



The Honorable William "Bill" Edwards, Mayor
The Honorable Catherine F. Rowell, District 1 Councilmember
The Honorable Carmalitha Gumbs, District 2 Councilmember
The Honorable Helen Z. Willis, District 3 Councilmember
The Honorable Naeema Gilyard, District 4 Councilmember
The Honorable Corey A. Reeves , District 5 Councilmember
The Honorable khalid kamau, District 6 Councilmember
The Honorable Mark Baker, District 7 Councilmember

SPECIAL CALLED MEETING AGENDA

1. Meeting Called to Order
2. Roll Call
3. Agenda Items
 1. City's Response to Coronavirus and Authorization of Expenditures (City Manager)
 2. Council Approval to Authorize the Pursue of Multiple Grants
 3. Resolution Authorizing Community Development Block Grants (khalid)
4. Executive Session

When an Executive Session is Required, one will be called for the following issues:
1) Personnel, 2) Litigation or 3) Real Estate
5. Adjournment of Meeting



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



SUBJECT: City's Response to Coronavirus

DATE OF MEETING: 3/12/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_Coronavirus	Cover Memo	3/11/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William “Bill” Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 9, 2020

SUBJECT: **Coronavirus (COVID-19) Efforts**

Introduction

Today, the City of South Fulton learned of its first confirmed case of the Coronavirus Disease 2019 (COVID-19). The patient, a teacher with classes to three area schools, has been quarantined and is receiving professional medical care.

The safety of all residents – and City staff – remains the City’s top priority. The City continues to work closely with Fulton County health officials and the Centers for Disease Control and Prevention (CDC) to monitor the situation. Residents should check the City’s website and social media outlets for regular updates.

In an abundance of caution, the City will adjust operating hours for Tuesday, March 11, 2020 to 10 a.m. All City offices will open to the public at 12 p.m.

Staff is working with the Mayor to call an Emergency Special Called Meeting tentatively for 3 p.m. tomorrow based on the availability of Council, with a goal of allocating approximately \$50k from contingency to purchase protective gear for public facing employees and public safety first responders.

What is the City Doing?

We are monitoring the situation around the clock through constant contact with local, state and federal health officials. We will provide updates as new information warrants.

All activities scheduled through the City’s Parks, Recreation and Cultural Arts Department for Monday, March 9, 2020 have been canceled. Look for updates on when those activities will resume.

In addition, the safety of our personnel and the citizens they serve remains paramount. To that end, we have:

- Prioritized funding for equipment and other resources needed to ensure safety. This includes 500 sets of personal protection equipment for firefighters, police officers and other staff.
- Purchased vehicle decontamination supplies for City vehicles.
- Increased sanitizing procedures at parks, recreation centers and all facilities.

What Should You Do? (General Public)

It is crucial that everyone living or working in the City of South Fulton remain calm and follow these steps from the CDC to minimize chances of contracting the virus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

Educate yourself about the virus. Check out these websites for more information:

- Centers for Disease Control and Prevention - www.cdc.gov/coronavirus
- Georgia Department of Public Health - dph.georgia.gov

A more detailed memorandum will be distributed at approximately 7 p.m. EST tonight.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 9, 2020

SUBJECT: **Coronavirus (COVID-19) Efforts - Updated**

The information provided below is outlined to give Mayor and Council a comprehensive detail of the efforts taken by staff in response to the Coronavirus.

Fire Station 15 (6720 Cedar Grove Road)

Our first responders responded to a medical call regarding a person that fainted on Friday, March 6, 2020 at Beer Creek Middle School. The patient displayed no visible symptoms of the Coronavirus. There was a total of three (3) firefighters on shift that day at Station 15 with only one responding to the call. As a precaution, Fire Station 15 has been closed and the three (3) fire personnel on shift that day have been quarantined at home for a total of 14 days. It is worth noting that none of the firefighter personnel are displaying signs or symptoms of the Coronavirus. Firefighters on the two other shifts at Station 15 have been reassigned to work at other stations. Fire personnel in conjunction with Risk Management are working to get the facility cleaned. The City of South Fulton currently has an Automatic Aide Agreement with both the City of Fairburn and the City of Union City. Each agency will provide assistance in the event of a fire to ensure there is adequate coverage for the residents in the area of Station 15. We take great care of our Fire personnel and want to ensure the integrity of the facility and other first responders are taken care of.

Purchase of Equipment

Due to the severity of the situation, staff will need to utilize the City issued purchase cards to purchase supplies and equipment needed. In order to do so, departments area required by the Procurement Department to complete the Credit Card Emergency Form and the General Emergency Form to include the following information:

1. Credit Card Form = Indicate the dollar amount of the increase requested to respond to the Coronavirus.
2. General Form = Please complete to cover other purchases that may be necessary to respond to the Coronavirus. This will relax the Procurement rules and approve departments to freely purchase needed supplies from any vendors without the need for formalities in response to this threat.

This process will be followed for the purchase of protective equipment to include gloves, masks, and other essential items.

Human Resources Update

The City of South Fulton has been in constant communication with Fulton County Schools and will be working with them on communications and public safety responses. We are also providing notice and support to our employees. Any staff member that has a student at Fulton County Schools will be provided support from the City in caring for their child and those eligible will be allowed to telecommute. Those who have a child at one of the impacted schools (Bear Creek Middle School, Woodland Middle School, and/or Creekside High School) will likely be quarantined by the CDC and will not be allowed to return to work until their household is cleared.

Telecommuting Policy 324-18

Telecommuting is normally reserved for employees in exempt positions, since non-exempt positions require careful tracking of time worked to ensure that overtime policies are properly observed. Telecommuting is more challenging for non-exempt employees due to record keeping requirements that require recording of each workday showing when the employee begins and ends the workday as well as meal and break periods.

Management will consider several criteria when determining if an employee will be permitted to telecommute, including proven ability to perform, high job knowledge, ability to establish clear objectives, flexibility, ability to work independently, and dependability.

Management will also consider several criteria when determining if the nature of an employee's work lends itself to telecommuting, such as whether the job entails working alone or with equipment that can be kept at the alternative job site, whether the job has clearly defined tasks and objectives, whether the job is flexible, and whether the job has measurable work activities. All requests should be treated equitably, regardless of the employee's reason for making the request. The following guidelines are applicable:

- In any work arrangement, employees will be expected to meet the same performance standards as otherwise required, and supervisors/managers will be expected to use the same performance review criteria that were previously applicable.
- Employees who propose a telecommuting agreement should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Where applicable, telecommuters will need to find ways to maintain a distinct separation between work activities and personal activities.
- All telecommuting work arrangements are subject to ongoing review and may be terminated at any time, by either party.
- All terms and conditions of employment with the City, e.g. duties, responsibilities, benefits, salary, etc., remain unchanged as a result of the telecommuting arrangement.

Time Away from Work 325-15

Sick Leave entitles an eligible employee to receive his or her regular rate of pay during absences related to or resulting from the employee's illness, injury, or exposure to contagious disease which incapacitates him/her from performance of duties or the employee's receipt of medical or dental care or consultation.

Emergency Leave The emergency leave is chargeable against sick leave and vacation leave, in that order, in cases of bona fide emergencies or bereavement resulting from any of the following reasons, conditions and circumstances: (c) Employees are also entitled to emergency leave under this policy for enforced medical quarantine of the employee in accordance with community health laws or regulations. **Applicable to employees that have child(ren) that attend Bear Creek Middle School, Woodland Middle School, and/or Creekside High School.*

Administrative Leave is an authorized absence from duty without loss of pay or charge to accrued leave.

Staff recommends the following:

1. Employees that have child(ren) that attend any of the impacted schools: Bear Creek, Woodland, and/or Creekside should be quarantined until further notice—see Emergency Leave Policy.
 - a. Department heads will identify the impacted employees and submit their name and job title to HR immediately.
 - b. Department heads will review the Telecommuting Policy to determine the impacted employee's eligibility to participate.
 - c. [Telecommuting agreements](#) should be completed and submitted to Human Resources.
2. Employees that are impacted by Fulton County School closures may be extended Administrative Leave, as authorized by the City Manager.
 - a. Department heads will identify the impacted employees and submit their name and job title to HR immediately.

COSF Building Clean-up

Staff is currently implementing a deep cleaning and sanitization of 25 City of South Fulton facilities starting with Fire Station 15 to get the station re-opened so that services are not impacted (see attached highlighted building list). This will include a surface cleaning with approved EPA products and use of an Ozone machine to deplete the Oxygen levels, therefore killing the virus. Staff is currently in discussions with Parker Young and Cotton, who can perform the proper cleaning with the machine and EPA approved products. The cost for clean-up is estimated to not exceed \$10k per facility. Staff cannot occupy the buildings while cleaning with the Ozone machine takes place and will potentially need to be relocated.

Below is the link to the CDC recommended products and guidelines for cleaning Businesses and Employers:

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html

Public Safety Update

The City of South Fulton Police and Fire Rescue Departments have been in constant contact with the Centers for Disease Control and Prevention (CDC) as well as local, state, and federal agencies. Below is a breakdown of the activities that have been implemented in response to the Coronavirus:

- E-911 service providers have been instructed to ask callers certain questions to determine whether the person needing medical attention is experiencing symptoms of the Coronavirus.
- Tentative Person-in-Custody process for Police:
 - Call Department of Public Health to start the process of moving the individual in custody to a medical facility.
 - Grady will transport the individual to Emory Hospital Midtown.
 - If the individual was placed in the back of a police vehicle, the officer will transport the individual in custody to Emory Midtown Hospital.
 - The officer will put on a N-95 mask and place a surgical mask on the individual in custody showing symptoms of the Coronavirus.
- Equipment
 - The Police Department is putting together an estimate on the cost for essential protective gear to include gloves, masks and other items for approximately 25 staff members between Police, Fire, and Parks, Recreation & Cultural Affairs. Additionally, quotes are being gathered on the cost to purchase vehicle decontamination machines.
 - Police and Fire Rescue are evaluating the cost to purchase a decontamination machine for large areas.
 - Police is looking to purchase hand sanitizers and disinfected spray for patrol vehicles.
 - Personal Protection Equipment Kits
 - 500 total kits ordered:
 - Police: 150
 - Fire Rescue: 150
 - Parks, Recreation & Cultural Affairs: 100
 - City Hall: 50
- Quarantine Facility
 - The Police Department may have to utilize Welcome All Park as a quarantine site for individuals that have the Coronavirus.

Parks, Recreation & Cultural Affairs Update

Parks programming has been suspended for the remainder of the evening. Similar to our sister cities, staff is currently evaluating the situation and will notify the public as soon as a decision is made regarding programming. It is likely that staff will follow the same protocols as Fulton County Schools and will notify Council when a decision has been made.

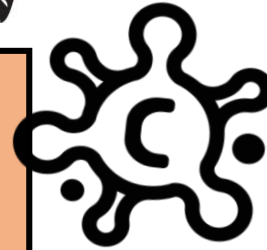
Communications & External Affairs Update

Based on the ability to schedule an Emergency Special Called Meeting, the Communications & External Affairs Department will hold a press conference immediately following the meeting. Additionally, staff is creating information to provide insights to the public on what the City is doing in response to the Coronavirus.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.



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Novel Coronavirus

What is it?

It is a virus strain that has only spread since December 2019. Health experts are concerned about this virus because there is little information and can cause serious illnesses and pneumonia.

Health experts are still learning how the virus spreads, but others who have been infected spread through:

People who have been diagnosed with coronavirus have reported symptoms that began in as little as 2 days up to 14 days after exposure to the virus.

If you are traveling overseas, follow the CDC's guidance: www.cdc.gov/travel. Steps to prevent the flu will also help prevent coronavirus.

How does it spread?



the air by coughing and sneezing



touching a surface with the virus on it, then touching your nose, mouth or eyes



close personal contact such as touching or shaking hands



in rare cases through feces

What are the symptoms?



fever



cough



difficulty breathing



severe illness

How can I prevent getting it?

- Wash hands with soap and water and/or use hand sanitizer.
- Avoid touching your eyes, nose, mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while you are sick and avoid contact with others.
- Cover your mouth/nose with a tissue when coughing or sneezing.



DEPARTMENT OF HUMAN RESOURCES

TELECOMMUTING AGREEMENT

TELECOMMUTING POLICY 324-18

Name _____ Employee ID _____

Job Title _____ Department _____

Work Location _____

Supervisor _____ Desired Start Date _____

Current Status ☐ (Check One) ☐ Full Time ☐ Non-Permanent

☐ (Check One) ☐ Exempt ☐ Non-Exempt

In accordance with Policy 324-18, this Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace on a regular basis. The agreement begins on _____ and continues until _____. The agreement can be terminated with at least 4 days' written notice by either party (timeline is subject to management discretion). I understand that all obligations, responsibilities, terms and conditions of employment with the City remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

I. Proposed Work Schedule

A. Department – Days and hours when the employee is normally expected to be on the work-on site are:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

B. The alternate workplace is located at: _____

C. Alternative Workplace – Days and hours when the employee will normally work off-site.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

II. Duties/Assignments

I recognize that the supervisor reserves the right to assign work as necessary at any workplace. _____ (initial)
Duties and assignments authorized to be performed at this alternate workplace are:

III. Communication

I recognize that effective communication is essential for this arrangement to be successful and I agree to remain accessible during designated work hours and understand that management retains the right to modify this Agreement on a temporary basis as a result of business necessity. The following methods of communicating are agreed upon (specify who [include back-up and emergency contacts], when, how often, during what time frames, and how (phone, fax, face-to-face, etc.):

Name _____ Employee ID _____

IV. Space/Equipment/Records (initial)

_____ I agree to use City owned records, and materials for purposes of City business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. I understand that although I may be permitted to use the City-owned equipment for incidental personal use, such use shall not interfere with the business use of the equipment.

_____ I agree to report to the supervisor instances of loss, damage, or unauthorized access at the earliest opportunity.

_____ I agree to return City equipment, records and materials within 5 days after the termination of this agreement.

_____ I understand that all equipment, records and materials provided by the City shall remain the property of the City.

Regarding space and equipment purchase, set-up, and maintenance, the following is agreed upon: The City will provide the employee with a computer, cell phone and remote access.

V. Safe Working Environment (initial)

_____ I agree to maintain a safe and secure work environment.

_____ I agree to allow the City access to assess safety and security, upon reasonable notice.

_____ I agree to report any work-related injuries to the supervisor at the earliest opportunity.

_____ I agree to hold the City harmless for injury to others in the alternate workplace.

VI. Other

I understand that the City of South Fulton is not obligated to approve a proposal for a telecommuting work agreement for any employee. The decision is at the discretion of my Department Head/Supervisor/Manager. This agreement and work schedule are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs. Generally, business needs permitting, the supervisor/manager or the employee should give at least (4) days' notice in advance of ending or changing an arrangement. I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand, agree to, and will abide by all of its provisions.

