

CITY OF ATLANTA

IVAN ALLEN, JR.  
MAYOR

March 12, 1969

Mr. & Mrs. Harvey Huff  
200 Hendrix Avenue, S.W.  
Atlanta, Georgia 30315

Dear Mr. & Mrs. Huff:

This will acknowledge receipt of your letter of March 9 regarding your inquiries on your property which is located in the Model Cities area.

I can understand your concern and am therefore requesting Mr. Johnny Johnson, Director of the Model Cities Program, to inform you of any existing plans which may affect you. I am sure that you will hear from him shortly.

Sincerely,

Ivan Allen, Jr.

IAJr:hdt

200. Hendrix, ave. SW

Atlanta, Ga. 30315

Mar 9 - 1969

Dear Mayor Allen

I hope you can tell me what  
I want to know. we are on the  
wait and see what going to happen  
list. and it is not a good feeling  
to be in the dark about these things  
I wanted to do some work on my  
home but I am afraid to. Because  
I dont have that kind of money to  
give a way. For just a few months  
later then Model City will come  
though would you please tell me  
what the plans is in mechanicsville  
on Hendrix ave. we are to old  
Peoples and we have been though



This thing Before we lived in  
Summerhill and in 1956 the City  
sent a man to our house to tell us  
we must Repair our house, and  
8 month later they was moving  
us. a Big Repair Bill a disable  
Husband and a down Payment  
on a house here on Hendrix ave  
was all we had. Now here we are  
on our way again. I can not live  
in Project or High Rise for we  
have Pets, I will appreciate if you  
Please let us know what to expect  
from you Sincerely

Mr & Mrs Huff

(over)



this remind me of a Picture I  
saw on TV some time ago in a  
far away country, they would take all  
the old disable People and Push them over  
a Clif to die in 1956 I seen old People  
take the little 2 and 3 thousand Dollars  
and walk over the Clif they could not  
Buy a rather house



# CITY OF ATLANTA



February 13, 1969

## OFFICE OF MODEL CITIES PROGRAM

673 Capitol Avenue, S.W.  
Atlanta, Ga. 30315  
404-524-8876

Ivan Allen Jr., Mayor

J. C. Johnson, Director

Mayor Ivan Allen, Jr.  
Board of Aldermen  
c/o City Clerk, Jimmy Little  
68 Mitchell Street, S.W.  
Atlanta, Georgia 30303

Dear Mayor Allen:

At the Executive Board Committee meeting on Tuesday, February 13, it was brought out that the present Model Cities Executive Board, as it was originally constituted, was created to serve for one year and that it is now encumbered upon the Aldermanic Board to decide the committee's future position.

We, the members of the Model Cities Steering Committee, consisting of 15 members of the Model Cities community, elected by the neighborhood residents, in our recent regular meeting, voted to express our wishes to you in this matter.

We urge you to vote for the continuation of this Board as it formerly stood, for we have depended heavily on its decisions and responded to its action. The Board, comprised of neighborhood residents and other citizens and officials, clearly represented the true democratic approach.

Our residents, the beneficiaries of the program, have participated in the Model Cities Program for we have felt an inclusion in its process. We have reason to doubt its effectiveness if its structure is altered.

It is our hope that you share our attitudes and be responsive to our request.

The Aldermanic Board, in its original action, provided us the opportunity to share in the decisions affecting this program and for this we are grateful and appreciative and we urge you to continue this "open door" of communication.




Respectfully yours,  
Model Cities Steering Committee

Name

Community

Mrs. Corbett Wright	Pittsburgh
Mrs. Mattie Lindsey	Summershill
Mrs. Ida Wright	Summershill
Rep. John Hood	Pittsburgh
C. F. Craig	Adair Park
George M. [unclear]	Grant Park
Lewis [unclear]	W.C. [unclear]
Mrs. Sarah Gentry	
William F. [unclear]	Grant Park
Joe C. [unclear]	Grant Park Area
Mr. [unclear]	Westmoreland
Mrs. Beatrice Garland	Pittsburgh
Mrs. Mary F. O'Neal	Proletarian
J. Newberry	Adair pk.





February 5, 1969

Mr. Charles L. Davis  
Director of Finance  
City Hall  
Atlanta, Georgia

Dear Charles;

We are forwarding herewith copy of letter and Regional Audit Report pertaining to the City's Model Cities Program.

We feel sure that you are assisting Johnny Johnson in every way possible to clear up the nine items requiring action as indicated in this report.

Sincerely yours,

R. Earl Landers  
Administrative Assistant

REL:lp



January 28, 1969

Mr. Johnny C. Johnson, Director  
Atlanta Model Cities Program  
673 Capitol Avenue, S.W.  
Atlanta, Georgia 30315

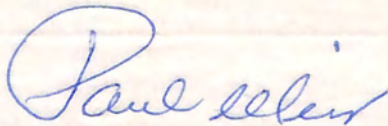
Dear Johnny:

We have carefully reviewed your memorandum of January 16 regarding 1969 Water Department requirements for the Model Cities Program.

