy Level	Included
Arson & Theft Reward	$5,000	None	Included
Civil Authority	4 weeks	24 hours	Included
Claim Data Expense	$5,000	Policy Level	Included
Fire Department Service Charge	$25,000	None	Included
Fire Protective Equipment Discharge	$10,000	Policy Level	Included
Newly Acquired or Constructed Building	$1,000,000	Policy Level	Included
Newly Acquired or Constructed Business Personal Property	$250,000	Policy Level	Included
Non Owned Detached Trailers	$5,000	Policy Level	Included
Outdoor Property	$10,000	Policy Level	Included
Personal Effects	$25,000	Policy Level	Included
Personal Property of Others	Included in BPP Limit	Policy Level	Included
Pollutant Clean Up & Removal	$25,000 Annual Total	Policy Level	Included
Preservation of Property	BPP Limit up to 90 days	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	CNA Connect®	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

Signs	Included	Policy Level	Included
Spoilage - Consequential Loss	Included in BPP Limit	Policy Level	Included
Temporary Relocation of Property	$50,000 up to 90 days	Policy Level	Included
Tenant Glass	Included in BPP Limit	Policy Level	Included
Theft Damage to Rented Property	Included in BPP Limit	Policy Level	Included

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

Location: 001

Address: 205 CLEVELAND RD
BOGART, GA 30622

Construction: Joisted Masonry
Protection Class: 1 **Year Built:** 1995
Sprinklered: No **Sq Footage:** 1500

Class Description: SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS

Coverage	Limit	Deductible/ Retention*	Premium
Building	0	Policy Level	Included
Inflation Guard	3%	Policy Level	$3.00
Business Personal Property (BPP)	$15,000	Policy Level	$182.00
Seasonal Increase	25%	Policy Level	Included
Business Personal Property- Off Premises	$15,000	Policy Level	Included

Other Location Coverages	Limit	Deductible/ Retention*	Premium
Accounts Receivable	$25,000	None	Included
Building Glass		Policy Level	Included
Debris Removal	25% + $25,000	Policy Level	Included
Electronic Data Processing - In Transit	$25,000	Policy Level	Included
Equipment Breakdown	$15,000	Policy Level	$3.00
Pollutants	$25,000	Policy Level	Included
Expediting Expenses	$25,000	Policy Level	Included
Fine Arts	$25,000	Policy Level	Included
Money Orders & Counterfeit Paper	Included in BPP Limit	Policy Level	Included
Money and Securities	Included in BPP Limit	Policy Level	Included
Ord/Law - Demo. Incr. Cost Constr.	$25,000	Policy Level	Included
Outdoor Trees, Shrubs, Plants, Lawns	$3,000	Policy Level	Included
Sewer & Drain Backup	$25,000	Policy Level	$23.00
Targeted Hacker Attack	$25,000	Policy Level	Included
Valuable Papers and Records	$25,000	Policy Level	Included

Location #001 Property Premium: **$211.00**

Total Property Premium: **$447.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.

Coverage:	**CNA Connect®**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

LIABILITY

Policy Coverage	Limit	Deductible/ Retention*	Premium
Additional Insureds:			Included
Blanket Additional Insured - Liability Extension			Included
Damage To Premises Rented To You	$1,000,000		Included
General Liability			$116.00
Each Occurrence	$1,000,000		Included
Personal And Advertising Injury	$1,000,000		Included
Products Completed Operations Aggregate	$2,000,000		Included
General Aggregate	$2,000,000		Included
Medical Expense	$10,000		Included

Location Information
Location: 001
Location Address: 205 CLEVELAND RD
BOGART, GA 30622

Class Code	Description	Exposure
82491D	SCHOOLS - MEDICAL AND DENTAL ASSISTANTS AND TECHNICIANS	15 Pupils

Total Liability Premium: **$116.00**

* Specific deductibles may apply to certain causes of loss. See policy for additional details.
*** - Retention

Coverage:	**CNA Connect® - Forms/ Endorsements**	**Account Name:**	**ONE BREATH ACADEMY**
Underwritten by:	**CONTINENTAL CASUALTY COMPANY (20443)**	**Policy Period:**	**08/13/2024 - 08/13/2025**

FORMS/ENDORSEMENTS

Form Number and Name	Edition Date
SB146932G Blanket Additional Insured - Liability Extension	10/01/2019
SB300125A Exclusion - Lead Paint	03/01/2006
SB146830B Money Orders and Counterfeit Paper Currency	01/01/2008
SB146936A Inflation Guard	01/01/2006
CNA62823XX Req for Jurisdictional Insp Of Boilers And Pressur	04/01/2023
SB146828E Equipment Breakdown	04/01/2014
SB146839F Sewer or Drain Back Up	06/01/2011
SB300020A Abuse or Molestation Exclusion	01/01/2006
SB300050A Exclusion - Athletic or Sports Participants	01/01/2006
SB300052A Exclusion - Class, Athletic or Sports Participants	01/01/2006
SB300054A Exclusion - Corporal Punishment	01/01/2006
SB300055A Exclusion - Counseling Services	01/01/2006
SB300064A Exclusion - Field Trips or Excursions	01/01/2006
SB300084A Exln - Trampoline and Gymnastic Rebounding Devices	01/01/2006
SB300081D Exclusion of Coverage for Special Events	06/01/2011
CNA104750XX Policyholder Notice - Fraud Notification	06/01/2023
CNA79203XX Exclusion - Access or Disclosure of Confidential	06/01/2014
SB146810A Fire Department Service Charge	01/01/2006
SB146811A Fire Protective Equipment Discharge	01/01/2006
SB146812D Forgery and Alteration	10/01/2019
SB146813B Newly Acquired or Constructed Property	01/01/2008
SB146814B Ordinance or Law	03/01/2006
SB146815A Outdoor Trees, Shrubs, Plants and Lawns	01/01/2006
SB146816A Pollutant Clean Up and Removal	01/01/2006
SB146817A Preservation of Property	01/01/2006
SB146818A Temporary Relocation of Property	01/01/2006
SB146819A Water Damage, Other Liquids, Solder, Molten Damage	01/01/2006
SB146820C Accounts Receivable	06/01/2011
SB146821A Appurtenant Buildings and Structures	01/01/2006
SB146822A Building Glass	01/01/2006
SB146807F Employee Dishonesty	10/01/2019
SB146808A Expediting Expenses	01/01/2006
SB146809C Fine Arts	07/01/2009
SB147086B Loss Payable Provisions	04/01/2010
SB147088A Exclusion - Asbestos	01/01/2006
SB147089A Employment - Related Practices Exclusion	01/01/2006
SB300000D Businessowners Liability Coverage Form	04/01/2014
SB300129C Targeted Hacker Attack	10/01/2019
SB300162A Georgia Limited Fungi or Bacteria Coverage	01/01/2007
SB300441A Fiduciary Liability CoverageForm	01/01/2007
SB300449A Single Limit of Insurance Endorsement	01/01/2007
SB300450A Employment Practices Liability Coverage Form	01/01/2007
SB300456A Concurrent Causation, Earth Movmnt, Water Excl Chg	07/01/2007
SB300596A Identity Theft/Recovery Services Endorsement	01/01/2008
SB300849A Recd and Distribution of Material or information	07/01/2009
SB146823C Business Income Extra Expense - Dependent Property	10/01/2019
SB146824B Business Income Extra Expense-Newly Acquired Locs	01/01/2008
SB146825C Business Personal Property Off Premises	06/01/2011
SB146826C Civil Authority	10/01/2019
SB146827F Electronic Data Processing	06/01/2011
SB146831B Nonowned Detached Trailers	06/01/2011
SB146832B Ordinance or Law-Increased Period of Restoration	01/01/2008
SB146833A Outdoor Property	01/01/2006
SB146834A Personal Effects	01/01/2006