Employee Signature

Date

FOR AUTHORIZED SIGNATURES ONLY

Approved ☐ Denied ☐ _____

Supervisor

Date

Approved ☐ Denied ☐ _____

Department Head/Designee

Date

Approved ☐ Denied ☐ _____

Human Resources Director/ Designee

Date

Comments

I. Statement of the Policy

The City supports programs and activities that complement the use of public and group transportation and embrace the goal of improving the quality of life for City employees and citizens. Accordingly, the City supports telecommuting as a viable workplace alternative to a traditional workplace and as a means of reducing overhead costs and improving the environment. The City will actively support telecommuting when it is reasonable and practical to do so and where operational needs will not be adversely affected.

Telecommuting is a cooperative arrangement between the City and an employee, based on the needs of the job, work group, and the City. Telecommuting is a privilege. The City has the right to deny the telecommuting option to individual employees and to review, modify or terminate a telecommuting arrangement at any time, for any reason or no reason at all.

II. Background and Applicability

This policy applies only to exempt employees in all departments, unless otherwise required by applicable law.

III. Telecommuting Defined

Telecommuting is working at home or at other off-site locations that are linked electronically (via computer, fax, etc.) to a central office or principal place of employment. Telecommuting does not include instances where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.

IV. Eligibility Guidelines

Telecommuting is normally reserved for employees in exempt positions, since non-exempt positions require careful tracking of time worked to ensure that overtime policies are properly observed. Telecommuting is more challenging for non-exempt employees due to record keeping requirements that require recording of each workday showing when the employee begins and ends the workday as well as meal and break periods.

Management will consider several criteria when determining if an employee will be permitted to telecommute, including proven ability to perform, high job knowledge, ability to establish clear objectives, flexibility, ability to work independently, and dependability.

Management will also consider several criteria when determining if the nature of an employee's work lends itself to telecommuting, such as whether the job entails working alone or with equipment that can be kept at the alternative job site, whether the job has clearly defined tasks and objectives, whether the job is flexible, and whether the job has measurable work activities.

All requests should be treated equitably, regardless of the employee's reason for making the request. The following guidelines are applicable:

- In any work arrangement, employees will be expected to meet the same

performance standards as otherwise required, and supervisors/managers will be expected to use the same performance review criteria that were previously applicable.

- Employees who propose a telecommuting agreement should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Where applicable, telecommuters will need to find ways to maintain a distinct separation between work activities and personal activities.
- All telecommuting work arrangements are subject to ongoing review and may be terminated at any time, by either party.
- All terms and conditions of employment with the City, e.g. duties, responsibilities, benefits, salary, etc., remain unchanged as a result of the telecommuting arrangement.

V. Telecommuting Agreement

Any employee eligible for a telecommuting arrangement will be required to sign a Telecommuting Agreement prior to beginning remote work. A Telecommuting Agreement is not a contract of employment. Either the employee or the City may terminate the employment relationship at any time with or without notice and/or cause, unless stated in HR policies and procedures. Any violation of the City's telecommuting policy or the individual Telecommuting Agreement may result in removal of the employee from the teleworking program and/or may result in other disciplinary action up to and including termination.

If the Telecommuting Agreement is terminated, employees are required to promptly return to the regular City workplace and schedule within four (4) working days. If they elect not to return as requested, and do not report to work within four (4) working days, they will be subject to disciplinary action and/or be considered to have voluntarily terminated their employment.

The City will not be held responsible for costs, damages, liabilities, or losses incurred by the teleworker resulting from or arising out of the Telecommuting Agreement.

VI. Americans with Disabilities Act

The City may consider telecommuting as a type of reasonable accommodation under the Americans with Disability Act (ADA) for qualified employees with disabilities. Consideration shall be made on a case-by-case basis and between the employee, the Department Head and HR or designee in order to determine whether telecommuting may be a reasonable accommodation that would allow the employee to perform the essential duties of their job position. Regardless of whether a telecommuting arrangement is provided as a reasonable accommodation, all other criteria applicable to this policy will apply.

VII. Responsibilities

A. Department Head/Manager or Supervisor:

1. Determine whether the employee is a good candidate for telecommuting. Consider factors such as, but not limited to,

- satisfactory performance and the ability to work independently.
2. Determine, with HR, that the nature of work is suitable for performance from a remote site, e.g., need for confidentiality.
 3. Evaluate and consider how the proposed arrangement will impact other employees or the department as a whole.
 4. Approve City equipment for use at remote location.

B. Employee:

1. Ensure that City equipment and records in the off-site workspace are maintained in safe and secure conditions and are used primarily for City business.
2. Ensure City records are available to the department when requested. Employee should consult with department management to clarify any system back-up requirements if work is saved on a system other than the department's server.
3. Alert the Department Head if external circumstances are likely to interfere with performance under the telecommuting arrangement.
4. Ensure that customer/organizational needs take precedence over the telecommuting schedule.

C. Employee and Supervisor:

1. Provide time recording systems to record telecommuting hours
2. Determine how work will be assigned and performance measured
3. Determine the working hours on telecommuting days
4. Prevent the arrangement from burdening the employee's co-workers
5. Ensure that the employee is readily available, and has adequate means of communication during specific working hours
6. Arrange for the employee to come to the primary work site when necessary, regardless of the telecommuting schedule

D. Information Systems Technology (IT) Department:

IT will confer with departments to coordinate necessary equipment for telecommuting activities.

I. Statement of the Policy

The City recognizes that employees benefit from time away from work for a variety of reasons—all of which contribute towards a positive work-life balance for our employees.

Therefore, it shall be the policy of City to provide time off—both paid and unpaid—to eligible employees for the following purposes:

Holidays	Vacation	Sick	Emergency/ Bereavement
Injury	FMLA	Military	Official
Leave Without Pay	Court (Jury and Witness Duty)	Voting	Parental
	Volunteer Activity	Administrative	

II. Definitions

Vacation Leave is paid time off provided to eligible employees to rest or engage in recreational or other personal activities.

Sick Leave entitles an eligible employee to receive his or her regular rate of pay during absences related to or resulting from the employee's illness, injury, or exposure to contagious disease which incapacitates him/her from performance of duties or the employee's receipt of medical or dental care or consultation.

Military Leave is an authorized absence from work that may be taken when an employee is engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or

agency of the government of the United States having authority to issue lawful orders requiring military service.

Emergency Leave / Bereavement Leave is an authorized absence from work due to a life-threatening illness or death in an employee's immediate family.

Injury Leave is an authorized absence from work resulting from an employment related injury that has been designated a catastrophic injury pursuant to State Worker's Compensation Law.

Family and Medical Leave is an authorized absence from work provided to eligible employees for specified family and medical reasons in accordance with Federal law.

Official Leave is paid time off provided to employees for the purpose of transacting official City business including attendance at meetings or brief courses of instruction and professional development related to the employee's assigned duties and deemed to be in the best interest of City.

Leave Without Pay is an approved unpaid absence from work.

Court Leave is paid time off provided to employees who are called for jury duty or who are subpoenaed to appear, attend, testify or otherwise participate in any court, administrative or other legal proceedings as a witness except when an employee is a party in a personal lawsuit or other legal proceeding.

Voting Leave is paid time off provided to employees to vote in state, national, and local elections.

Parental Leave is paid time off provided to eligible employees who become parents through birth, adoption or foster care placement.

Volunteer Activity Leave is paid time off from work provided to employees to participate in school or community volunteer activities.

Administrative Leave is an authorized absence from duty without loss of pay or charge to accrued leave.

III. Categories of Leave

A. Holidays

(1) Holiday Pay

Regular appointed employees whose normal scheduled work day falls on a City holiday, but who are not required to work on a holiday, will receive eight hours (or shift equivalent) of regular pay.

When an employee's officially scheduled "off day" falls on a City holiday, the employee will be granted eight (8) hours (or shift equivalent) of straight time banked as

holiday leave, accrued during the pay period in which the holiday occurs, unless otherwise stated in this policy.

Holiday accrual will be accumulated to a maximum of 13 holidays. Holiday hours beyond the maximum allowed shall be forfeited. Employees are encouraged to utilize holiday time, as earned to avoid reaching the maximum accrual.

An employee that is normally scheduled to work on a City holiday and requests to take the time off will be considered to have observed the holiday and will not accrue holiday time.

To be eligible for holiday pay, an employee must have been in a pay status on the employee's regularly scheduled work days immediately before and immediately after the holiday. "Pay status" is defined as either working on the regularly scheduled work day or being on approved paid leave.

(2) Compensation for employees required to work holidays

Nothing in this policy prohibits any Department Head from requiring the services of any number of employees in their respective departments to work on any given holiday when needed for City operations. Employees who work on a City holiday will receive their regular rate of pay for all hours worked. In addition, any employee who works on a City holiday will receive holiday leave time banked as "holiday earned" at a rate of 1.0 for each hour actually worked on the holiday.

(3) Employees on Leave of Absence

Employees who are on a continuous unpaid leave of absence are not eligible to receive holiday pay.

B. Vacation

(1) Eligibility and Accrual

Earned vacation leave may be authorized for all regular appointed employees. Eligible employees earn and accrue vacation leave based upon active creditable service, at the rates specified below. Vacation leave does not accrue during unpaid leaves of absence or other periods of inactive service.

The City encourages a work-life balance; therefore, vacation leave may be accumulated to a maximum number of hours. Vacation hours earned beyond the maximum allowed shall be forfeited. Eligible employees who are in a pay status for less than one full bi-weekly pay period will have their vacation accrual prorated accordingly, based upon the actual number of hours to be paid during that payperiod.

Vacation Accrual Rates

Years of Active Creditable Service	80 Hour Employee	84 Hour Employee	106 Hour Employee
Hire - 3 years	4.37 hours per pay period	4.54 hours per pay period	6.55 hours per pay period
3 – 8 years	5.33 hours per pay period	5.53 hours per pay period	8.18 hours per pay period
8 years and over	6.28 hours per pay period	6.52 hours per pay period	9.42 hours per pay period
Maximum Accrual	240 hours (six weeks)	252 hours (six weeks)	318 hours (six weeks)

(2) Taking Vacation

Earned vacation leave may be taken upon approval by an employee's Department Head or designated supervisor and may be used for rest, relaxation, or engagement in recreational activities and/or other personal interests, including educational pursuits or to run for Public Office. Employees may take vacation in one-hour increments.

Vacation time off will be granted at the convenience of the employee, whenever possible; provided, however, that primary consideration must be given to the maintenance of adequate staff to perform required services at all times. Employees should direct all requests for use of vacation time to their immediate supervisor.

Any vacation time requested by an employee and approved by the Department Head will be charged against accrued compensatory leave balances, if available, before any accrued vacation leave balances are charged.

Department Heads have the discretion to adopt supplemental procedures regarding the scheduling of Vacation Leave to address issues that are not included in this procedure, including prohibiting employees from using earned vacation leave until they have worked some minimum amount of time in a regular appointed position.

(3) Vacation Pay

Employees will receive pay for earned vacation at their regular rate of pay at the time the vacation is taken. Time taken as vacation is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums during a particular work period.

Unused vacation benefits will be paid upon termination of employment up to the maximum set forth in this policy. Such vacation benefits will be paid at the employee's regular rate of pay at the time of termination of employment. For employees on FMLA, vacation leave will run concurrently with FMLA leave consistent with the applicable rules of this policy and the FMLA policy.

C. Sick Leave

(1) Eligibility and Accrual

Earned sick leave may be authorized for all regular appointed employees including Department Head, except those who may be specifically exempt. Eligible employees earn and accrue sick leave at the rates specified below. Sick hours earned

beyond the maximum allowed shall be forfeited. Sick leave does not accrue during unpaid leaves of absence or other periods of inactive service.

Eligible employees who are in a pay status for less than one full bi-weekly pay period will have their sick leave accrual prorated, based upon the actual number of hours to be paid during that pay period.

Sick Leave Accrual Rates

	80 Hour Employee	84 Hour Employee	106 Hour Employee
	3.42 hours per pay period	3.55 hours per pay period	5.33 hours per pay period
Maximum Accrual	480 hours (12 weeks)	504 hours (12 weeks)	636 hours (12 weeks)

(2) Taking Sick Leave

Upon approval, an employee may utilize sick leave because of personal illness, convalescence, non-occupational injury, exposure to contagious disease that might endanger the health of others, dental or vision treatment, preventive medical care, and for personal emergencies justifying emergency leave (as defined in Section D). The City will not tolerate abuse or misuse of sick-leave. Additionally, employees are prohibited from engaging in outside employment while they are on sick leave.

Employees should direct requests for known sick leave in advance (such as a request for time off to attend a medical appointment) to their immediate supervisor. An employee who is unable to report to work because of an injury or illness must notify his or her supervisor prior to the scheduled starting time, or as soon as practical, consistent with the Attendance and Punctuality Policy. Employees should refer to the call-in requirements set forth in the City's Attendance and Punctuality Policy and any supplemental time and attendance procedures developed by their department.

For non-FMLA absences of any duration due to illness or injury not connected with employment, a Department Head may request an employee present a physician's note justifying the employee's absence from work. Failure to present a physician's note or medical excuse when requested may be grounds for discipline including termination.

The City reserves the right to require that an employee present a return to work release from an employee's health care provider at the time the employee returns to work except in cases of an employee's return from intermittent FMLA leave. Sick leave of any duration which begins after submission of a resignation or after notification of termination may be charged against accrued vacation leave, holiday leave, or in the absence thereof, to leave without pay (LWOP). Sick leave shall not be taken after the last day on duty when an employee is being separated, except for employees who are retiring for disability reasons. In addition, this prohibition does not apply the pay out of accrued sick leave to an employee's estate upon the employee's death.

Employees with potentially FMLA-qualifying conditions or situations should review the Family and Medical Leave Act Policy and apply for leave, if applicable.

(3) Sick Leave Pay

Eligible employees will receive pay for accrued sick leave at their regular rate of pay at the time the sick leave is utilized. Time taken as sick leave is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums during a particular work week.

Sick leave may be accumulated to a maximum number of hours. Sick hours earned beyond the maximum allowed shall be forfeited. Employees are not compensated for unused sick leave at the end of employment with the City or at any other time. For employees on FMLA leave, sick leave will run concurrently with FMLA leave consistent with the applicable rules of this policy, the FMLA policy and applicable law. Misuse of sick leave will be addressed as a disciplinary issue consistent with the City's Attendance and Punctuality Policy, and may be investigated in accordance with the City's Sick Leave Abuse Prevention & Investigation Procedures.