Coverage:	CNA Connect® - Forms/ Endorsements	Account Name:	ONE BREATH ACADEMY
Underwritten by:	CONTINENTAL CASUALTY COMPANY (20443)	Policy Period:	08/13/2024 - 08/13/2025

SB146835A	Signs	01/01/2006
SB146836A	Spoilage Consequential Loss	01/01/2006
SB146837A	Theft Damage to Rented Property	01/01/2006
SB146838C	Valuable Papers and Records	06/01/2011
SB146934F	Georgia Changes	02/01/2024
SB146964A	Important Notice for GA Commercial Policyholders	01/01/2006
SB147075A	Economic and Trade Sanctions Condition	01/01/2006
SB147079A	War Liability Exclusion	01/01/2006
SB147080B	Exclusion - Silica	10/01/2019
SB147082E	Businessowners Common Policy Conditions	04/01/2014
CNA80103XX	Primary and Non Contributory - Other Ins Condition	09/01/2014
CNA81751XX	Cap on Losses from Certified Acts of Terrorism	03/01/2015
CNA81758XX	PHN - Offer of Terrorism Disclosure of Premium	01/01/2021
CNA85710XX	Unmanned Aircraft Exclusion Endorsement	06/01/2016
CNA92680XX	Non-Accumulation of Limits Endorsement	10/01/2019
CNA95404XX	CNA Coverpage Form	03/01/2019
CNA98553XX	Communicable Disease Exclusion Endorsement	05/01/2020
SB146801J	Businessowners Special Property Coverage Form	10/01/2019
SB146802F	Business Income and Extra Expense	10/01/2019
SB146803A	Seasonal Increase	01/01/2006
SB146804A	Arson and Theft Reward	01/01/2006
SB146805B	Claim Data Expense	06/01/2016
SB146806B	Debris Removal	01/01/2008

Account Name:ONE BREATH ACADEMY

NOTICE OF TERRORISM COVERAGE AND DISCLOSURE OF PREMIUM

The Terrorism Risk Insurance Act, as extended and reauthorized ("Act"), established a program within the United States Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from certain future acts of terrorism and in the case of workers compensation coverage, acts of war. This Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism, which is an act committed by an individual or individuals to coerce the government or population of the United States, that results in aggregate losses of $5 million or more.

In accordance with this Act, we are required to continue to offer you coverage for losses resulting from an act of terrorism that is certified under the federal program. The policy's other provisions will still apply to such an act.The premium for this coverage will be disclosed for each coverage part as shown on the quote proposal provided by your agent.

This premium is included in, and is not in addition to, the premium shown in the Account Premium.

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

The United States Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 80% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a Program Year (January 1 through December 31), the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.

Further, this coverage is subject to a limit on our liability, pursuant to the federal law where, if aggregate insured losses attributable to terrorist acts certified under the Act exceed $100 billion in a Program Year (January 1 through December 31) and we have met our insurer deductible under the Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro rata allocation with procedures established by the Secretary of the Treasury.

Account Name: **ONE BREATH ACADEMY**

Direct Bill Options

CNA's Direct Bill Plans puts you in control of making premium payments that best fits your budget.

YOU DECIDE HOW YOUR PAYMENTS ARE MADE...

- Repetitive EFT: Sign up for Repetitive Electronic Funds Transfer (EFT) and have payments automatically withdrawn from your bank account.
- Pay by Check: Send a check with your remittance stub in the envelope enclosed with your bill.
- Pay by Phone: Call toll-free 877-276-7507

The chart below illustrates how you may be billed based upon the bill plan you select. The due date(s) and minimum amount(s) due shown below were calculated based on the anticipated effective date of your policy provided as part of the quote process. These dates and amounts may change based on when your new policy is processed.

Total Annual Projected Premium: $563.00			
	Connect(BOP)		**$563.00**
Bill Plan	**Payment Schedule and Minimum Amount(s) Due**	**Installment Fees**	
Annual	08/13/24 - $563.00		☐
33% Down, 3 Equal	Down Payment: $186.00 (08/13/24) Installments: $126.00 Installment Dates: 11/13/24; 02/13/25; 05/13/25	$7.00 per Installment	☐
25% Down, 7 Equal	Down Payment: $141.00 (08/13/24) Installments: $60.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25	$7.00 per Installment	☐
25% Down, 9 Equal	Down Payment: $141.00 (08/13/24) Installments: $47.00 Installment Dates: 09/13/24; 10/13/24; 11/13/24; 12/13/24; 01/13/25; 02/13/25; 03/13/25; 04/13/25; 05/13/25	$7.00 per Installment	☐
Semi-Annual	Down Payment: $338.00 (08/13/24) Installments: $225.00 Installment Dates: 02/13/25	$7.00 per Installment	☐

The Landing
SENIOR LIVING

2881 Monroe Highway, Ste 1900
Bogart, GA 30622
706-705-1450

August 6, 2024

Will Fletcher
One Breath CNA Administrator
205 Cleveland Road, Ste B
Bogart, GA 30622

Thank you so much for your continued partnership with our company. We currently own/manage 188 senior housing beds with pending construction of 92 more planned to open in 2025. We offer independent living, assisted living and memory care options to the elderly. The demand for senior housing is expected to peak in the next three to five years as the baby boomer generation's demand for care increases. Post-Covid, the overall needs of the elderly in assisted living have changed tremendously. Residents are no longer moving to assisted living for meals and socialization. The residents we serve have greater physical and cognitive needs than we have seen in the past and the lasting effects of Covid are still unknown.

We are facing a severe shortage of care givers to keep up with the growing demand. We are faced with budgetary challenges to keep prices affordable for our residents while paying staff a reasonable, living wage. Many residents are living on a fixed monthly income and unsure how their savings will line up with their life expectancy. Our business never closes as we serve our seniors 24/7/365 which means we must staff care givers around the clock.

Please know that we are always willing to serve as a host site for your students needing hands on training or observation. If any of your students are looking for part-time or full-time employment, we would love to interview them. There is a large demand for Certified Medication Aides in our industry. This license can only be obtained after first being a licensed CNA.

We receive a lot of applications from unlicensed care givers. We understand that many of these hard-working care givers are usually single mothers who cannot afford the CNA course and/or cannot afford to miss work from their present job to take the course. For the safety of our residents as well as the safety of the employees, we prefer our care staff to be licensed CNAs. Thank you for offering these courses and please know we are here to be a continued partner.

If you have any questions, please feel free to contact me.

Sincerely,

Jennifer D. Flowers
Chief Operating Officer
The Landing Senior Living
jennifer@landingseniorliving.com

Area Agency on Aging
Planning & Government Services
Workforce Development

NEGRC
NORTHEAST GEORGIA
REGIONAL COMMISSION
www.negrc.org

305 Research Drive
Athens, GA 30605-2795
Phone 706.369.5650
Burke Walker, Executive Director

8/6/24

To Whom It May Concern:

One Breath CNA, LLC has had a contract with Work Source Georgia since 2020. Since that time One Breath CNA, LLC has had 148 students attend their program of choice and receive funding through Work Source Georgia. After completion, of the various programs, the students received their credentials in their respective field. One Breath CNA, LLC and WIOA work closely together to ensure that once students have credentials that they are able to find and to maintain employment. One Breath CNA, LLC has had good performance outcomes while being on contract and have been no grievance by students or others. If any further information is needed regarding One Breath CNA, LLC please feel free to reach out to myself or to our regional office.

Sincerely,
Caroline R. Beard, MS
WIOA Coordinator
800 U.S. Highway 29 North
Athens, Georgia 30601
706-355-5016

August 6, 2024

To Whom It May Concern,

I am writing to express my utmost admiration and support for One Breath CNA, a premier Nurse-Aid Training Program with which I have had the pleasure of partnering since December of 2017. As the Program Coordinator, I have witnessed firsthand the exceptional quality of education and training that this institution provides to its students.

Under the dynamic leadership of its instructor and owner, Will, One Breath CNA has consistently demonstrated a profound commitment to excellence in nursing education. Will's passion for teaching and dedication to his students are evident in every aspect of the program. His enthusiasm and expertise have not only inspired countless students but have also ensured their success. Will's published book on Amazon further underscores his dedication to advancing the field of nursing education.

One Breath CNA's impact on the community has been remarkable. Hundreds of students have graduated from the program, each of whom has successfully passed their state exams. Many of these graduates have gone on to pursue further careers in healthcare, a testament to the strong foundation they received at One Breath CNA. The school's impeccable record of passing state reviews with flying colors is a direct result of the meticulous attention to detail and high standards maintained by Will and his team.

Our partnership over the years has been nothing short of extraordinary. One Breath CNA's unwavering commitment to excellence, community involvement, and student success aligns perfectly with my own professional values. Together, we have worked to create a nurturing and supportive educational environment that empowers students to achieve their full potential.

In conclusion, One Breath CNA is an outstanding institution that has made a significant positive impact on the lives of its students and the community at large. I am proud to be associated with such a remarkable program and look forward to continuing our successful partnership for many years to come.

Sincerely,

Dr. Sylette DeBois DNP, MSN-Ed, RN
Program Coordinator, One Breath CNA
E: support@nursingfirstacademy.com
P: 678-814-5434

Wil Fletcher is one of the finest instructors, partners, and I am proud to say- friends- that I have had the pleasure of working with. While running our home care business for 10 years, Wil certified and mentored dozens of incredible employees for us. We also had the pleasure of meeting with many of his students and watching his mentorship skills in real time, and those who didn't come to work for our organization followed other incredibly promising paths with the knowledge he gave them. I, myself, received my CNA certification from Wil and can confidently say that it significantly impacted myself and my business for the better. He is an outstanding person who contributes nothing but good will and greatness to our community- we have been lucky enough to benefit from this directly.

Laura Pieper
Former Owner/Operator of Christopher's Bridge Home Care, LLC

JDA
Joint Development Authority of the Unified Government of Athens-Clarke County and The City of Winterville

AUTHORITY MEMBERS

Erica Cascio
Chair

Stephanie Lynn
Treasurer

Steve Catani
Secretary

Kelly Girtz
Dodd Ferrelle
Virginia Ball
Timothy Pierce-Tomlin

The JDA of Athens-Clarke County and the City of Winterville (JDA) is interested in helping administer and distribute ARPA funding for the community workforce development plan. Our understanding is that the original suggested funding level would be $100k, however for the program to have a real impact, we want to distribute $500k following the desires of our elected officials and in accordance with the laws of the State of Georgia concerning public benefit requirements.

Our Qualifications

- The JDA is comprised of 7 board members (four from Athens and three from the City of Winterville) who each Mayor has appointed.
- The JDA administered the Cares Act Funding Emergency Grant program in 2020. They developed an application program and distributed $1.6 million in grant funds in two months.
- The JDA has an annual audit and must submit audited financials to the Georgia Department of Community Affairs annually.
- The JDA has a Public Officials Liability policy with Greenwich Insurance Company and is insured for $1M.

Proposed Program

- This program is open to for-profit small home-based businesses and for-profit businesses with a commercial location in Athens and/or the City of Winterville. This program seeks to assist existing businesses with some history and is also forward-looking in that it aims to ensure the businesses that benefit from this program intend to remain in Athens for at least two years. Preference will be given to applicants who request funds for capacity building, including but not limited to capital purchases, job creation, wage increases, employee retention, and other similar needs, and to businesses which are

more than 51% owned by women or minorities. All applicants will be validated in regard to proposed use of funds and business ownership. Awarded grants will be scaled to size by appropriate ratios determined by the JDA. The awarded grants will be distributed in alignment with demand and need but before the December 31, 2026 deadline.