D. Emergency/Bereavement Leave

(1) Eligibility

Employees who are entitled to sick leave may be granted emergency leave not to exceed 15 days:

- 120 hours per calendar year for 80-hour employees
- 126 hours for 84-hour employees
- 180 hours for 106-hour employees

The emergency leave is chargeable against sick leave and vacation leave, in that order, in cases of bona fide emergencies or bereavement resulting from any of the following reasons, conditions and circumstances:

(a) Serious illness or death of a member of the employee's immediate family, whether or not such member is physically residing in the employee's household or elsewhere. Such illness shall require the employee's personal care and attendance as determined by the circumstances in each case. For purposes of this policy, immediate family members are defined as follows:

- Spouse (including same sex spouses and common law spouses)
- Child (natural or adopted), step-child, grandchild, great-grandchild
- Brother, sister, half-brother, half-sister, step-brother, step-sister
- Parent, Grandparent, Great-grandparent, Step-parent
- Brother or sister of your mother or father (uncle, aunt)
- Son or daughter of your brother or sister (nephew, niece)
- Father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law
- Foster Child
- Legal Ward

(b) Accompanying an elderly relative to routine medical appointments or other professional services related to their care, such as interviewing nursing homes or group homes.

(c) Employees are also entitled to emergency leave under this policy for enforced medical quarantine of the employee in accordance with community health laws or regulations.

(d) If an employee has no accrued leave, emergency leave may be granted in the form of leave without pay.

(e) An employee is entitled to take up to three (3) days of official leave with pay to make arrangements for or to attend the funeral of an immediate family member, as defined herein, who dies as the result of wounds, disease or injury incurred while serving in a combat zone as a member of the Armed Forces. Proof of death must be furnished within seven calendar days of the employee's return to work following use of such leave. Failure to provide proof will result in a reversal of leave days granted and non-payment for any related days of missed work. Disciplinary action may be taken if it is discovered that an employee has fraudulently requested leave under this paragraph.

(2) Taking Emergency/Bereavement Leave

In the event of an immediate family member's death, an employee may utilize emergency leave to make funeral arrangements, settle family affairs, attend the funeral or memorial service, and for bereavement. The amount of bereavement leave granted is at the discretion of the Department Head based upon the employee's individual circumstances and the needs of the department.

Employees who are required to care for a parent, spouse or child with a serious health condition should review the City's Family and Medical Leave Act Policy and apply for FMLA leave, if applicable. If an employee is approved for FMLA leave, emergency leave will run concurrently with FMLA leave.

Verification may be required to substantiate periods of absence of any duration of emergency leave upon request of the Department Head concerned.

E. Injury Leave

Injury leave may be granted to City employees only in cases where an employee's injury has been designated a catastrophic injury as defined by State Worker's Compensation Law. Injuries must arise out of, and in the course of, employment as defined by law.

Injury Leave may be granted only upon written recommendation of the Department Head, as reviewed by the Human Resources Director, Risk Manager, and approved by the City Manager. A physician's certificate must be furnished for all injury leave requests. The employee may elect to use either leave without pay (LWOP) or his or her available leave. After the first seven days, the employee shall receive Workers Compensation benefits only, which would total approximately two-thirds of his or her average weekly wage, not to exceed the maximum Workers Compensation indemnity benefits as governed by the State Board of Workers' Compensation.

F. Family and Medical Leave

The City will grant family and medical leave in accordance with the requirements of the Family and Medical Leave Act of 1993, as set forth in City's Family and Medical Leave Act (FMLA) Policy.

G. Military Leave

The City will grant military leave in accordance with the requirements of the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as "USERRA" and Georgia law.

(1) Military Leave under Federal Law - USERRA

Federal law provides employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as "USERRA." Employees' rights under USERRA are summarized below.

(a) Eligibility for Leave

City employees serving in the "uniformed services" are covered by USERRA. The "uniformed services" are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

"Service" consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five cumulative years during employment, except in the following defined circumstances:

- An employee serves in excess of five years to fulfill an initial period of obligated service
- An employee is unable to obtain orders of release through no fault of his or her own
- Required drills and annual training and other training duty certified by the military to be necessary for professional development or skill training/retraining
- Service performed during time of war or National Emergency or for other critical missions/contingencies/military requirements

An employee who is separated as a result of exceeding the five-year service limit under this provision will not be deemed to have been dismissed for disciplinary reasons and therefore will not have any right to appeal the dismissal.

(b) Notice of Leave

Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their Department Head with as much advance notice as possible of any anticipated leave of absence for military service.

(c) Compensation and Benefits During Leave

In compliance with Federal and State law, City employees (excluding those employed on a temporary basis) taking military leave will be paid their full salary or other compensation as a public employee for any and all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in any one federal fiscal year; however, in the event the Governor declares an emergency and orders any public officer or employee to ordered military duty as a member of the National Guard, any such officer or employee, while performing such duty, shall be paid his or her salary or other compensation as a public officer or employee for a period not exceeding 30 days in any one federal fiscal year.

Accrued unused vacation, holiday pay, and sick leave will then be paid during unpaid military leave at the employee's request. In addition, employees may request payment of any accrued, unused compensatory time, which request will be granted by the Department Head. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.

Vacation and leave benefits continue to accrue during a military leave of absence only up to 18 days.

An employee returning from military leave is entitled to any unused, accrued vacation and sick leave benefits the employee had at the time the military leave began minus any vacation and/or sick leave benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation and sick leave benefits at the rate he or she would have attained if no military leave had been taken.

(d) Reinstatement

In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required); must have completed his or her service on a basis that is not dishonorable or otherwise prohibited under USERRA, and must not have exceed the five-year cumulative limit on periods of service as defined by USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service. Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

The deadlines to report to work or apply for re-employment can be extended up to two years to accommodate a period during which a person was hospitalized for or convalescing from an injury or illness that occurred or was aggravated during a period of military service.

As with other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in loss of re-employment rights. Full details regarding reinstatement are available from the Human Resources Department. In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, City will provide training to assist the employee in the transition back to the workforce.

Eligible employees returning from leave will not be discharged except for cause during the following time periods as applicable:

- 180 days after the employee's date of re-employment if his or her most recent period of uniformed service was more than 30 days but less than 181 days; or for
- One year after the date of re-employment if the employee's most recent period of uniformed service was more than 180 days.

An employee who fails to report to work within the time limits noted above will be treated as any other employee who has missed work.

(2) Military Leave under Georgia Law

In addition to employees' rights under USERRA, pursuant to Georgia law, regular full-time or part-time employees, including members of the Georgia National Guard and the state militia or reserves, are entitled to a leave of absence for military duty. Eligible employees, who provide a certificate of military service completion, are qualified for the job and apply for reinstatement within 90 days after being relieved from military service will be restored to the same employment position or to a position of like seniority, status and pay. An exception may arise if the City's circumstances change such that it is impossible or unreasonable to provide reinstatement following the leave of absence.

Regular appointed employees who must leave for up to six months in a four-year period to participate in assemblies or annual training, or to attend service schools conducted by the United States armed forces, are also entitled to reinstatement to their previous position, provided they are still qualified for the position and they apply for re-employment within 10 days after completion of the temporary period of service.

Eligible employees who are reinstated following a leave of absence will not be discharged without cause for one year following reinstatement. Employees should contact a Human Resources Department representative for more information about Military Leave.

H. Official Leave

Upon approval by a Department Head, employees may be granted official leave with pay for the purpose of transacting official City business, to include attendance at meetings or brief courses of instruction directly related to their assigned duties and deemed to be in the best interest of the City. Official leave shall be granted independently of other categories of leave specified in this procedure and shall not accrue. Such leave shall be counted as active creditable service and shall be substantiated by appropriate

documentation.

I. Leave of Absence Without Pay (LWOP)

Unless otherwise permitted in the City Policies and Procedures, a leave of absence without pay for medical reasons must be requested and approved through the ADA accommodation process as set forth in City's Americans with Disabilities Act - Reasonable Accommodation Policy and Procedure.

Unpaid leave will not be approved under normal circumstances. All requests for leave without pay must be approved by the Department Head through consultation with the HR Director or designee. Paid leave will not be accrued during leave without pay status.

Please note that while an employee is on leave of absence without pay, there is no job protection by the City, except as required by law. Employees may continue, at their sole expense, their group health insurance coverage while on leave of absence without pay. In order to continue coverage, the employee must contact Human Resources to arrange for documentation and payment of premiums. The exceptions to these provisions are leave granted as Family Medical and Military Leave as specified in this manual.

J. Court Leave (Jury and Witness Duty Leave)

The City encourages employees to serve on jury or witness duty when called. Employees are entitled to court leave without loss of pay or time for all days during which he/she shall be subpoenaed by any court, Federal, State or political subdivision thereof, to serve as a juror or witness. Employees on court leave shall be entitled to retain all remuneration received for such service, in addition to their regular pay. Court leave shall be granted independently of other categories of leave specified in this policy and will not accrue. Court leave will be counted as active, creditable service.

Employees are not entitled to leave under this procedure for legal proceedings in which the employee is a party to the litigation. Similarly, employees who are absent from work because of a court order or judicial process due to being charged with a crime are not entitled to leave.

Employees must notify their Department Head of the need for time off for jury or witness duty upon receipt of a subpoena, notice or summons from the court, and should provide their Department Head with a copy of such documentation.

Employees may be required to provide verification of jury duty or witness service from the court clerk. Any employee on jury or witness duty is expected to report or return to work for the remainder of the work schedule when dismissed from jury or witness duty.

Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

K. Voting Leave

The City encourages all employees to fulfill their civic responsibilities and to vote in official public elections. The City complies with all applicable state and municipal voting time laws.

Generally, working hours are such that an employee will have ample time to cast

a vote before or after the work shift. If employees do not have sufficient time to vote, however, that employee should discuss the matter with their immediate supervisor.

In accordance with O.C.G.A. §21-2-404, any employee who has less than two hours outside of working hours to vote while the polls are open may take up to two hours off from work, without loss of pay to vote. Any additional time off will be without pay for non-exempt employees.

Paid leave for voting is available to employees when their work schedule does not allow them at least two (2) hours (including travel) to vote either before or after work. Employees who are scheduled to begin work at least two hours after the polls open or end work at least two hours before the polls close are not eligible to request paid leave for voting.

Employees must provide reasonable advance notice of the need for time off to vote so that the time off can be scheduled to minimize disruption to normal work schedules. Proof of having actually voted may be required.

L. Parental Leave

Regular appointed employees who have been employed by the City for at least one (1) year are eligible for paid parental leave as set forth in the Paid Parental Leave Policy and Procedure.

M. Volunteer Activity Leave

Regular appointed employees shall be permitted to take up to two (2) days of paid leave per calendar year to participate in eligible volunteer activities. Such leave time shall not be chargeable to an employee's sick, vacation, compensatory or holiday leave accruals. Volunteer Activity Leave hours do not accrue and unused leave will not roll over to the next calendar year. Rather, eligible employees may use Volunteer Activity Leave for qualifying absences that occur during their regular scheduled work hours, up to a total of two (2) days in any calendar year. Volunteer Activity carries no cash value if unused, and employees will receive no payout of unused Volunteer Activity Leave upon separation from the City.

Eligible activities include, but are not limited to, the following school or community volunteer activities:

1. Voluntary service as part of an organized service project sponsored by a community, national or other service organization, e.g., Habitat for Humanity
2. Participation in community service programs that meet child, elder, or human needs. For example, delivering meals to the elderly or to needy community citizens through an organization such as Meals on Wheels
3. Attending non-profit boards and committee meetings, e.g., Boy Scouts/Girl Scouts, Big Brother/Big Sister, American Red Cross, 100 Black Men, etc.
4. Participation in activities directly related to non-profit fundraising, e.g., set up/take down, registration, answering phones, recruiting/organizing/training volunteers
5. Participation in activities directly related to student achievement and academic support of the employee's child, step-child, foster-child, or

other child for whom the employee has legal custody. Covered activities range from nursery and pre-school programs through higher education and include, but are not limited to the following:

- Attendance at Parent/Teacher conferences
- Participation in classroom activities, such as reading to a class or presenting on career day; proctoring examinations, attendance at award and recognition ceremonies or graduation exercises; participation in field day activities; chaperoning field trips; attendance at open house functions; and interviewing for a new school

Use of Volunteer Activity Leave for any political purpose or agenda is prohibited.

Volunteer Activity Leave is not intended and may not be used for the following activities:

1. Organizations whose primary purpose is to influence political campaigns on behalf of or against any candidate, political party, or political action committee
2. Participation in rallies, marches, or other events with a political agenda
3. Involvement in schools for attendance at social or sporting events
4. Faith-based religious gatherings
5. Participation in fraternal organizations, social clubs, labor organizations, or athletic/recreational clubs
6. Participation in a run, marathon, golf tournament, or other recreational activity, even if the goal is to raise funds for charitable goals and services
7. In place of annual or sick leave.

Solicitation for charities or organizations in the workplace will not be permitted in accordance with the City's No-Solicitation policy.

Employees must receive approval from their supervisors prior to using Volunteer Activity Leave. Supervisors may require written verification from an official of the service organization for use of Volunteer Activity Leave. If the leave is used for school-related activities, written verification should be from a school administrator or teacher.

Departments have discretion to approve or deny requests for leave based on operational needs, or other reasons, such as conduct, attendance, or unsatisfactory work performance. The Department Head should ensure that denials are applied consistently for all similarly situated employees.

Departments may determine that it is not possible to release certain employees under this policy and procedure, such as employees in direct care or public safety positions, due to staffing requirements. When adequate, capable back-up staff is readily available, or if it is possible to adjust employees' schedules, employees' requests should be granted. If they are unable to grant Volunteer Activity Leave requests, departments should inform affected employees as soon as possible after the decisions are made.

Employees cannot be paid for more than two (2) days of Volunteer Activity Leave in a calendar year regardless of transfer from one department to another. Each department is responsible for conducting due diligence to ensure an employee has not exhausted Volunteer Activity Leave prior to approving the paid leave.

N. Administrative Leave

An employee may be placed on paid administrative leave for the following purposes:

1. During the investigation of any alleged improper act by an employee which may result in formal disciplinary action(s) and/or when the retention of the employee may be detrimental to the interests of the City or injurious to the employee, his/her fellow workers or the general public. Generally, an employee will not be placed on administrative leave for any period longer than is necessary for the department to determine the appropriate disciplinary action, if any, to be taken. In accordance with the Discipline Policy and Procedure, no classified employee shall be placed on Administrative Leave pending an investigation of alleged improper conduct for longer than ten working days.
2. As a non-monetary bonus award to an employee to recognize outstanding performance. A bonus award in the form of administrative leave may not exceed five working days or shifts in a calendar year. Any administrative leave awarded as a non-monetary bonus must be used within a year of the date granted.
3. As a non-monetary bonus award to recognize long term service of City employees who earn length of service awards.

In addition, Administrative Leave shall be any paid leave authorized by the City Manager or Department Head which is not otherwise specifically delineated in the Time Away from Work Policy and/or this procedure.

I. Leave Administration, Approval Process & Reporting

The Human Resources Director shall be responsible for the administration and enforcement of leave regulations and related procedures and for the maintenance of an official master record of all leave accruals, usage and balances. Requests for leaves of absence in all categories shall be submitted by an employee through normal channels of supervision to the employee's Department Head. Department Head shall be responsible for adherence to approved leave policies in their respective areas of responsibility. Approval and scheduling of leave time for an employee shall be the responsibility of that employee's Department Head.

All approved leave time in any category whatsoever shall be certified by the Department Head and reported directly in terms of hours for the preceding pay period. Time sheets, leave slips, and related documentation such as military orders, subpoenas, medical certifications and letters of authorization shall be retained by the City in a file separate from the employee's personnel file after such absences have been approved and reported on payrolls. In particular, all documents containing medical information will

be maintained by the Human Resources Director in a separate file for each employee that is not part of their personnel file. Such records will be retained for at least three (3) years in addition to the current year.

No paid leave shall be approved or reported in excess of current accrued leave balances as reflected in official leave records.

Periodic internal and external audits of the leave records in each department may be scheduled and conducted to ensure that all leave policies are being properly followed and enforced.

IV. Transfer of Leave Between Employees

- (1) Transfer of leave between employees will be permitted when the receiving employee has exhausted all categories of accrued leave and is unable to work for the employee's own personal health reasons.
- (2) Only compensatory time, vacation leave and holiday leave can be transferred into a recipient's sick leave balance. Transferred leave must be in whole hours only.
- (3) Transfer of hours is limited to six weeks per calendar year. All transfer requests must be accompanied by an original physician's statement indicating that leave is needed for medical reasons.
- (4) The donor employee must retain a minimum vacation leave balance of two weeks
- (5) Transfer of hours is final and cannot be reversed
- (6) A copy of a completed transfer form must be submitted to each employee's Department Head for payroll purposes
- (7) An employee using transferred leave will not accrue any leave

V. Payment of Leave Upon Retirement for Disability or Death

Notwithstanding any other provisions in the Time Away from Work Policy and Procedure, employees who retire for physical or mental disability or who die while in City service shall receive the following payouts:

- (1) An employee who retires for physical or mental disability may utilize all unused, accrued sick leave, vacation leave, compensatory leave, and/or holiday leave to which he or she was entitled at the time of such retirement;
- (2) An employee who dies while in the City service shall have paid to his/her estate executor the value of all unused accrued leave balances for vacation leave, sick leave, compensatory leave and/or holiday leave.

VI. Miscellaneous Leave Provisions

(1) Leave for Rehires

Sick leave balances shall be restored for those employees who are re-employed in a regular appointed position within six (6) months of their most recent separation from a regular appointed position. Employees who are re-employed within one (1) year of their most recent separation from a City regular appointed position shall be entitled to the bridging of service time for vacation accrual rates.

(2) Transfer from one Department or Job to Another

(a) An employee transferring from one department to another shall be credited with all accrued leave in all accruable categories with no change in current accrual rate unless tied to creditable years of service.

(b) When an employee who accrues leave accepts an appointment in a position which does not accrue leave, the employee will be paid his/her accumulated vacation, and/or holiday leave at the time of accepting the new appointment. In these instances, accrued sick leave balances will be forfeited in the same manner as for other employees who are separated. However, sick leave balances will be frozen and held in reserve for computation of pension and retirement benefits at the time of retirement. All accrued compensatory time will be paid out.

(3) Accrual of Vacation & Sick Leave While on Paid Leave

Subject to the provisions of the Time Away from Work Policy and Procedure, vacation and sick leave shall continue to accrue while eligible employees are on paid leave.

(4) Paid Time Off for Blood Donors

Paid time off shall be granted to blood donors at the rate of 4.0 hours for each such donation, chargeable as "Other Leave," to be taken at the convenience of the Department Head concerned within six months of receipt.

(5) Indebtedness to City

Whenever an employee is indebted to the City, the amount of such indebtedness may be deducted from compensation due and/or from accrued compensatory, vacation leave, as allowed by applicable law.

(6) Adjustment to Active Creditable Service

With the exception of FMLA leave, all leave without pay in excess of six (6) weeks shall result in an adjustment to an employee's active creditable service, unless otherwise prohibited by law.

(7) Adjustments to Leave Records upon Change in Circumstances

When an illness occurs during an approved vacation or other accruable leave period, appropriate adjustments to the employee's leave records, e.g., changing leave time from vacation to sick leave, may be made as necessary by the employee's Department Head upon the employee's return to work.

(8) Adjustment in Pay Rate upon Return from Paid Leave

An employee in a paid leave status will receive, as appropriate, any and all pay rate adjustments which may have occurred during the employee's absence upon the employee's return to work from paid leave.

(9) Time for Crediting & Taking Accrued Leave

Leave shall not be credited or taken in any category until after the end of the accrual period during which it is earned.

(10) Requirements for Paid Leave

Any employee who uses any paid leave for medical appointments or recurring treatment may be required to submit reports of attendance at such appointments.

City of South Fulton Facilities				
Site	Facility Type	District No.	Address	Ownership
Parks & Recreation Administration Building	Administration	3	5565 Stonewall Tell Rd., College Park, GA 30349	Owned
Burdett Park/Gymnasium	Parks	5	2945 Burdett Rd., College Park, Georgia 30349	Owned
Burdett Tennis Center	Parks	5	5975 Old Carriage Dr., College Park, Georgia 30349	Owned
Canine Crossing Dog Park	Parks	3	4951 Camp Dr., College Park, Georgia 30349	Owned
Cedar Grove Park	Parks	4	7375 Rivertown Rd., Fairburn, Georgia 30213	Owned
Cliftondale Park & Multi-purpose Facility	Parks	2	4645 Butner Rd., College Park, Georgia 30349	Owned
Creel Park	Parks	6	2775 Creel Rd., College Park, Georgia	Owned
Delano Park	Parks	3	4730 Bailey St., College Park, Georgia 30349	Owned
Mason Road Park and Adjacent Community Gardens	Parks	3	5650 Mason Rd., College Park, Georgia 30349	Owned
Old National Park	Parks	6	2400 Pleasant Hill Road, College Park, Georgia 30349	Owned
Sandtown Park & Gymnasium	Parks	1	5320 Campbellton Rd. SW, Atlanta, Georgia 30331	Owned
South Fulton Tennis Center	Parks	3	5645 Mason Rd., College Park, Georgia 30349	Owned
South Fulton Arts Center	Parks	2	4645 Butner Rd., College Park, Georgia 30349	Owned
Southwest Arts Center	Parks	1	915 New Hope Rd SW, Atlanta, GA 30331	Owned
Trammell Crow Park	Parks	1	4980 Cascade Rd., Atlanta, Georgia 30331	Incoming
Welcome All Park & Multi-purpose Facility	Parks	3	4255 Will Lee Road, College Park, Georgia 30349	Owned
Wilkerson Mill - Farris Park	Parks	4	8095 Wilkerson Mill Rd., Palmetto, Georgia 30268	Owned
Wolf Creek Amphitheater	Parks	5	3025 Merk Rd SW, College Park, GA 30349	Incoming
Cascade Library Pocket Park	Parks	1	3665 Cascade Rd. SW, Atlanta, GA 30331	Owned
City of South Fulton City Hall	Administration	NA	5440 Fulton Industrial Blvd Atlanta, GA 30336	Lease
Fire Station 1	Fire Station	3	5165 Welcome All Road College Park, GA 30349	Owned
Fire Station 2	Fire Station	1	4121 Cascade Road SW Atlanta, GA 30331	Owned
Fire Station 3	Fire Station	4	4035 Stonewall Tell Road College Park, GA 30349	Owned
Fire Station 5	Fire Station	7	3175 Bethsaida Road Fairburn, GA 30213	Owned
Fire Station 7	Fire Station	5	5965 Buffington Road College Park, GA 30349	Owned
Fire Station 11	Fire Station	NA	4760 Fulton Industrial Boulevard SW Atlanta, GA 30336	Owned
Fire Station 13/Logistics	Fire Station	1	5890 Plummer Road SW Atlanta, GA 30336	Owned
Logistics/Maintenance	Maintenance	1	5890 Plummer Road SW Atlanta, GA 30336	Owned
Fire Station 15	Fire Station	4	6720 Cedar Grove Road Fairburn, GA 30213	Owned
Fire Station 17	Fire Station	4	8675 Ridge Road Fairburn, GA 30213	Owned
Cascade Police Precinct	Police Precinct	1	4121 Cascade Road SW Atlanta, GA 30331	Owned
Butner Rd Police Precinct	Police Precinct	2	3220 Butner Rd Ste 140 Atlanta GA 30336	Lease
Old National Police Precinct	Police Precinct	5	5539 Old National Highway, College Park, GA 30349	Lease
Cedar Grove Police Precinct	Police Precinct	4	140 Lynmark Way Fairburn GA 30213	Lease
Public Safety Building	Administration	7	7494 Old National Hwy, Riverdale, GA 30296	Lease
CollabSouth Red Oak	Administration	3	3435 Roosevelt Hwy Ste 11, Atlanta, GA 30349	Lease
CollabSouth Old National	Administration	5	6385 Old National Highway Suite #210 South Fulton, GA 30349	Lease



Novel Coronavirus (COVID-19)—Fighting Productsⁱ

The American Chemistry Council's (ACC) Center for Biocide Chemistries (CBC) has compiled a list of products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viral pathogens and can be used during the 2019 novel coronavirus (COVID-19) outbreak. This product list is not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use against COVID-19.

The information in this document is being provided as a public service. All efforts have been made to ensure the information is accurate, but ACC and CBC make no representations or warranties as to the completeness or accuracy of the information. ACC, CBC, and the product manufacturers listed in this document reserve the right to change, delete, or otherwise modify the information without any prior notice. Persons receiving this information must make their own determination as to a product's suitability prior to use based on the product labeling. ACC and CBC do not guarantee or warrant the standard of any product referenced or imply approval of the product to the exclusion of others that may be available. All products listed are registered for labeled uses in accordance with federal laws and regulations as of the date this document is being made available. State regulations may vary. In no event will ACC or CBC be responsible for damages of any nature whatsoever resulting from the use of or reliance upon products to which the information refers.

For use of the product, please contact the company/distributor to confirm use directions, or consult the EPA approved label at <https://www.epa.gov/pesticide-labels/pesticide-product-label-system-ppls-more-information>.

Ready to Use Products		
Commercially Available Product Name	Company/Distributor	EPA REG No.
PURELL Foodservice Surface Sanitizer	GOJO Industries, Inc.	84368-1-84150
PURELL Professional Surface Disinfectant	GOJO Industries, Inc.	84368-1-84150
PURELL Healthcare Surface Disinfectant	GOJO Industries, Inc.	84368-1-84150
PURELL Multi Surface Disinfectant	GOJO Industries, Inc.	84368-1-84150
PURELL Food Processing Surface Sanitizer	GOJO Industries, Inc.	84368-1-84150
Sani-Prime Germicidal Spray	Professional Disposables International, Inc.	9480-10
Sani-HyperCide Germicidal Spray	Professional Disposables International, Inc.	9480-14
Sani-24 Germicidal Spray	Professional Disposables International, Inc.	42182-9-9480
DETERGENT DISINFECTANT PUMP SPRAY	Stepan Company	1839-83
SC-RTU DISINFECTANT CLEANER	Stepan Company	1839-220
Sanicare TBX	Buckeye International, Inc.	1839-83-559
Clorox Healthcare® Bleach Germicidal Cleaner Spray	Clorox Professional Products Company	56392-7
Clorox Healthcare® Fuzion® Cleaner Disinfectant	Clorox Professional Products Company	67619-30
Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with Bleach ¹	Clorox Professional Products Company	67619-17
Clorox Commercial Solutions® Clorox® Disinfecting Spray	Clorox Professional Products Company	67619-21
Clorox Commercial Solutions® Clorox® 4-in-One Disinfectant & Sanitizer	Clorox Professional Products Company	67619-29
Clorox 4 In One Disinfecting Spray	Clorox Professional Products Company	67619-29
CloroxPro™ Clorox Total 360® Disinfecting Cleaner1	Clorox Professional Products Company	67619-38
Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach1	Clorox Professional Products Company	67619-16
Clorox Commercial Solutions® Clorox® Disinfecting Biostain & Odor Remover	Clorox Professional Products Company	67619-33
Clorox Commercial Solutions® Clorox® Disinfecting Bathroom Cleaner	Clorox Professional Products Company	67619-24
Clorox Commercial Solutions® Tilex Soap Scum Remover	Clorox Professional Products Company	5813-40-67619
Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	67619-24
Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	67619-24
Clorox Clean Up Cleaner + Bleach	The Clorox Company	5813-21
Clorox Disinfecting Bathroom Cleaner	The Clorox Company	5813-40
Clorox Scentiva Bathroom Disinfectant Foamer	The Clorox Company	5813-40
Clorox Toilet Bowl Cleaner with Bleach	The Clorox Company	5813-89
Clorox Toilet Bowl Cleaner Clinging Bleach Gel	The Clorox Company	5813-89
Clorox Multi Surface Cleaner + Bleach	The Clorox Company	5813-105
Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover	The Clorox Company	5813-110
Clorox Scentiva Bathroom Disinfecting Foam Cleaner	The Clorox Company	5813-115
LYSOL BRAND CLING & FRESH TOILET BOWL CLEANER	RB	777-70
LYSOL BRAND POWER TOILET BOWL CLEANER	RB	
LYSOL BRAND LIME & RUST TOILET BOWL CLEANER		777-81
LYSOL BRAND BLEACH MULTI-PURPOSE CLEANER	RB	
LYSOL BRAND BLEACH MOLD AND MILDEW REMOVER		777-83
LYSOL BRAND POWER PLUS TOILET BOWL CLEANER	RB	777-132
LYSOL® DISINFECTANT SPRAY	RB	
PROFESSIONAL LYSOL® DISINFECTANT SPRAY		777-99
LYSOL® DISINFECTANT MAX COVER MIST	RB	777-127
BLEACH DISINFECTANT CLEANER	Ecolab Inc	1677-235
KLERCIDE 70/30 IPA	Ecolab Inc	1677-249
PEROXIDE DISINFECTANT AND GLASS CLEANER RTU	Ecolab Inc/Kay Chemical Co.	1677-251
TB DISINFECTANT CLEANER READY-TO-USE	Ecolab Inc/Kay Chemical Co.	1839-83-1677
VIRASEPT	Ecolab Inc	1677-226
PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT RTU	Ecolab Inc/Kay Chemical Co.	1677-251
TB Quat	Gordon Food Service	70627-2-45133
RTU Disinfectant Cleaner	U S Chemical	70627-2-7546
Protection that Lives on Microban 24 Hour Keeps Killing 99.9% of Bacteria for Up to 24 Hours Multipurpose Cleaner ¹ (Microban 24 Hour Multi-Purpose Cleaner)	The Procter & Gamble Company	4091-21-3573
“Protection that Lives on Microban 24 Hour Keeps Killing 99.9% of Bacteria for Up to 24 Hours Bathroom Cleaner ¹ (Microban 24 hour Bathroom Cleaner)	The Procter & Gamble Company	4091-22-3573
MAPS- 1 RTU	SynBionic Evolution, LLC.	6826-289-92677
Lemon Disinfectant	American Chemical Systems	6836-152-86408
Clear Gear Sports Spray	On Track Enterprises, Inc d/b/a Clear Gear	6836-152-89301
Foster First Defense	HB Fuller Construction Products Inc.	6836-152-63836
Sani-Spritz Spray	Nyco Products Company	6836-152-8370
Don-O-Mite	Edward Don & Company	6836-152-14462
One-Step Disinfectant Cleaner	Schultz Supply Company	6836-152-46493
X-Ray Apron Cleaner Disinfectant	BioXco LLC / MediRedi LLC	6836-289-93240
OXIVIR Tb	Diversey, Inc.	70627-56
All Purpose Virex	Diversey, Inc.	1839-83-70627
OXIVIR 1	Diversey, Inc.	70627-74
Quat Plus TB	Rochester Midland Corporation	1839-83-527
SaniZide Pro 1 Spray	Safetec of America, Inc.	88494-3-67161