Eligibility Criteria

Business Size and Category: For-profit businesses between 1 - 20 employees (part-time employees count as ½ an employee)

Business Type

Home-based businesses

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025).
- Businesses operating out of a home must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business owner's name
    - If leased, the property must have a lease in the business owner's name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Businesses with a commercial location

- Businesses must be current on their ACC or City of Winterville occupational tax and have paid ACC or City of Winterville occupational tax for at least the past 2 years (2023 & 2024 OR 2024 & 2025)
- Business must have a physical location in Athens-Clarke County (lease or owned)
    - If owned, the property must be in the business name

- If leased, the property must have a lease in the business name and have two years remaining on the lease or demonstrate a documented written commitment to renew the lease.

Public Benefit

- Recipients of grants must agree to perform the following Public Benefit Commitments
  - Business owners will sign a written commitment to continue to operate the business in Athens for 2 years
  - Agree to tell the story of how the funds were used and their impact on their workforce

Industry

Businesses eligible for funding should support the Athens-Clarke County Development Strategic Growth Plan. The five Targeted Strategic Sectors in the growth plan are:

1. Advanced Manufacturing, Research and Development
2. Biotechnology & Pharmaceuticals
3. Craft Beverages, Brewing & Distilling
4. Creative Economy
5. Healthcare & Life Sciences.

Recommended Athens-Clarke County
ARPA Closeout Expenditures

Funds Remaining	3684979

Program/Project	**Program/Project Cost**	**Notes**
Boys & Girls Clubs Community Center Violence Prevention Initiative	600000	Extends service through December 2026 for Smilow, HT Edwards, Parkview, Nellie B, Rocksprings & Broad Acres Centers (uses current spending rate as basis).
ACC/CCSD Elementary/Middle Sports Partnership	165000	Extends current partnership from Aug 2025-Dec 2026
Costa Building Interior	883000	SPLOST project nearing exterior completion.
Ready-to-go dirt road paving	550000	Identified high priority roads with resident support; this is the staff-identified scale of present opportunity.
Library HVAC replacement	750000	No other current revenue source for a clear capital need.
Public Safety Vehicle Replacement	736979	Assists in long-range vehicle replacement, limiting greater General Fund expenditures.
Remaining after costs above	0	

Davenport	Infrastructure, dirt roads, sidewalk gap, stormwater
Taylor	
Link	Stormwater, Youth, sanitary sewer connections
Wright	Infrastructure, sanitary sewer for downtown needs
Fisher	B&G Club youth violence prevention, mobile medical unit funding?
Houle	Infrastructure: sidewalks, sanitary sewer for Advantage facility, Land Bank
Culpepper	infrastructure: dirt roads, stormwater
Myers	Youth/violence prevention, Land Bank
Thornton	Stormwater, housing, sanitary sewer connections, west athens arena, senior workforce supports
Hamby	Affordable housing, Costa interior buildout?, police vehicles
Girtz	Youth programming, sewer upgrades, Land Bank

Staff	library HVAC 750000
	SE Clarke Basketball Courts 420000
	Paving 1127062
	Courthouse HVAC 800000
	Fire Radios 78000
	Public Safety Fleet Replacement 1335000

THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM

SUBJECT: American Rescue Plan Act State and Local Fiscal Recovery Funds

DATE: August 7, 2024

EXECUTIVE SUMMARY: This agenda report requests the Mayor and Commission approve a commission-defined option to designate the remaining $3,684,979 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). Per Treasury Guidelines, all ARPA SLFRF funds must be obligated before December 31, 2024.

BUDGET INFORMATION:

REVENUES: $57.6M APRA SLFRF Award

EXPENSES:
ANNUAL:
CAPITAL:
OTHER:

FUNDING SOURCE: State and Local Fiscal Recovery Funds

COMMISSION ACTION REQUESTED ON: September 3, 2024

PURPOSE:

To request that the Mayor and Commission:

a. Approve a commission-defined option to designate the remaining $3,684,979 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF); and
b. Authorize the Mayor and appropriate staff to execute all contracts and related documents.

HISTORY:

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

2. On March 13, 2020, President Donald Trump declared a National Emergency in the United States in response to COVID-19.

3. On March 14, 2020, Governor Brian Kemp declared a Public Health Emergency in the State of Georgia.

4. On March 15, 2020, the first COVID-19 case was confirmed in Athens-Clarke County.

5. On March 16, 2020, the Mayor and Commission (M&C) adopted an ordinance for the Declaration of Local State of Emergency in Athens-Clarke County.

6. 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.

7. 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.

8. On June 3, 2021, the Finance Department shared a presentation on ARPA SLFRF Guidance provided by the Government Finance Officers Association during an M&C retreat.

9. On June 15, 2021, the M&C approved and adopted the FY22 Capital and Operating Budget, which included an allocation of $2,220,900 of ARPA CSLFRF Revenue Replacement funds to balance the proposed FY22 budget.

10. On June 21, 2021, the Department of Treasury released the Interim Final Guidance for ARPA SLFRF.

11. On June 22, 2021, ACCGov received the first tranche of ARPA funding in the amount of $28,794,422.

12. 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).

13. On August 12, 2021, Manager Williams shared a presentation on ARPA CSLFRF funding with the M&C.

14. On August 17, 2021, the M&C approved an agreement with the Georgia Department of Health (DPH) for $250,000 of ARPA funds for the purposes of vaccine incentives for Athens-Clarke County residents.

15. On August 17, 2021, the Mayor and Commission (M&C) approved a Commission Defined Option that included an action to "*direct ACCGov staff to issue a Request for Proposals (RFP) by September 3, 2021 to select an agency partner to coordinate with the Magistrate Court, landlords, and tenants to prevent evictions and to provide rental assistance to*

households in need. A vote to approve the selected agency partner will be held by September 21, 2021."

16. On September 7, 2021, the M&C approved $400,000 of ARPA funds for ACCGov Employee vaccine incentive pay.

17. On September 17, 2021, Manager Williams emailed to the M&C a draft pro forma regarding the potential use of ARPA funds based on M&C feedback.

18. On September 21, 2021, the M&C allocated an additional $100,000 of ARPA CSLFRF funds to the DPH for additional vaccine incentives.

19. On October 12, 2021, ACCGov's external auditor, Mauldin and Jenkins, shared a presentation to review their thoughts with the M&C on the ARPA program and process during a regularly scheduled Work Session.