Dilutable Products			
Commercially Available Product Name	Company/Distributor	EPA REG No.	
Stepan Spray Disinfectant Concentrate	Stepan Company	1839-248	
Buckeye Sanicare Lemon Quat	Buckeye International, Inc.	47371-131-559	
Buckeye Sanicare Mint Quat	Buckeye International, Inc.	47371-131-559	
Buckeye Sanicare Pine Quat	Buckeye International, Inc.	47371-131-559	
Buckeye Sanicare Quat 128	Buckeye International, Inc.	47371-130-559	
Buckeye Sanicare Quat 256	Buckeye International, Inc.	47371-129-559	
Buckeye Sani-Q ²	Buckeye International, Inc.	6836-266-559	
Buckeye Terminator	Buckeye International, Inc.	6836-75-559	
Buckeye Eco Neutral Disinfectant	Buckeye International, Inc.	47371-129-559	
Buckeye Eco One-Step Disinfectant-Deodorizer-Cleaner	Buckeye International, Inc.	6836-78-559	
CloroxPro™ Clorox® Germicidal Bleach	Clorox Professional Products Company	67619-32	
Clorox Disinfecting Bleach2	The Clorox Company	5813-111	
Clorox Performance Bleach1	The Clorox Company	5813-114	
Clorox Germicidal Bleach3	The Clorox Company	5813-114	
PROFESSIONAL LYSOL® HEAVY DUTY BATHROOM CLEANER CONCENTRATE	RB	675-54	
LYSOL BRAND CLEAN & FRESH MULTI-SURFACE CLEANER	RB	777-89	
14 PLUS ANTIBACTERIAL ALL PURPOSE CLEANER	Ecolab Inc	6836-349-1677	
20 NEUTRAL DISINFECTANT CLEANER	Ecolab Inc	47371-129-1677	
A-456 II DISINFECTANT CLEANER	Ecolab Inc	6836-78-1677	
BOOST 3200	Ecolab Inc	63761-8-1677	
BOOST 3200 CIP	Ecolab Inc	63761-8-1677	
BOOST SURFACE TREATMENT	Ecolab Inc	63761-10-1677	
CLICKSAN DISINFECTANT/SANITIZER	Ecolab Inc/Kay Chemical Co.	6836-305-5389	
COSA OXONIA ACTIVE	Ecolab Inc	1677-129	
FOOD CONTACT QUAT SANITIZER	Ecolab Inc	6836-70-541	
KAY SURFACE SANITIZER	Ecolab Inc/Kay Chemical Co.	6836-70-5389	
KAYQUAT II	Ecolab Inc/Kay Chemical Co.	6836-266-5389	
MULTI-PURPOSE NEUTRAL PH GERMICIDAL DETERGENT	Ecolab Inc	47371-131-1677	
NEUTRAL DISINFECTANT CLEANER	Ecolab Inc	47371-129-1677	
OASIS 499 HBV DISINFECTANT	Ecolab Inc	6836-78-1677	
OXONIA ACTIVE	Ecolab Inc	1677-129	
OXYCIDE DAILY DISINFECTANT CLEANER	Ecolab Inc	1677-237	
PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT	Ecolab Inc/Kay Chemical Co.	1677-238	
QUATERNARY DISINFECTANT CLEANER	Ecolab Inc	6836-78-1677	
SANI QUAD FOOD SERVICE SANITIZER	Ecolab Inc/Kay Chemical Co.	6836-70-1677	
SANITIZER / COMMERCIAL SANITIZER	Ecolab Inc	6836-302-1677	
SUPER SAN FOOD SERVICE SANITIZER	Ecolab Inc/Kay Chemical Co.	6836-305-1677	
TRIPLE PLAY	Ecolab Inc/Kay Chemical Co.	47371-131-541	
Clean Quick Broad Range Quaternary Sanitizer	The Procter & Gamble Company	6836-278-3573	
multi-quat mega-1	Intercon Chemical Company	6836-77-48211	
TEC-QUAT 128	Getinge USA Sales, LLC	6836-77-10648	
CEN-KLEEN IV	ARJO HUNTLEIGH, INC. D/B/A ARJOHUNTLEIGH	6836-75-45556	
ACS Tornado 1 - One Step Disinfectant	American Chemical Systems	6836-75-86408	
Performex	Brunlin & Co., Inc.	6836-364-106	
Germ-A-Cide 64	Detco Industries, Inc.	47371-131-58111	
128 E-Fecticide	Multi-Clean Inc.	6836-365-5449	
256 Century Q	Multi-Clean Inc.	47371-129-5449	
Q.T.Plus	Hillyard Industries, Inc	6836-77-1658	
Q.T. 3	Hillyard Industries, Inc	6836-349-1658	
Dakil S	Davis Manufacturing and Packaging, Inc.	47371-129-50591	
Centraz San Sol 10	Centraz Industries, Inc.	6836-266-9194	
Simple Green d Pro 5	Sunshine Makers, Inc.	6836-140-56782	
Medline Micro-Kill NQ5	Medline Industries, Inc	6836-364-37549	
Classic Whirlpool Disinfectant and Cleaner	Central Solutions, Inc.	6836-75-211	
OPI SpaComplete	OPI Products, Inc.	6836-77-70397	
CONFIDENCE PLUS 2	WALTER G LEGGE CO/MINE SAFETY APPLIANCES COMPANY	47371-130-4204	
Coastwide Professional Hepastat 256	Staples Contract & Commercial LLC	6836-78-86226	
Brighton Professional Hepastat 256	Staples Contract & Commercial LLC	6836-78-86226	
128 Disinfectant	Dalco Enterprises, Inc	6836-365-87580	
3M™ Quat Disinfectant Cleaner Concentrate	3M	6836-78-10350	
3M™ Neutral Quat Disinfectant Cleaner Concentrate	3M	47371-129-10350	
3M™ Disinfectant Cleaner RCT Concentrate	3M	6836-349-10350	
3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate	3M	6836-361-10350	
3M™ MBS Disinfectant Cleaner Concentrate	3M	6836-361-10350	
GASCO Quaternary Sanitizer	GASCO INDUSTRIAL Corp.	6836-266-81974	
MixMate Germicidal Cleaner	U S Chemical	47371-131-7546	
Lemon Cleaner	U S Chemical	47371-131-7546	
Pine Cleaner Disinfectant	U S Chemical	47371-131-7546	
Extra Spearmint Germicidal Detergent and Deodorant	U S Chemical	47371-131-7546	
Sanifect Plus 1	U S Chemical	47371-131-7546	
Sanifect Plus 2 Fresh N Clean	U S Chemical	47371-131-7546	
Neutral Disinfectant Cleaner	Gordon Food Service	47371-131-45133	
Germicidal Cleaner and Disinfectant	Gordon Food Service	47371-131-45133	
MixMate Non-Acid Restroom Cleaner & Disinfectant	U S Chemical	6836-75-7546	
MixMate Microtech Non-Acid Restroom Cleaner & Disinfectant	U S Chemical	6836-75-7546	
Array Non-Acid Restroom Cleaner & Disinfectant P	Gordon Food Service	6836-75-45133	
OXY-TEAM™ DISINFECTANT CLEAENER	Diversey, Inc.	70627-58	
VIREX™ II / 256	Diversey, Inc.	70627-24	
Virex Plus	Diversey, Inc.	6836-349-70627	
G-5 Sanitizer	Diversey, Inc.	6836-266-70627	
Wide Range II Non-Acid Disinfectant Washroom Cleaner Concentrate	Diversey, Inc.	6836-75-70627	
Avert Sporidical Disinfectant Cleaner	Diversey, Inc.	70627-72	
United 255 DISINFECT PLUS	UNITED LABORATORIES INC	47371-131-9250	
Enviro Care Neutral Disinfectant	Rochester Midland Corporation	47371-131-527	
PUR TABS	EarthSafe Chemical Alternatives, LLC	71847-6-91524	
PUR:ONE	EarthSafe Chemical Alternatives, LLC	71847-7-91524	

Mint Disinfectant Plus
pH7Q
Quat Stat 5
Triforce
Symlicity Sanibet Multi-Range Sanitizer
Pine Quat

Gurtler Industries, Inc.
Betco Corporation
Betco Corporation
Betco Corporation
Betco Corporation
Betco Corporation

6836-75-47567
47371-131-4170
6836-361-4170
6836-349-4170
6836-266-4170
47371-192-4170

Wipe products		
Commercially Available Product Name	Company/Distributor	EPA REG No.
PURELL Professional Surface Disinfectant Wipes	GOJO Industries, Inc.	85150-1
PURELL Foodservice Surface Sanitizing Wipes	GOJO Industries, Inc.	84150-1
Sani-Cloth Prime Germicidal Disposable Wipe	Professional Disposables International, Inc.	9480-12
Buckeye Sanicare Disinfecting Wipes	Buckeye International, Inc.	6836-313-559
Clorox Healthcare® Bleach Germicidal Wipes	Clorox Professional Products Company	67619-12
Clorox Healthcare® VersaSure® Wipes	Clorox Professional Products Company	67619-37
Clorox Commercial Solutions® Clorox® Disinfecting Wipes	Clorox Professional Products Company	67619-31
Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes	Clorox Professional Products Company	67619-25
Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant Wipes	Clorox Professional Products Company	67619-25
Clorox Disinfecting Wipes	The Clorox Company	5813-79
I7 DISINFECTANT WIPES	Ecolab Inc/Kay Chemical Co.	6836-340-1677
MULTI PURPOSE DISINFECTING WIPES	Ecolab Inc	6836-340-1677
SCRUBS® MEDAPHENE® Plus Disinfecting Wipes	ITW Pro Brands	6836-340-11694
Wipes Plus Disinfecting Wipes 1	Progressive Products, LLC.	6836-340-75399
Handyclean™ Steridol Wipes	Diamond Wipes International, Inc.	6836-340-74058
Monk Disinfectant Wipes	Dreumex USA, Inc.	6836-313-91910
SONO Ultrasound Wipes	Advanced Ultrasound Solutions, Inc.	6836- 340-89018
SONO Disinfecting Wipes	Advanced Ultrasound Solutions, Inc.	6836- 340-89018
Oxivir 1 Wipes	Diversey, Inc.	70627-77
OXIVIR™ WIPES	Diversey, Inc.	70627-60
CLAIRE BROAD SPECTRUM GERMICIDAL & DISINFECTANT WIPE	Claire Manufacturing Company	6836-340-706
NASSCO PRO SERIES 88 BROAD SPECTRUM GERMICIDAL & DISINFECTANT WIPES	NASSCO Inc	6836-340-18166
LCP BROAD SPECTRUM GERMICIDAL & DISINFECTANT WIPES	LOR Cleaner Products	6836-340-88324
SSS TRIPLE S DISINFECTANT WIPES	Triple S	6836-340-12120
BROAD SPECTRUM GERMICIDAL DISINFECTANT HEALTH CARE WIPES	Kandel & Son Inc	6836-340-40976

ⁱ To include a product on CBC's list of Coronavirus—Fighting Products, please contact Komal K. Jain at komal_jain@americanchemistry.com



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



SUBJECT: Council Approval to Authorize the Pursue of Multiple Grants

DATE OF MEETING: 3/12/2020

DEPARTMENT: Attorney

ATTACHMENTS:

Description	Type	Upload Date
Grant Applications	Cover Memo	3/11/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 11, 2020

SUBJECT: Special Called Meeting: Grant Applications

The Special Called Meeting scheduled on Thursday, March 12, 2020 is being called to request Council's authorization/approval for the administration to apply for the following grants:

1. **2020 Fulton County Community Development Block Program (CDBG):** This grant opportunity requires a Board Authorization Resolution that allows the City to make application for the CDBG funds for the proposed project(s). Failure to provide this document will preclude the application from being considered for funding. The application also requires each councilmember to sign a Declaration of Economic Interest form and for the Mayor to sign on the certifications. The deadline to submit the application is Wednesday, March 18, 2020.

Staff request Council approval to apply for the 2020 Fulton County Community Development Block Program and allow the City Attorney and City Manager to finalize the language and execute on or before the submission date.