20. At the special called session on October 19, 2021, staff recommended rejecting AFDC's proposal and releasing an amended request for proposals with modification to content, process, and timeline. The M&C voted to deny staff's request:
    a. Do not approve funding for the September 13, 2021 proposal submitted by the Athenian First Development Corporation based upon evaluation criteria; as the Commission directed that a vote to approve a selected agency partner would be held by September 21, 2021;
    b. Authorize ACCGov staff to issue a revised Request for Proposals (RFP) to select an agency partner to coordinate with the Magistrate Court, landlords, and tenants to prevent evictions and to provide rental assistance to households in need.

The M&C instead approved a Commission Defined Option to approve the proposal submitted by Athenian First Development Corporation as an agency partner to coordinate with the Magistrate Court, landlords, and tenants to prevent evictions and to provide rental assistance to households in need; and authorized the Manager to negotiate the scope and budget with a return to Mayor and Commission at the November 2, 2021 meeting.

21. On October 22, 2021, the M&C discussed youth development approaches and outcomes desired that could be funded by APRA during their retreat.

22. On November 2, 2021, the M&C allocated $8,000,000 of ARPA funding to COVID-related employee premium pay and bonuses, as well as authorized two full-time positions that will be dedicated to ARPA administration and compliance.

23. At the November 3, 2021 retreat, the M&C reviewed the pro forma for potential funding budgets for ARPA.

24. At the December 2, 2021 retreat, the M&C reviewed the pro forma for potential funding budgets for ARPA.

25. On December 7, 2021, the M&C awarded:
    a. $2,542,691 to the Athens Alliance Coalition to operate a sanctioned homeless encampment;
    b. $2,425,000 to the Athens First Development Corporation to administer an eviction prevention program;
    c. $240,000 to the East Athens Development Corporation to provide for an additional community vaccine incentive program; and
    d. $100,000 to the Athens Neighborhood Health Center to provide for an additional community vaccine incentive program.

26. On January 6, 2022, the U.S. Department of the Treasury released the Final Guidance for ARPA SLFRF.

27. On January 13, 2022, Manager Williams shared a presentation to discuss the ARPA State and Local Fiscal Recovery Fund strategy and timeline during a Work Session.

28. On January 31, 2022, the ACCGov M&C met jointly with the Clarke County School District Board to discuss potential opportunities to partner for the purposes of furthering youth development in Athens-Clarke County.

29. On January 6, 2022, the Department of the Treasury released the Final Guidance for ARPA SLRF.

30. On March 1, 2022, the M&C approved a commission-defined option allocating ARPA State and Local Recovery Funds to the following categories:

    - Youth Development & Violence Prevention: $7M
    - Affordable Housing: $11M
    - Homelessness: $4M
    - Business and Workforce Development: $4M
    - Behavioral Health: $4M
    - Revenue Replacement/Budget Balancing: $3.4M
    - Future Needs/Contingency: $4.6M
    - Administration: $0.9M

    This M&C action also designated advisory groups, with their associated charge, for the five main focus areas.

31. On March 17, 2022, the ARPA Affordable Housing Advisory Committee (AHAC) met for the first time. At that meeting, the AHAC noted the importance of providing funding to

housing partners in an expedited manner. Subsequently, the AHAC made a motion to recommend the M&C carve out $7M from the overall $11M Affordable Housing budget for a Phase I RFP that would be released immediately for long lead time projects.

32. On May 17, 2022, the M&C approved a concept to help fund a $13.7 million funding deficit for the North Downtown Athens Redevelopment Project. $1,733,334 of this balance was designated from the ARPA Affordable Housing allocation.

33. On April 14, 2022, the AHAC met to develop a project concept for a Phase I allocation in support of affordable housing.

34. On April 15, 2022, ACCGov released a Request for Proposals (RFP) for the Housing Affordability Investment Strategy. This plan will serve as the strategic plan that will inform a portion of the ARPA Affordable Housing Allocation.

35. On April 25, 2022, ACCGov released a request for proposals for the Strategic Plan to Reduce and Prevent Homelessness (SPRPH). This plan serves as the strategic plan that will inform the ARPA allocation for homelessness. No responses were received for this request for proposals, and ACCGov re-released the request for proposals on June 13, 2022.

36. On May 10, 2022, at a regularly scheduled M&C work session, Rick Parker of the Athens Housing Authority and on behalf of the North Downtown Athens Redevelopment partnership, gave a presentation outlining the recent gap in financing for the North Athens Redevelopment Project and an ask of ACCGov to provide an additional $5.2M in funding to allow the project to proceed as envisioned.

37. On May 17, 2022, the AHAC met to discuss the Request for Proposal (RFP) process for ARPA funding related to affordable housing development. The Committee made a recommendation to the M&C to “set aside up to $3M for the North Downtown Athens SPLOST project and to use the remaining funds from the $7M total carve out for an expedited RFP process that would culminate in a December 2022 M&C vote on project funding.” The Committee also recommended that any of the unused portions of the $3 million set aside be returned to the Phase I allocation in support of affordable housing, should it not be needed for the North Downtown Athens Redevelopment Project.

38. On May 17, 2022, the M&C approved a concept to fund a portion of the $13.7 million funding deficit for the North Downtown Athens Redevelopment Project. $1,733,334 of this balance was designated from the ARPA Affordable Housing allocation.

39. On May 3, 2022, Mayor and Commission authorized the awarding of $500,000 of ARPA funds for six local youth development agencies for summer programming.

40. On June 7, 2022, the M&C approved project concept and timeline for Affordable Housing Phase 1. This project concept designated HCD's Vision Committee to provide feedback on received proposals from the RFP.

41. On June 7, 2022, the M&C approved the Phase I Accelerated Concept to deploy up to $5,266,666 in ARPA SLFRF Affordable Housing funding in support of long lead time projects in Athens.

42. On June 24, 2022, a two-step Request for Proposals (RFP) was released to non-profit and for-profit entities to provide solutions to lack of adequate affordable housing in ACC.

43. On July 26, 2022, ACCGov received a single response from The Cloudburst Group for the SPRPH RFP.

44. On August 2, 2022, M&C approved HR&A Advisors to develop the Housing Affordability Investment Strategy.

45. On September 6, 2022, the M&C authorized staff to contract with The Cloudburst Group for the development of the Strategic Plan to Reduce and Prevent Homelessness. As a part of its scope, this plan would develop the HOME-ARP Allocation Plan by the fall of 2023.

46. On September 28, 2022, HCD notified AFDC that it was disallowing $37,895 in EPP operating expenses because AFDC had failed to submit satisfactory documentation. This letter included a number of risk mitigating measures that HCD would be applying to the project. This determination was based on concerns regarding:
    a. Inconsistent invoicing;
    b. The lack of a properly executed contract;
    c. A contract that was written in past tense; and,
    d. Inconsistent payroll records.