2. **2019 Assistance to Firefighter Grant Program (AFG):** The primary goal of the AFG is to enhance the safety of the public and firefighters by providing financial assistance to fire departments. AFG provides funding for critically needed resources to equip and train emergency personnel to recognize standards, enhance operations efficiencies, foster interoperability and support community resilience. The department has identified the Assistance to Firefighters Grant as an opportunity to purchase nine (9) turn-out gear extractors and dryers, 15 fire truck diesel filtration systems and two (2) fully equipped quick response vehicles (QRV) which would be placed in both battalions. The QRV's would respond on medical calls to provide Advance Life Support.

Lastly, the grant request includes vital training in the specialty areas of ARFF, HazMat, Paramedic and Driver Operator. The grant request of \$1,135,841 requires 10% matching funds in the amount of \$113,584.

Currently, the Fire Department does not have funding available in its 2020 budget to set aside for the grant's required 10 % match, although all items with the exception of the Quick Response Vehicles (QRV's) are being requested in the mid-year budget. The grant's application deadline is Friday, March 13, 2020 and the anticipated award date is

Thursday, April 30, 2020. The performance period is May 1, 2020 - April 30, 2021. Staff will have one (1) year to purchase all items; therefore, we are requesting to defer identifying a funding line for the match until our FY2021 budget. The goal of the department is to request a funding line for the AFG and additional grants that require a matching fund in the FY2021 Budget.

Staff request Council approval to apply for the 2019 Assistance to Firefighters Grant in the amount of \$1,135,841 and to delay identifying a funding line for the 10% match of \$113,584 until submission and approval of the FY2021 budget.

3. **FY19 Fireworks Tax Grant:** This grant opportunity is to purchase a fire extinguisher training package. The grant request of \$3,604.40 requires 10% matching funds in the amount of \$360.00, which the Fire Department has identified in the FY2020 Operating Budget.

Staff request Council approval to apply for and accept, if awarded, the FY2019 Fireworks Tax Grant in the amount of \$3,604.40 which requires a 10% match of \$360.00.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

cc: Frank Milazi, City Treasurer

From: [Odie Donald](#)
To: [William "Bill" Edwards](#); [Catherine Rowell](#); [Carmalitha Gumbs](#); [Helen Willis](#); [Naeema Gilyard](#); [Corey A. Reeves](#); [khalid kamau](#); [Mark Baker](#)
Cc: [Deloris Baskin](#); [Diane White](#); [Corey Adams](#); [Melanie Winfield](#); [Shayla Reed](#); [Jamila Criss](#)
Subject: FW: CDBG Funding
Date: Friday, February 7, 2020 2:32:18 PM
Attachments: [Letter - CDBG Funding.pdf](#)
[image001.png](#)
[image002.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image008.png](#)

Greetings Honorable Mayor and Council,

Please accept the attached and below as an FYI related to CDBG funding.

--

Regards,

Odie Donald II, MBA

City Manager | City of South Fulton [f](#) [t](#) [i](#)
5440 Fulton Industrial Blvd, S.W. , Suite A, Atlanta, GA 30336
470.809.7204 office | odie.donald@cityofsouthfultonga.gov



From: Odie Donald <odie.donald@cityofsouthfultonga.gov>
Date: Friday, February 7, 2020 at 2:30 PM
To: "Anderson, Dick" <Dick.Anderson@fultoncountyga.gov>
Cc: "Roach, Anna" <Anna.Roach@fultoncountyga.gov>, Melanie Winfield <melanie_winfield@hotmail.com>, Jamila Criss <jamila.criss@cityofsouthfultonga.gov>, "Roshell, Pamela" <Pamela.Roshell@fultoncountyga.gov>, Shayla Reed <Shayla.Reed@cityofsouthfultonga.gov>
Subject: CDBG Funding

Good afternoon,

Please accept the attached request related to the County's implementation of CDBG programming.

--

Regards,

Odie Donald II, MBA

City Manager | City of South Fulton [f](#) [t](#) [i](#)
5440 Fulton Industrial Blvd, S.W. , Suite A, Atlanta, GA 30336
470.809.7204 office | odie.donald@cityofsouthfultonga.gov

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

February 5, 2020

Dick Anderson
County Manager, Fulton County Government
141 Pryor Street, 10th Floor
Atlanta, GA 30303

RE: Community Development Block Grant (CDBG)

Mr. Anderson,

The City recently received notification of the County’s decision to relinquish its status as an *Entitlement Community* as defined by the U.S. Department of Housing & Urban Development (HUD). The City of South Fulton has identified several areas where the identified funding could be used to address various community development issues throughout our City limits. In Fulton County Board of Commission Chair Rob Pitts latest notification on this matter, he shared that there is a large amount of unspent HUD funding that may be available to local communities throughout Fulton County. He further added his commitment to ensuring that “any available dollars are allocated for projects in our communities for the people who need them.”

As you can imagine, the City was excited to learn of this opportunity. We, in the City of South Fulton, have identified a need for the referenced funding and would like to learn more about the potential allocation of those opportunities to our local communities. The City continues to endeavor toward delivering a strong quality of life for our residents and hopes to partner with the County to deliver best in class services. To that end, please accept this correspondence as a formal request from the City for technical assistance and support in relation to accessing HUD funding.

In Service,

Odie Donald II
City of South Fulton City Manager

cc: Mayor and City Council, City of South Fulton
Joe Carn, Fulton County Commissioner for District 6
Melanie Winfield, City of South Fulton Assistant City Manager
S. Diane White, City of South Fulton Clerk to Council
Shayla Reed, City of South Fulton Community Development & Regulatory Affairs
Director

From: [Roach, Anna](#)
To: [Odie Donald](#); [Anderson, Dick](#)
Cc: [Melanie Winfield](#); [Jamila Criss](#); [Roshell, Pamela](#); [Shayla Reed](#); [Roshell, Pamela](#)
Subject: RE: CDBG Funding
Date: Friday, February 7, 2020 2:51:13 PM
Attachments: [image008.png](#)
[image010.png](#)
[image014.png](#)
[2020 CDBG Municipal Application Funding Request-2.3.2020.pdf](#)

Odie,

Thank you for your email.

Through its Community Development Block Grant Program, Fulton County has available **a \$1.4M Municipal Funding Application Request** for city projects that meet the criteria for the following activities: slum and blight, demolition, park improvements, and other related community improvements. Cities are asked to, **please submit a completed CDBG application no later than Wednesday, March 18th 2020 at 5:00PM**. The CDBG Municipal Funding Application is attached.

The Community Development Department will facilitate **two (2) CDBG Technical Assistance Conference Calls** to respond to questions about the \$1.4M CDBG Municipal Funding Application at **10:00 a.m. on Tuesday, February 11, 2020; Conference Call: 1-877-336-1832, code 7318986#** **10:00 a.m. on Thursday, February 13, 2020; Conference Call: 1-877-336-1832, code 7318986#**

For more information, please contact Kim Benjamin, Community Development Manager, Fulton County Community Development Department at (404) 612-8077 or kim.benjamin@fultoncountyga.gov.

This information will also be sent via regular mail. Please do not hesitate to contact me if you have any questions.



From: Odie Donald [<mailto:odie.donald@cityofsouthfultonga.gov>]
Sent: Friday, February 07, 2020 2:30 PM
To: Anderson, Dick
Cc: Roach, Anna; Melanie Winfield; Jamila Criss; Roshell, Pamela; Shayla Reed
Subject: CDBG Funding

Good afternoon,

Please accept the attached request related to the County's implementation of CDBG programming.

--

Regards,

Odie Donald II, MBA

City Manager | City of South Fulton   

5440 Fulton Industrial Blvd, S.W. , Suite A, Atlanta, GA 30336

470.809.7204 office | odie.donald@cityofsouthfultonga.gov





DEPARTMENT OF COMMUNITY DEVELOPMENT

Community Development Block Grant Program (CDBG)

2020 Municipal Funding Application Request

Fulton County
Department of Community Development
Pamela Roshell, PhD, MSW
Deputy Chief Operating Officer and Interim Director

137 Peachtree Street, SW, 3rd Floor
ATTN: CDBG Unit
Atlanta, GA 30303

**SUBMIT COMPLETED APPLICATIONS TO THE ABOVE ADDRESS
NO LATER THAN
MARCH 18, 2020 AT 5PM**

CDBG Overview

The federally funded Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; [42 U.S.C.-5301](#) et seq.

The United States Department of Housing and Urban Development (HUD) awards grants to entitlement community grantees such as Fulton County, GA to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities; however, grantees must give maximum feasible priority to activities that benefit low- and moderate-income persons. A grantee such as Fulton County, GA may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Although local units of government develop their own programs and funding priorities, **all CDBG activities must be consistent with one or more of the following HUD national objectives:**

- ***Provide a direct benefit for low to moderate income households***
- ***Prevent slum or blight***
- ***Address an urgent need or problem within the community***

Fulton County, GA Community Development Block Grant Program

As a funding recipient from HUD, Fulton County, GA is required to submit a Community Development Consolidated Plan as well as annual one-year Action Plans that describe how the Urban County will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on the communities. Fulton County's lead department responsible for submission of this Plan to HUD is the Fulton County Department of Community Development.

The Department of Community Development has prepared this formal application to solicit applications from local nonprofits, public organizations, Community Based Development Organizations (CBDOs), and nonprofit and for-profit housing developers interested in becoming subrecipient of the Fulton County CDBG allocation. As a subrecipient, the awarded agency partner is eligible to receive a contract agreement that guarantees reimbursement for eligible activities and expenses that support County and CDBG reimbursable efforts to sustain services that ensure that the most vulnerable residents receive the care and community support they need to become self-sufficient.

THRESHOLD REQUIREMENTS:

- The application must be submitted by or on behalf of a non-profit organization or governmental entity.
- Proposed activities must benefit low and moderate income residents or communities within Fulton County, excluding the three (3) Fulton County communities of that directly receive CDBG funds from HUD and do not participate in the Fulton County CDBG partnership. Those current communities include the City of Johns Creek, the City of Roswell, and the City of Sandy Springs.
- There must be no adverse impacts to the environment in proposed activities as determined by an Environmental Review.
- Organizations must have been in business for at least two (2) years.
- Applications will not be considered for funding if not signed and completed on application provided (Exhibit A) in same format with Attachments. Certifications are only provided with original application.
- Applications will not be considered for funding which cannot demonstrate meeting National Objective (benefit at least 51% LMI) or if the project is not an eligible CDBG activity.
- Applications will not be considered for funding if proposed activity does not address measurable Consolidated Plan Priority Needs Objectives or if measure has been obtained.
- All projects must provide Board Resolution to authorize application, dollar amount, description of project, match if applicable.

ELIGIBLE ACTIVITIES

CDBG funds must be used for activities which meet a CDBG National Objective. As described earlier, the National Objectives for the CDBG Program are to support activities which:

1. provide primary benefit to lower income persons or households
2. aid in the elimination of slums or blight; or
3. meet other identified community development needs.

Eligible activities may include, but are not limited to (See Code of Federal Regulations §570.201 for a complete listing of Basic eligible activities):

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and nonresidential structures;
- Acquisition, construction, rehabilitation, or installation of public facilities and improvements, , streets, neighborhood centers, and the conversion of school buildings for eligible purposes;

EXAMPLES OF ELIGIBLE 2020 CDBG MUNICIPAL ACTIVITY CATEGORIES

- Acquisition/Disposition of Real Property
- Blight Removal / Site Clearance
- Code Enforcement
- Public Facilities Improvements
- Public Infrastructure Improvements

DETAILED SUBMITTAL REQUIREMENTS

(see the following detailed table and utilize it as checklist to ensure the application submittal has all requested information.)

	SUBMISSION REQUIREMENTS	DOCUMENTATION
	The applicant must have nonprofit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity, or be a local governmental entity or agency (governmental agencies can skip to line 5)	Provide a copy of a 501(c) (3) designation letter from the Internal Revenue Service if a non- profit applicant
	The applicant must be registered to conduct business in the State of Georgia at the time of application. (Not applicable to governmental agencies)	Provide a copy of current certification from the GA Secretary of State. For assistance, please visit: www.sos.ga.gov
	The applicant must have an audit or audited financial statements prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation. Copies of each <i>audited</i> financial statement must be submitted with the application. Reviews and Compilations will not be accepted. Audit findings will make the applicant ineligible to receive assistance. (Not applicable to governmental agencies)	Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable. If the organization's operational budget is greater than \$25,000, submit 1 COPY of your organization's single audit. If the organization's operational budget is less than \$25,000, submit 1 COPY of your audited financial statements.
	The applicant must have at least twelve (12) months experience directly related to the proposed project or program.	Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project, and include descriptions of the applicant's previous related program activities.
	The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	Provide a copy of the agency's written financial management procedures, and a current organization chart.
	The applicant must agree to abide by all policies, regulations, ordinances, or statutes as required by HUD or Fulton County.	Provide a signed statement that the organization acknowledges its responsibilities in the Certification.
	Each applicant must submit one original and one copy of their application <u>unbound</u> .	Provide an original and one copy <u>unbound</u> .
	Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	Provide a copy of Certificate of Insurance
	Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit www.sam.gov	Provide proof of registration with the U.S. System for Award Management.
	An Environmental Review is reviewed and conducted by Fulton County	Provide Phase I Environmental Report, if applicable Provide a complete description of proposed project.
	The applicant must submit its procurement policy compliant to CDBG federal regulations.	Provide copy of the entity's procurement policy compliant to CDBG federal regulations.

HUD Statutory Program Goals

1. **Decent Housing** – including, but not limited to:
 - Assisting homeless persons to obtain affordable housing;
 - Assisting persons at risk of becoming homeless;
 - Retaining the affordable housing stock;
 - Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
 - Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
 - Providing affordable housing that is accessible to job opportunities.
2. **Suitable Living Environment** – including, but not limited to:
 - Improving the safety and livability of neighborhoods;
 - Eliminating blighting influences and the deterioration of property and facilities;
 - Increasing access to quality public and private facilities and services;
 - Reducing the isolation of income groups within the areas through special de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
 - Restoring and preserving properties of special historical, architectural, or aesthetic value; and
 - Conserving energy resources and use of renewable energy sources.
3. **Expanded Economic Opportunities** – including, but not limited to:
 - Job creation and retention;
 - Establishment, stabilization and expansion of small businesses (including micro-businesses);
 - The provision of public services concerned with employment;
 - The provision of jobs to low-income persons living in areas affected by these programs and activities, or jobs resulting from carrying out activities under programs covered by the Plan;
 - Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
 - Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
 - Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing public housing.