47. In October 2022, as a result of a competitive RFP, Cloudburst Consulting Group, Inc. was awarded a contract with HCD to create a Strategic Plan to Reduce and Prevent Homelessness, to include the HOME-ARP Allocation Plan, for the ARPA Homelessness Initiative.

48. On October 14, 2022, Mayor Girtz requested that Manager Williams develop an agenda item for the designation of an additional $500,000 of ARPA Youth Development and Violence Prevention program funds for summer 2023 community non-profit funding to serve local youth.

49. On October 24, 2022, HCD notified AFDC that it was suspending the EPP for federal non-compliance.

50. On October 31, 2022, AFDC provided ACCGov with $87,388.66 in reimbursement for prior pre-payments to the EPP. This accounted for the majority of funding held within the EPP direct assistance and operating bank accounts.

51. On November 7, 2022, AFDC notified ACCGov of additional program participants who were not included in the original list of approved participants, as shared by AFDC during the week of October 24, 2022. At this meeting, AFDC provided ACCGov with an additional $12,000 reimbursement for prior pre-payments to the EPP.

52. 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 of the project suspension.

53. On November 15, 2022, and under suspension of rules, the M&C allocated an additional $4 million from the ARPA Affordable Housing allocation to support funding shortfalls for the North Downtown Athens Redevelopment Project.

54. 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.

55. On December 13, 2022, the 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.

56. Between November 16, 2022 and December 31, 2022, HCD staff had to facilitate direct financial assistance to previously approved program participants because they were not being assisted by AFDC due to their challenges related to program administration.

57. In January 2023, as part of the project close-out procedures, HCD completed a program account reconciliation and found that AFDC has over-reimbursed ACCGov for $16,444.30. On January 17, 2023, HCD used certified mail to send AFDC a check for this amount and a reminder to complete a Single Audit by an independent CPA as outlined in their contract.

58. On February 3, 2023, HCD released an RFP for a second eviction prevention program based on direction from M&C.

59. On April 28, 2023, ABHS Chief Executive Officer Tamar L. Conlin submitted a letter to Mayor Girtz about the approval of ARPA funds allocation for the purpose of funding the Mental Health Recovery Facility Project.

60. On May 2, 2023, the Mayor and Commission awarded $900,000 from the ARPA SLFRF allocation to the Eviction Prevention Program to Family Promise of Athens.

61. On May 4, 2023, the M&C held a strategic planning retreat, during which progress on the ARPA SLFRF strategic priorities was discussed, and the Athens Area Chamber of Commerce presented updates and a proposal to partner with ACCGov on a collaborative community workforce strategic planning process. Advantage Behavioral Health Systems (ABHS) also made a presentation to the M&C at their retreat regarding both the Advantage Board as well as the Safety and Justice Committee recommendations to use the ARPA funds to supplement funds from SPLOST 2020 Project 28 Mental Health Recovery Facility for the ABHS Recovery Facility.

62. On May 9, 2023 at the M&C Work Session, staff presented the Proposed Project Concept and the Project Budget showing the anticipated use of the $4M to supplement the SPLOST Funding for the new Recovery Facility.

63. On May 23, 2023, the M&C voted to authorize a transfer of funds to Athens Area Chamber of Commerce to be used to hire a third-party firm to conduct a Workforce Development Strategic Plan as a part of the ARPA strategic planning process, at an amount not to exceed $27,000; and authorized staff to execute all related documents.

64. 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 remains to be allocated according to the SPRPH.

65. On June 6, 2023 at the regular session, M&C awarded $4M of ARPA behavioral health funds to ABHS to supplement funds from the SPLOST 2020 Project 28 Mental Health Recovery Facility for the ABHS Recovery Facility. However, the need for an intergovernmental agreement was not specified as part of that vote.

66. In June 2023, Athens Area Chamber of Commerce contracted with Hodge Consulting, which engaged a broad group of community stakeholders during Summer and Fall 2023 to gather input in conducting a community-wide workforce strategic planning process. The feedback was compiled into a community workforce work plan, Athens Achieves.

67. 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.

68. 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 (see **Attachment #4** for an outline of points of connections between the AHIS and SPRPH). At that meeting, M&C discussed the possibility of pushing the vote to October 3, 2023 to coincide with their vote on the SPRPH.

69. 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 #17. Staff plans to provide M&C with a summary of all public comments received by September 29, 2023.

70. On September 12, 2023, The Cloudburst Group presented an overview of the SPRPH to the M&C during a regularly scheduled Work Session meeting.

71. On October 3, 2023, the Mayor and Commission approved an Intergovernmental Agreement between ACCGov and Advantage Behavioral Health Systems for the previously allocated $4,000,000 of ARPA behavioral health funds to support SPLOST 2020 Project 28, Mental Health Recovery Facility Project.

72. On October 3, 2023, the Mayor and Commission approved a CDO, which accepted the Housing Affordability Investment Strategy and directed the Manager to direct the Manager to bring forward a strategy within 180 days for engaging for profit and additional non-profit organizations, educational institutions and national non-profits, as well as major employers, financial institutions, property owners, faith based organizations, and philanthropists in becoming affordable housing partners.

73. On October 3, 2023, the Mayor and Commission accepted the Strategic Plan to Reduce and Prevent Homelessness, accepted the funding requests 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 of ARPA workforce funds for “partnerships for employment”.

74. On October 3, 2023, the Mayor and Commission:
    a. Approved a transition plan for the sanctioned homeless encampment operated by the Athens Alliance Coalition in anticipation of contract termination on December 31, 2023;
    b. Approved a new Memorandum of Understanding (MOU) between ACCGov and Advantage Behavioral Health Systems; and

c. Adopted a budget ordinance to allocate: $25,000 of General Funds originally allocated for SHE operator capacity building; up to $100,000 of General Capital Projects Fund remaining balance of Homeless Encampment setup; up to $152,288 of ARPA Funds for Sanctioned Homeless Encampment, and, if needed, up to $150,000 of ARPA Funds from Homelessness SPRPH "all other strategies" to fund the total required $277,288 for the ABHS Hotel Voucher Program.

75. On March 4, 2024, ACCGov contracted with Lion Leadership, LLC to provide consultant services related to facilitation of an Advisory Committee to develop a Business Development and Workforce Support strategic plan, with special consideration for addressing the needs of workers, as outlined in the CDO.