Long-term Outcomes Linked to these Goals are:

- **Availability/Accessibility** – This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low- and moderate-income persons, including those with special needs and/or disabilities.
- **Affordability** – This outcome relates to programs that provide affordability to low- or moderate-income persons and can include affordable housing.
- **Sustainability** – This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

CDBG Program National Objectives

Federal regulations require that activities funded with CDBG must meet one of HUD's three national objectives:

- 1. Benefit low- and moderate-income (LMI) persons/households** (at or below 80% of median family income for the County, as defined by HUD; 70% of the County's annual expenditures must be for LMI activities)
 - a. **Limited Clientele Benefit (LMC)** – activity benefits LMI individuals (at least 51% of beneficiaries must be LMI)
 - i. Certain categories of limited clientele are presumed to be LMI beneficiaries under CDBG regulations. **(LMC/PB) Reference §570.208(a)(2)(i)(A)**
 1. Elderly
 2. Severely disabled adults
 3. Abused children
 4. Battered spouses
 5. Illiterate adults
 6. Persons with AIDS
 7. Migrant farm workers
 - b. **Housing Benefit (LMH)** – activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households
 - i. 100% of single-family units must be occupied by households at or below 80% of median family income;
 - ii. 51% of multi-family units must be occupied by households at or below 80% of median family income. *Reference §570.208(a)(3)*
 - c. **Job Creation/Retention Benefit (LMJ)**– activity creates or retains jobs of which at least 51% must be taken by or made available to LMI persons. *Reference §570.208(a)(4)*
 - d. **Low- and Moderate-Income Area Benefit (LMA)** – activity will be available to or benefit all residents in an area that is primarily residential and is located in a census tract where 42.8% or more of the population is low-moderate income. (Not applicable to housing activities) *Reference §570.208(a)(1)*
- 2. Prevent or Eliminate Slum or Blight (SBA or SBS)**
 - a. Area basis (eligible areas are determined by local ordinance) *Reference §570.208(b)(1)*
 - b. Spot basis (specific properties are determined by local ordinance) *Reference §570.208(b)(2)*
- 3. Meet a Community Urgent Need** ******(typically natural disasters) *Reference §570.208(c)*
*** This national objective is not applicable for this application.*

Key Definitions & Online Tools

- **Income** – Grantees may select any of three definitions of income: (1) Annual income as defined under Section 8 (24 CFR Part 5); (2) Annual income as reported under the Census long form; or (3) Adjusted gross income as defined by the IRS Form 1040. **Fulton County uses Section 8, 24 CFR Part 5 definition of income**
 - **Low-and Moderate Income** – Family or household with an annual income less than the Section 8 Low Income Limit, generally 80% of the area median income, as established by HUD.
 - **Extremely Low Income** – Family or household with an annual income equal to or less than 30% of the area median income, as established by HUD
 - **Very Low Income** – Family or household with an annual income equal to or less than 50% of the area median income, as established by HUD
- **Family** – As defined in 24 CFR 5.403, includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: (1) a single person, (2) a group of persons residing together.
- **Household** – All persons occupying a housing unit.
- **Micro-Business** – A business that has five or fewer employees, one or more of whom owns the business.

<u>Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities</u>	https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/
<u>CPD Laws & Regulations</u>	https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/
<u>Super Circular 2 CFR 200</u>	http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
<u>Tool Kit on Required Programmatic Crosscutting Federal Regulations</u>	https://www.hudexchange.info/resource/34/cdbg-crosscutting-issues-toolkit-contents/
<u>Section 8 Definition of Annual Income 24 CFR, Part 5, Subpart F (Section 5.609)</u>	https://portal.hud.gov/hudportal/documents/huddoc?id=Calculatingattachment.pdf
<u>42 U.S.C.-5301/ Congressional Findings and Declaration of Purpose</u>	https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/rulesandregs/laws/sec5301





**Fulton County Department of Housing and Community Development
Community Development Block Grant (CDBG)
2020 Municipal Funding Application Request**

MUNICIPAL INFORMATION	
Municipality Name:	
Mailing Address:	
Website:	
Telephone Number:	
Contact Person:	
Email:	
DUNS Number: <i>Dun & Bradstreet, Inc. provides this number at no charge.</i>	
Tax ID Number:	

PROJECT INFORMATION	
Project Title:	
Project Location	

1. Briefly highlight your agency's experience and major accomplishments in providing services to LMI residents and/or communities	
2. Has your agency received CDBG or other federal funds in any of the past four fiscal years (Fiscal Years 2016 through 2019)?	
3. Will your agency still implement this project should CDBG funds not be awarded? If yes, how will the implementation be achieved?	

4. If funded, how will your agency continue this project if CDBG funds are not available in future years?	
5. Does the municipal entity have a procurement policy that is compliant with federal CDBG regulations for awards at or above \$100,000? Please describe.	
6. Please describe the procurement policy for awards below \$100,000.	

TARGET POPULATION	
1. Briefly describe the target population/category of persons to be served in Fulton County: (i.e. seniors 62+, homeless, abused children or women, or persons with disabilities)	
2. If applicable, please provide the actual number of persons to be served:	
3. At least 70% of the total number of persons served by each project must be Low & Moderate Income for the project to be eligible for Fulton County CDBG funds. See HUD Income Table below for a definition of low and moderate income.	
PROJECT SPECIFICS	
1. Project Schedule (Total Months to Complete):	
2. Please attach a projected work plan with an estimated time line of proposed activities along with a 12 month budget projection for the activity.	
3. What performance measurement <u>objective</u> does your project best exemplify?	☐ Suitable Living Environment
	☐ Decent Housing
	☐ Economic Opportunity
4. What performance measurement <u>outcome</u> does your project best exemplify?	☐ Availability/Accessibility ☐ Affordability ☐ Sustainability

The Fulton County Consolidated Plan goals are listed below. Select the goal(s) appropriate to your project:

☐	All People Are Safe
☐	All People Are Healthy
☐	All People Are Self-Sufficient
☐	All People Have Economic Opportunity
☐	All People's Lives are Culturally and Recreationally Enriched
☐	All People Trust Government is Efficient, Effective and Fiscally Sound

CDBG National Objective: Which CDBG National Objective listed below does your proposed project meet?		
☐	LMA: Area benefit: At least _____ of residents within the targeted activity area are low to moderate income (LMI). Provide verifiable proof.	
☐	LMC: Limited clientele: At least 51% of clientele to be served will be documented as LMI.	
☐	LMC/PB: Presumed Benefit Group will be served exclusively by the project (select benefit group from the list below):	
	☐	(i) Abused children
	☐	(ii) Elderly persons 62 years or older
	☐	(iii) Battered spouses
	☐	(iv) Severely disabled adults (not children) – Census definition; documentation required
	☐	(v) Illiterate adults
	☐	(vi) Persons living with HIV/AIDS
	☐	(vii) Migrant farm workers
☐	(viii) Homeless person S	
☐	LMH: Housing (select subpart below):	☐ SBA: Slum and Blight Area
☐	(a) Single family (must be 100% LMI)	☐ SBS: Slum and Blight Spot
☐	(b) Multi-unit (must be 51% LMI)	
☐	LMJ: Job creation: At least 51% of jobs for LMI persons	

PROJECT NARRATIVES

Project Description: Provide a description of the proposed project for funding. If response exceeds this page, please attach additional pages and label. If an existing service, please also include detailed information on how existing service will be expanded if CDBG funds are awarded; the estimated increase of persons receiving the service and/or discussion of additional service to be provided through project/program.

NOTE: If your organization is currently providing the service for which funds are being requested in this application, you must statistically document [on Attachment 1] how the service will be expanded. Expansion of the service is a requirement to qualify for CDBG Public Service funds.

[Type response here]

Service Area: List specific Census Tracts to be served by the project activities describe the methods used to identify these census tracts.

[Type response here]

Service Population and Selection Process: Indicate the target population this project will serve and indicate if your project will serve the following groups: Seniors, Adults with disabilities, Abused Spouses, Female Headed Households, Homeless persons, Abused/Neglected Children. Also describe why you have chosen that population. Describe the need the project will address. Describe the methods used to identify the need(s) for the proposed project (i.e. community input, surveys, input from other agencies).

[Type response here]

Performance Reporting, Monitoring, and Record-Keeping: The CDBG Program Office will require organizations to submit monthly reports pertaining to expenditure of CDBG-funded activities. Describe and discuss any experiences you have in reporting, monitoring, and/or record-keeping compliance requirements with CDBG and other funding agencies.

[Type response here]

Project Implementation Schedule: Detail your project implementation schedule and list the major activity accomplishments and expenditure requests anticipated for each quarter.

[Type response here]

How does your agency plan to tell the target population about the project/services?

[Type response here]

List up to three outcomes of the project (at least one is required). For each outcome listed, provide the number of participants who will benefit and the way data will be collected to track or verify the outcome:

[Type response here]

Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:

☐

Yes

☐

No

[Type response here]

What is the target population for this project?

[Type response here]

If LMC, LMH, LMJ Project: How does your agency track and record client demographics?

[Type response here]

If LMA Project: What specific Census tracts or block groups does the project intend to serve? (attach map(s))

[Type response here]

What is the percentage of LMI residents residing in the Census Tract where the program activity is housed, located, and operated? Explain below, particularly if below 51%:

[Type response here]

Indicate whether the project will be serving individual clients (IC) or households (HH):

☐

IC

☐

HH

What is the estimated total number of unduplicated clients/households to be served?

Of the total number of unduplicated clients/households to be served, what is the total number of unduplicated LMI clients/households to be served, if applicable?

If applicable, what is the percentage of unduplicated LMI clients/households to be served?

What is the estimated cost per client/household?

a) Over the past two years (2018 & 2019), what proportions of the people served by the project were within Fulton County Jurisdiction (exclude City of Atlanta, City of Roswell, and City of Sandy Springs residents? (Documentation must be available, if requested.)

a)

b) If this is a new project, what proportion of the people served by the project are anticipated to be from Fulton County Jurisdiction (exclude City of Atlanta, City of Roswell, and City of Sandy Springs residents? (Documentation must be available, if requested.)?

b)

List the evaluation tools your agency plans to employ to track and monitor the progress of the project.

[Type response here]

How does your agency plan to ensure compliance with applicable policy and procedural requirements including gathering income, race and ethnicity data of clients/households served (including those listed in HUD's "Playing by the Rules" Handbook)?

[Type response here]

Describe any unresolved ADA issues in the project or project office and how your agency plans to address them. (If the objective of the project is ADA rehabilitation, do not repeat the project description here.)

[Type response here]

<i>How many members does your Board of Directors have?</i>	
<i>How many Board members are also members of the project's target population or reside in the project's target area? Indicate which ones in Appendix E.</i>	

BUDGET QUESTIONS

What is the total budget for this project and how much funding do you already have in place for this project?

[Type response here]

If this project is not funded with CDBG, does your organization have the financial means to support the proposed project?

[Type response here]

Please indicate itemized costs in the budget sheet provided and label Community Development Block Grant Budget.

LEVERAGING & COLLABORATION [FUNDING SUPPORT]			
Please list all funding secured for this Project and any additional funding awarded in the <u>past three years</u> . Include CDBG funding received from Fulton County.			
Year Awarded	Agency	Funding Type	Amount

BUDGET FORM

Please note: It is important to be specific and detailed in your description of the service-operating budget to be funded with CDBG including a reimbursement schedule acknowledging draw-downs of CDBG funds for this activity. Do not include information on other activities not funded with CDBG. Cost Reimbursement budgets shall not include expenses that do not pertain to the project operation for example: marketing, food, apparel, or transportation. All requested reimbursements shall include legible supporting authentic invoices and or receipts.

COST REIMBURSEMENT BUDGET

Item	Activity	Cost
DIRECT PROJECT EXPENSE		
Total Cost Reimbursement Budget		

Staffing

Describe specifically the classification, name and hours per week of all staff within your organization that will be involved in the administration and implementation of your proposed project.

Name	Classification/Job Title	Hours Per Week

C. Administrative Systems

Indicate your organization's administrative systems by checking each item that exists within your agency's organizational structure.

Formal Personnel System:	Yes	No
Are written procedures in place:	Yes	No
Staff Salary Tracking System by Funding Source:	Yes	No
Audit System:	Yes	No
Are formal written accounting procedures in place:	Yes	No
Recordkeeping System/Separate Tracking for Each Funding Source:	Yes	No
Hard Copy Files and Computer Records Systems with Security and Back-up:	Yes	No

Internal Monitoring/Evaluation System:	Yes	No
Are written procedures in place?:	Yes	No
Client Eligibility Verification:	Yes	No
Client Demographic Data Collection and Reporting System:	Yes	No
Procurement Policy:	Yes	No
Are formal written procedures in place:	Yes	No
Conflict of Interest Policies:	Yes	No
Client Grievance Policies:	Yes	No
Annual Fundraising/Revenue Generation – Non-profit only:	Yes	No
Financial Oversight by Board of Directors:	Yes	No
Program Oversight by Board of Directors:	Yes	No

D. Organization Current Budget

Attach copy of the organization’s current budget and identify as “**Attachment II, Current Budget**”.

This attachment must follow Exhibit A application. If you have a deficit, please explain how CDBG funds will not be used to meet deficit.

E. Audit

Does your organization have an audit completed by an independent certified public accountant (CPA)?

Yes No Date of Audit _____

If yes, attach copy of the most recently complete **Audit** which includes the “**Management Letter**” or **written certification from a CPA that a Management Letter was NOT issued**. Include your response(s) to the Management Letter if applicable and identify each as “**Attachment III, Audit**”. This attachment must follow Exhibit A application.

F. Income Tax

Did your organization file and income tax return last year? Yes No

Attach income tax return [Form 990 or 990EZ non-profit] and label as “**Attachment IV Income Tax Return**”. This attachment must follow Exhibit A application.

LEVERAGE/MATCH

Applicants requesting funding may want to include a dollar-for-dollar ratio of leverage/match to demonstrate financial support of the project. List the amount of leverage/match resources, from all sources available for use along with CDBG dollars for your proposed project?

Leverage/Match must match or exceed CDBG funds requested in project budget to receive Bonus Points. Federal dollars cannot be used for match points, but should be included in overall budget if applicable and identified as Federal dollars.

The evidence **MUST** state the dollar value and verify the availability of match resources obligated to this project. For non-profits, for-profits or governmental entities that have a Board of Directors, a Board Resolution must be provided. For non-profits, for-profits and governmental entities that do not have a Board of Directors, a letter from the Executive Director/President will be acceptable. In-Kind Agreements for Professional Services such as legal, accounting, engineering, management, planning, etc. can also be used as a match for the project. In-Kind contributors must state the value of their services for the project.

Volunteer hours except for professional services are not applicable. Identify verification of leverage/match as **“Attachment V, Leverage/Match”**. This attachment must follow Exhibit A application.