76. On May 14, 2024, AACoC Executive Director David Bradley presented the findings and recommendations from the strategic planning process at the Mayor & Commission work session.

77. On June 5, 2024, the M&C voted to accept the Athens Area Chamber of Commerce's Athens Achieves community workforce strategic plan and approved $1,921,680 for the purposes of implementing the strategic plan, to provide for a coordinated effort to sustain workforce development efforts in Athens-Clarke County.

78. On July 16, 2024, staff presented an overview of the status of previously funded ARPA projects, staff recommendations for the remaining ARPA funds, a potential timeline for the recapture of funds, and the timeline moving forward for ARPA funding designation. Additionally, the Mayor and Commission also discussed the recommendations from the Business Development & Workforce Support Advisory Committee.

79. On August 6, 2024, the Advisory Committee co-chairs Commissioners Taylor and Myers presented a Commission Defined Option (Workforce Support CDO) detailing potential partners and funding to address items in the strategic plan. This included designating direct awards and instructing staff to review agency proposals and return them to the M&C for the September 3rd voting session. Mayor Girtz and Commissioner Thornton requested that Commissioners Taylor and Myers work with the Athens Area Chamber of Commerce to combine proposals, in collaboration with the ACCGov Attorney's Office, for contracting purposes. The Mayor and Commission revisited the proposed plan by the Chamber of Commerce. After discussion and consideration, the M&C opted to take no action on the proposal and moved forward without implementing any changes.

80. On August 14, 2024, staff offered a virtual technical assistance opportunity to all entities named in the Workforce Support CDO. The majority of named entities were able to attend the training.

81. Between August 16, 2024 and August 23, 2024, staff reviewed the program proposals submitted by the entities named in the Workforce Support CDO. When needed, staff engaged with agency representatives to obtain updates on program scopes, budget, and performance metrics.

FACTS & ISSUES:

1. There are four general eligible uses for SLFRF funds by cities and counties:
    a. Replace **lost public sector revenue**, using this funding to provide government services up to the amount of revenue lost due to the pandemic;
    b. Respond to the far-reaching **public health and negative economic impacts** of the pandemic by supporting the health of communities and helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts;
    c. Provide **premium pay for essential workers**;
    d. Invest in **water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet; and
    e. SLFRF funds may be used for administration of SLFRF programs and projects including costs to support effective management and oversight, compliance with legal and regulatory requirements, and accounting and reporting of SLFRF funds.

2. According to Treasury Guidance, the funds must be committed before December 31, 2024, and totally expended prior to December 31, 2026.

3. As of August 15, 2024, the ARPA allocations had $3,684,979 of uncommitted funds. The following table provides the remaining balances of uncommited funds by category:

American Rescue Plan Act (ARPA - SLFRF) - uncommitted budget balances	
Project Name	**Balance**
Affordable Housing:	
Affordable Housing - Phase I	$26,117
Youth Development:	
Youth Dev./Violence Prevention	$3,182,932
Youth Dev Summer 2022 and 2023	$179,377
Workforce Development:	
Business Dev./Workforce Suppt	$499,720
All Others:	
Contingency/Future Needs	$5,162
Total	$3,893,308
Less pending items	*($208,329)*
Available Balance	**$3,684,979**

OPTIONS:

1. Mayor and Commission:
   a. Approve a commission-defined option to designate the remaining $3,684,979 American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF); and
   b. Authorize the Mayor and appropriate staff to execute all contracts and related documents.

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1

9/1/2024

Niki Jones, Acting Manager Date:

MEMORANDUM

TO: MAYOR AND COMMISSION
FROM: STACEE FARRELL
DATE: JUNE 13, 2024
RE: **KEEP ATHENS-CLARKE COUNTY BEAUTIFUL (KACCB) BOARD APPOINTMENTS**

On behalf of Keep Athens-Clarke County Beautiful (KACCB), I am writing to request Mayor and Commission's approval of three new candidates to the KACCB Board of Directors as well as and three renewing candidates.

As required by Article III, Section 3 of the KACCB By-laws, the KACCB Board of Directors unanimously approved the following candidates three-year terms:

- Mr. Lorenza (Chico) Rosier- Mr. Rozier will fill the seat vacated by Mr. David Bow, whose term ends June 30, 2024. Mr. Rozier's term will begin July 1, 2024 and end June 30, 2027.
- Ms. Keela Singleton - Ms. Singleton will fill the seat vacated by Ms. Stephanie Hall, whose term ends June 30, 2024. Ms. Singleton's term will begin July 1, 2024 and end June 30, 2027.
- Ms. Sara Clarke –Ms. Clarke will fill the seat vacated by Mr. Warren Able, whose term ends June 30, 2024. Ms. Clarke's term will begin July 1, 2024 and end June 30, 2027.

In addition, as required by Article III, Section 4 of the KACCB By-laws, Board members appointed by the Unified Government, shall be eligible to serve a second three-year term. The KACCB Board of Directors unanimously approved the following candidates for a second term:

- **Mr. LaDarius Thomas-**Mr. Thomas's second term will begin July 1, 2024 and end June 30, 2027.
- **Ms. Angela Huff-** Ms. Huff's second term will begin July 1, 2024 and end June 30, 2027.

Please find candidate applications included with this memorandum. If you have questions or concerns regarding this request, please do not hesitate to call me.

Sincerely,

Stacee Farrell, Executive Director
Keep Athens-Clarke County Beautiful

ADOPT-A-HIGHWAY PROCLAMATIONS

SEPTEMBER 3, 2024

Adopting Organization	Location
Athens Rock Lobsters	North Avenue between Willow Street and Northcrest Drive