Line Item	CDBG Funds	Non-CDBG Funds	Total
Salary	\$	\$	\$
Fringe	\$	\$	\$
Supplies	\$	\$	\$
Arch./Engineer Fees	\$	\$	\$
Acquisition	\$	\$	\$
Construction	\$	\$	\$
Rehabilitation	\$	\$	\$
Other:	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
In-Kind Services	\$	\$	\$
TOTAL	\$	\$	\$

BOARD AUTHORIZATION RESOLUTION

All applicants must provide a Board Authorization Resolution that allows the organization or governmental entity to make application for CDBG funds for project(s). Failure to provide a Board Authorization Resolution will preclude the application from being considered for funding. The resolution must indicate the project, amount of request, match if applicable, and repayment provisions in the format provided. For non-profit, for-profit and governmental entities that do not have a Board of Directors, verification can be a letter from the Executive Director/President. Identify verification of authorization to make application as **"Attachment V, Board Authorization Resolution"**. This attachment must follow Exhibit A application. **If vote is by e-mail By-Laws must verify this means of voting is allowed.**

Certifications Required of All Recipients of 2020 CDBG Funding

Every person or Agency awarded a 2020 CDBG Contract or grant by Fulton County for the provision of services shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG Agreements (see Appendix H) should sign to indicate you or your agency can and will comply with these requirements if funded.

The undersigned acknowledge the following:

1. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.
2. That submittal of an application for this project is not a guarantee of funding from the Fulton County Office of Housing and Community Development.
3. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate (L/M) income persons, governing the use of CDBG funds.
4. That no revised applications may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by CDBG Program during their application review process.
5. That, if the project is funded, the FULTON COUNTY reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
6. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and FULTON COUNTY.
7. That, if the project is funded, the applicant shall comply with all federal and FULTON COUNTY policies and requirements, FULTON COUNTY procedures must be followed, as applicable to the CDBG Program.
8. That, if the project is funded, the applicant understands that HUD release of CDBG funds must be obtained by the County prior to the obligation of funds (execution of a written agreement).
9. That, if the project is funded, FULTON COUNTY will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
10. That if the project is a facility, the applicant shall ensure the facility is maintained and operated for its approved use throughout its economic life, with a minimum period of five years from completion of the project, if the project is funded.
11. That a project's funding does not guarantee its continuation in the County's subsequent Action Plans.
12. That written signatory authority from the applicant's governing body indicating who can execute written agreements/contracts and amendments on its behalf has been included with this application packet.
13. That, if the project is funded, the proposed activities (project tasks) listed in this application may be implemented without delay upon the execution of a written agreement between FULTON COUNTY and the applicant.
14. That the proposed funding requested represents the amount needed to complete the project within 12 months or less.
15. That the applicant understands that all CDBG funds allocated to projects must be expended within 12 months or less of the date of the Agreement, or such funds are subject to being reprogrammed by FULTON COUNTY.
16. That the applicant is fully capable of fulfilling its obligation under this application. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required supporting documentation must be reviewed and accepted by assigned Contract Administrators or Project Manager prior to approval of payment to the applicant.
17. That, if the project is funded, all required federal and county certifications and assurances will be adhered to.
18. That the applicant will not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
19. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project.
20. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
21. That there are no pending lawsuits that have been filed against the applicant.
22. That the applicant understands that FULTON COUNTY may verify any or all statements contained in this application packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.

23. That the applicant understands that, upon submission, this application packet becomes the property of FULTON COUNTY and will not be returned to the applicant in whole or in part.
- ~~24. That the undersigned has reviewed this application packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application~~
25. That the governing body of the applicant organization authorizes the submission of this application.
26. If the applicant fails to comply with the Reporting Requirements, Implementation Schedule or the expenditure of 50% of obligated funds by the 3rd. Quarterly Report, the County can terminate the contract without giving a 30-day notice.
27. That the County will conduct a site visit and scored risk assessment analysis of the organization prior to a grant award determination. If awarded, the grantee will be is required to adhere to a monitoring schedule.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION REGARDING LOBBYING

By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

- (1) Contractor shall not use, and require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by FULTON COUNTY to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of federal, state, or local government. The term "influence or attempt to influence" shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.
- (2) Contractor acknowledges that federal funds received from FULTON COUNTY for individual program(s) have been provided pursuant to a federal grant, and shall comply with the laws set forth at 31 USC section 1352 (1989) and 24 CFR 87.
- (3) Contractor shall disclose any funds from any other source which have been paid by Contractor or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities". (24 CFR 87). Contractor understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.
- (4) Contractor shall require the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-agreements, subcontracts, sub-grants, and cooperative agreements exceeding \$100,000) and that all Subrecipients shall certify and disclose accordingly.

This certification submitted to FULTON COUNTY is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, FULTON COUNTY may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS

- (1) By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - (b) Have not within a three-year period preceding this award, have been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in 2. of the certification;
 - (d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
 - (e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency; and
 - (f) Will require that the language of this certification to be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.
- (2) "Principals", for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity.
- (3) Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (1) of this provision. The knowledge and information of Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (5) This certification submitted to FULTON COUNTY is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the FULTON COUNTY may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION FOR A DRUG-FREE WORKPLACE

- A. Every person or organization awarded a contract or grant by the Fulton County Department of Housing and Community Development for the provision of services shall certify to the County that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it and its subcontractors shall provide a drug-free workplace by doing all of the following:
- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
 - (2) Establishing a drug-free awareness program to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The person's or organization's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations.
 - (3) Posting the statement required by subdivision (1) in a prominent place at contractors main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.
- B. Contractors shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of subdivisions (1) through (3) Inclusive of Section A. Contractors and subcontractors shall be individually responsible for their own drug-free workplace programs.
- C. This certification submitted to FULTON COUNTY Community Development Department is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, FULTON COUNTY may terminate the contract for default.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

**CERTIFICATION REGARDING COMPLIANCE WITH
CIVIL RIGHTS ACT AND AMERICANS WITH DISABILITIES ACT**

The organization listed below certifies that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in the Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

Section 3 contract threshold for contractors and subcontractors is \$100,000. Some of the types of projects that are subject to Section 3 requirements include: housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine repair and replacement), housing construction and other public construction.

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701(u)(section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 USC 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned

Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 clause and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION REGARDING USE OF REAL PROPERTY

The standards described in this certification apply to real property within the owner's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an owner's participation in the entitlement CDBG program or, until five years after the closeout of the grant from which the assistance to the property was provided per 24 CFR Part 270.505.

- (a) An owner may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the City provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:
 - (1) The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or
 - (2) The requirements in paragraph (b) of this certification are met.
- (b) If the County determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph (a)(1) of this certification, it may retain or dispose of the property for the changed use if the County's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.
- (c) If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b) (4) or (5), as applicable, shall apply to the use of funds reimbursed.
- (d) Following the reimbursement of the CDBG program in accordance with paragraph (b) of this certification, the property no longer will be subject to any CDBG requirements.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION OF COMPLIANCE WITH CONFLICT OF INTEREST AND PROCUREMENT POLICIES

The undersigned certifies that the listed applicant organization is not in violation of, or has not participated, and will not participate, in the violation of the following Conflict of Interest and Procurement Policies:

24 CFR 570.611 and 24 CFR 576.57 (d) - Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that received CDBG, HOME or ESG amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e).

OMB Circular A-110 - Codes of Conduct

The Subrecipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of the Subrecipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub- agreements. However, Subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standard of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

ASSURANCE OF AUDIT REQUIREMENTS

Subrecipients of Community Development Block Grant (CDBG), Home Investment Partnership Funds (HOME) and Emergency Shelter Grant (ESG) funding that expend \$500,000 or more in total Federal financial assistance in a year are responsible for obtaining an independent audit in accordance with the Single Audit Act of 1984 and OMB Circular A- 133 as referenced in 24 CFR 85.26. The computation of the total of such assistance includes all Federal funds received by the entire entity. For purposes of determining the amount of Federal assistance expended, all Federal assistance should be considered, including that which is received directly from a Federal agency, or passed through a state or local government, or through non-profit organizations, or any combination thereof.

If a Subrecipient expends less than \$500,000 per year in Federal financial assistance, it is exempt from Federal audit requirements. However, the Subrecipient must still have records available for review by HUD or the County, and must comply with the CDBG Program audit requirements.

The undersigned attest that the listed applicant organization expended \$_____

in the past fiscal year (FY_____) in Federal financial assistance as defined above, and therefore an audit

_____ Is Not _____ Is Required.

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

CERTIFICATION OF AFFILIATION

List the names and positions of members of the Board of Directors, officers, workers or members of the organization who are an appointed member of a County/City Commission, Committee, or is a County/City employee. If none, so state.

Name	Position in Organization	Affiliation with Fulton County

Name of Applicant Organization

Signature of Authorized Certifying Official/Representative

Date

Print Name and Title of Authorized Certifying Official/Representative

CDBG Project Name

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECT CONTACT INFORMATION FORM

If the proposed project is funded, this form will be used to facilitate correspondence with the Project's staff. The individual listed as the Program contact should be able to respond to questions regarding the programmatic activities and reports. The individual listed as the Fiscal contact should be able to respond to questions regarding the fiscal activities and reports.

Organization/Government Entity: _____

Project Description: _____

Name:	Phone:
Title:	Fax:
Mailing Address:	
E-mail:	

PROJECT ADDRESS:

PROGRAM CONTACT:

	Primary	Alternative
Name		
Title		
Phone		
Fax		
E-mail		

FISCAL CONTACT:

	Primary	Alternative
Name		
Title		
Phone		
Fax		
E-mail		

BOARD OF COMMISSIONERS/GOVERNING BOARD

Please provide the following information for the members of the agency’s Board of Directors or Governing Board.

AGENCY:	
Name:	
Title:	
Address:	

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BOARD MEMBER DECLARATION OF ECONOMIC INTEREST

Each Board Member must sign this Declaration of Economic Interest to verify that they have no financial interest in the proposed project. If the Board Member does have a financial interest they must recuse themselves from voting on any action involving the proposed project.

The proposed project may affect the market value of real property in the vicinity of the project site.

	Yes	No
a. Do you have a financial interest in real property located within 2,500 feet of the project site?		
b. Have you rendered professional services concerning real property located within 2,500 feet of the project site?		
c. Have received income from real property that is located within 2,500 feet of the project site?		

The proposed project may affect businesses in the vicinity of the project site.

	Yes	No
a. Do you have financial interest in a business located within 2,500 feet of the project site?		
b. Have you rendered professional services concerning a business that is located within 2,500 feet of the project site?		
c. Have you received income from a business that is located within 2,500 feet of the project site?		

	Yes	No
Do you have a spouse or other family member who has a financial interest in any such real property or business?		

I certify that that the responses to the questions above are true and correct.

Name of Applicant Organization	
Board Member Title	
Board Member Name	
Phone	
Signature of Board Member	
Date	

Sample Board Authorization & Leverage Match
Letter should be on organization letterhead

The following resolution was presented and adopted by the (_____)
Name of Organization

Board of Directors at the (_____) Board meeting held at
(_____)
Date of Meeting Location of Meeting

(_____) moved and (_____) seconded the motion to endorse the
Name Name

FY _____ Community Development Block Grant (CDBG) application for
(_____)
project description

in the amount of (_____). *If applicable authorizes the matching funds for this request in*
the
Dollar Amount

amount of (_____). Further, it is understood that the dollar amount of assistance will be
fully
Dollar Amount

forgiven for public service activities if the project has completed its specified purpose.
Motion passed unanimously.

Name
Secretary to the Board



CITY OF SOUTH FULTON



COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING

SUBJECT: Resolution Authorizing Community Development Block Grants
(khalid)

DATE OF MEETING: 3/12/2020

DEPARTMENT: City Council

ATTACHMENTS:

Description	Type	Upload Date
Resolution Authorizing Community Development Block Grants	Cover Memo	3/16/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**

4
5 **A RESOLUTION AUTHORIZING COMMUNITY DEVELOPMENT BLOCK GRANTS**
6 **AND FOR OTHER LAWFUL PURPOSES**

7
8 **(Sponsored by Councilman khalid)**
9

10 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
11 organized and existing under the laws of the State of Georgia;

12
13 **WHEREAS**, the duly elected governing authority of the City, is the Mayor and
14 Council thereof ("City Council");

15 **WHEREAS**, THE City Council desires to authorize Community Development Block
16 Grants ("CDBG") to address asbestos abatement, demolition, debris removal and other
17 actions within the City; and

18 **WHEREAS**, this Resolution is in the best interests of the health and general
19 welfare of the City, its residents and general public.

20 **THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY**
21 **RESOLVES** as follows:

22
23 **Section 1.** The City manager is hereby authorized to cause for the City's
24 submission of two separate CDBG Applications from the City. One for the addressing of
25 Blighted Properties and the other for installation of HVAC equipment in City Facilities and
26 Parks, up to a total match amount of \$_____, to be paid from the contingency
27 fund.

28
29 *****

30 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
31 sections, paragraphs, sentences, clauses and phrases of this Resolution are or were,
32 upon their enactment, believed by the City Council to be fully valid, enforceable and
33 constitutional.

34 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
35 clause or phrase of this Resolution is severable from every other section, paragraph,
36 sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause
37 or phrase of this Resolution is mutually dependent upon any other section, paragraph,
38 sentence, clause or phrase of this Resolution.

39 (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution
40 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise
41 unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is
42 the express intent of the City Council that such invalidity, unconstitutionality or
43 unenforceability shall, to the greatest extent allowed by law, not render invalid,
44 unconstitutional or otherwise unenforceable any of the remaining phrases, clauses,
45 sentences, paragraphs or sections of the Resolution.

46 **Section 3.** The city attorney and city clerk are authorized to make non-substantive
47 editing and renumbering revisions to this Resolution for proofing, codification, and
48 supplementation purposes. The final version of all resolutions shall be filed with the city
49 clerk.

50 **Section 4.** The effective date of this Resolution shall be the date of adoption, unless
51 provided otherwise by the City Charter or state and/or federal law.
52
53

The foregoing RESOLUTION No. 2020-_____, adopted on _____
was offered by Councilmember _____, who moved its approval. The motion
was seconded by Councilmember _____, and being put to a vote, the result
was as follows:

	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Carmalitha Gumbs, Mayor Pro Tem	_____	_____
Catherine Foster Rowell	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Corey Reeves	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS RESOLUTION adopted this _____ day of _____ 2020. **CITY OF
SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

S. DIANE WHITE, CITY CLERK

APPROVED AS TO FORM:

EMILIA C. WALKER, CITY ATTORNEY