Athens-Clarke County Contract Awards
In Excess of $10,000 - July 2024

Contract Award Date	Vendor Name	Commodity or Service	Contract Amount	Department	Funding Source
Manager Awarded Contracts: Total $235,844.74					
07/12/2024	DOCEBO NA INC	Renewal FY25: Learning Management System	108,605.00	Information Technologies	General Fund
07/25/2024	PRIME CONTRACTORS INC	Parking Lot Overlay/Patch Work - Police Headquarters	127,239.74	Facilities Management	General Fund General Capital Projects Fund
Purchasing Awarded Contracts: Total $1,049,757.76					
07/02/2024	FIRE SYSTEMS INC	Installation: Fire Suppression System	26,888.00	Landfill	Landfill Ent Fund
07/02/2024	TARGETSOLUTIONS LEARNING LLC	Renewal FY25: Fire Learning Management System	19,894.40	Fire	General Fund
07/10/2024	J&T SERVICE CENTER INC	Repair: Emergency Generator - Fire Station #9	14,250.00	Facilities Management	General Fund
07/10/2024	GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY	Firefighters' Cancer Benefit Program	10,993.83	Safety & Risk	Self Funded Insurance & Claims Intr Serv
07/10/2024	MAMIE BRIGHTWELL	Renewal FY25: Custodial Agreement - Downtown Portland Loo	24,600.00	Facilities Management	General Fund
07/10/2024	MCCI LLC	Renewal FY25: Software Subscription	26,123.01	District Attorney's Office	General Fund
07/10/2024	IMPACT RENTALS LLC	Excavator Rental	11,630.50	Streets & Drainage	Storm Water Utility Ent Fund
07/10/2024	DIVERSIFIED COMPANIES LLC	Postage for 2024 Tax Bills	20,000.00	Tax Commissioner's Office	General Fund
07/11/2024	CENTRALSQUARE TECHNOLOGIES LLC	Renewal FY25: Software - NaviLine	95,646.45	Information Technologies	General Fund
07/12/2024	YANCEY BROS CO	Replace: Batteries Generation 2 Generator - Middle Oconee	16,490.50	Plant Maintenance	Water & Sewer Ent Fund
07/12/2024	EWT HOLDING III CORP	Water Meter Pump Repair Kit (6)	12,674.50	Plant Maintenance	Water & Sewer Ent Fund
07/16/2024	QUADIENT LEASING USA INC	Mail Meter Lease	11,328.12	Internal Support	Internal Support Intr Serv Fund
07/17/2024	CONTROL TECHNOLOGIES INC	Traffic Camera Kits (10)	36,970.00	Transportation & Public Works	General Capital Projects Fund
07/17/2024	CONTROL TECHNOLOGIES INC	CPU Module with Firmware & Power Supply	30,658.00	Transportation & Public Works	General Fund
07/17/2024	PERIMETER OFFICE PRODUCTS INC	Copy Paper (840)	27,543.60	Internal Support	Internal Support Intr Serv Fund
07/17/2024	HARCO EQUIPMENT INC	60" Mower (3)	30,717.36	Landscape Management	General Capital Projects Fund
07/17/2024	NOVA ENGINEERING AND ENVIRONMENTAL LLC	Materials Testing Services - Sandy Creek Nature Greenway Trail Improvements	20,755.00	Capital Projects	TSPLOST 2023 Cap Proj Fund
07/17/2024	TECH DATA CORPORATION	Software Programs for Engineering Management	12,583.60	Engineering Management	Water & Sewer Ent Fund
07/17/2024	UNIVERSITY OF GEORGIA	University of Georgia Research MOU Analysis of Impediments	40,000.00	Housing & Community Development	General Capital Projects Fund
07/18/2024	GULF STATE DISTRIBUTORS INC	Ammunition (multiple sizes - 332 cases)	99,431.50	Police Field Operations Bureau	General Fund
07/18/2024	HARCO EQUIPMENT INC	Mower (1)	11,956.95	Landscape Management	General Capital Projects Fund
07/19/2024	ANDRIT SEPARATION INC	Field Service Repair - North Oconee	39,457.00	Plant Maintenance	Water & Sewer Ent Fund
07/19/2024	ANDRIT SEPARATION INC	Field Service Repair - Middle Oconee	14,041.00	Plant Maintenance	Water & Sewer Ent Fund
07/19/2024	MCCI LLC	Renewal FY25: Software - Laserfiche	34,917.17	Information Technologies	General Fund Building Inspection Spec Rev Fund TSPLOST 2018 Cap Proj Fund Water & Sewer Ent Fund Storm Water Utility Ent Fund
07/22/2024	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	Pedestrian Light Pole and Fixtures - Downtown	13,547.62	Facilities Management	General Fund
07/22/2024	TYNERS TRUCK AND AUTO REPAIR INC	Parts & Labor: Replace Truck Turbos and EGR valve	13,296.90	Fleet Management	Fleet Management Intr Serv Fund
07/22/2024	JUDICIAL ALTERNATIVES OF GEORGIA INC	FY25 Case Management Database	14,500.00	Probation Services	General Fund
07/23/2024	COOK'S PEST CONTROL, INC	Bedbug Treatment - Courthouse	30,000.00	Facilities Management	General Capital Projects Fund
07/23/2024	SOUTHERN COMPUTER WAREHOUSE INC	Renewal FY25: Software - Adobe Acrobat Standard for Teams	46,867.87	Information Technologies	General Fund Community Development Block Grant Building Inspection Spec Rev Fund Water & Sewer Ent Fund
07/23/2024	SOUTHEAST SERIES OF LOCKTON COMPANIES LLC	Renewal FY25: Drone Coverage	15,408.00	Safety & Risk	Self Funded Insurance & Claims Intr Serv
07/25/2024	TMS EQUIPMENT SERVICES	Trash Pump	18,803.00	Streets & Drainage	Storm Water Utility Ent Fund
07/25/2024	UNIVERSITY HEALTH CENTER	Flu Vaccine Clinics - 2024	22,200.00	Benefits & Wellness	Self Funded Health Insurance Intr Serv Fund
07/29/2024	STERTIL-KONI USA INC	Purchase & Installation: Lift	36,439.28	Fleet Management	Fleet Management Intr Serv Fund
07/29/2024	CLYDE ARMORY INC	Body Armour Vests (40) & Carriers (50)	62,969.10	Police Field Operations Bureau	General Fund
07/29/2024	ATHENS COMMERCIAL PRINTERS INC	Print & Mail Services - Summer Watersource Newsletter (36,000)	13,546.80	PUD Administration	Water & Sewer Ent Fund
07/30/2024	CANNON COCHRAN MANAGEMENT SERVICES INC	Annual Administration Fee	12,500.00	Safety & Risk	Self Funded Insurance & Claims Intr Serv
07/30/2024	MAXAIR MECHANICAL LLC	Replace: Chilled Water Pump & Motor Assembly - Water Resource Building	11,938.00	Facilities Management	General Fund
07/30/2024	UTILICOM SUPPLY ASSOCIATES LLC	Signal Monitors (30)	35,690.70	Transportation & Public Works	General Capital Projects Fund
07/31/2024	EVERBRIDGE INC	Nixle Engage & Global Message Credits (500,000)	12,500.00	Police Field Operations Bureau	Emergency Telephone Spec Rev Fund
Number of Contracts	**41**	**Total of Contracts Awarded**	**$ 1,285,602.50**	Submitted by: Jessica Beri Purchasing Administrator August 28, 2024	