When individual water main installations and relocations are determined for each street in the model cities areas, we will be pleased to perform the necessary work. It is felt that the total 1969 Water Department requirements will be less than the \$252,000 sum set up in your memorandum. Some shifting of funds will be required. It will therefore be appreciated if you will give us your detailed listing as soon as possible so that we can make the necessary arrangements with Charlie Davis.

It will be a pleasure to cooperate with you in providing needed water service in the rehabilitated areas.

Sincerely,



Paul Weir

PW/rr

cc: Mr. Charles L. Davis  
Mr. Earl Landers  
Honorable Ivan Allen, Jr. ←



*File*

January 23, 1969

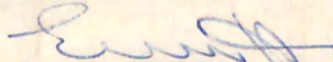
Mr. Johnny Johnson, Director  
Model Cities Program  
673 Capitol Avenue, S. E.  
Atlanta, Georgia 30315

Dear Johnny:

With reference to Mayor Allen's memorandum of January 22, regarding the meeting of the department heads on January 27.

I just wanted to let you know that I will be in Houston the first part of next week and will be unable to attend this meeting.

Sincerely,

  
G. E. Millican

GEM:mm

cc: Mayor Ivan Allen, Jr.





DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PEACHTREE SEVENTH BUILDING, ATLANTA, GEORGIA 30323

JAN 22 1969

Room 645  
January 20, 1969

REGION III

Office of the Regional Administrator

IN REPLY REFER TO:

3DM

Mr. Johnny C. Johnson  
Director  
City Demonstration Agency  
673 Capitol Avenue  
Atlanta, Georgia 30315

Dear Mr. Johnson:

Subject: Expenditure of Planning Grant Funds Prior  
to Execution of Grant Contract

I refer to recent conversations between Mr. David Caldwell of your staff and Mr. Thomas E. Williams, Model Cities Coordinator for Atlanta, concerning the expenditure by the CDA of planning grant funds beyond the period specified in the approved Planning Budget. As you know, your revised Planning Budget, which was approved by HUD on September 12, 1968, covers the period from December 1, 1967 through January 31, 1969. However, since the grant budget for the first year execution phase of your program may not be executed until after January 31, 1969, all eligible planning costs may and should continue to be paid for under the planning budget (both the Federal Planning Grant and the non-Federal contribution) until such time as planning funds are exhausted or until the grant contract is executed, whichever is earliest.

Sincerely yours,

Earl H. Metzger, Jr.  
Assistant Regional Administrator  
for Model Cities



Attachment 1

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Program Administration Budget

This form is to be used as a budget for administration of Comprehensive City Demonstration Programs under Section 105 of Title I of the Demonstration Cities and Metropolitan Development Act of 1966

ATLANTA CITY DEMONSTRATION AGENCY

1. NAME OF CDA

PROGRAM ADMINISTRATION BUDGET

2. BUDGET

A. COST CATEGORY	B. ESTIMATED COST FOR YEAR <u>1</u> OF PROGRAM
(1) PERSONNEL	\$ 420,577
(2) CONSULTANTS AND CONTRACT SERVICES	87,000
(3) TRAVEL	13,370
(4) SPACE	18,860
(5) CONSUMABLE SUPPLIES	12,000
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	11,856
(7) OTHER:	
Allocated Portion of Evaluation	50,000
Printing of annual report information (Pamphlets, etc.)	5,000
TOTAL	\$ 618,663
C. LOCAL SHARE	123,733
D. MCA SHARE	494,930

3. APPROVAL

A. \_\_\_\_\_  
Signature and Title of Authorized HUD Official

B. \_\_\_\_\_  
Date



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

---

1. NAME OF CDA  
ATLANTA CITY DEMONSTRATION AGENCY

---

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
PROGRAM ADMINISTRATION BUDGET

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

---

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
<p>(2) <u>Consultants and Contract Services</u></p> <p>Social Services, Housing, Recreation, Education, Crime &amp; Delinquency, and Health \$ 50,000</p> <p>General Consultants for Administration 10,000</p> <p>Contract with Georgia State Employment Service for specified staff support 27,000</p>	<p>\$ 87,000</p>
<p>(3) <u>Travel</u></p> <p>Auto Allowance 12 @ estimated average of \$40.00 per month for 12 months (paid on basis of actual milage under existing</p>	

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

- 
1. NAME OF CDA  
ATLANTA CITY DEMONSTRATION AGENCY
- 
2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
PROGRAM ADMINISTRATION BUDGET
- 
3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY
- 

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
City regulations)	\$ 5,760
Staff travel and expenses 38 total trips @ \$175 average cost	6,650
Recruitment or interview travel	500
Miscellaneous travel expenses	40
Gas and Maintenance of station wagon - estimated \$35 per month for 12 months	420
	\$ 13,370

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

- 
1. NAME OF CDA  
ATLANTA CITY DEMONSTRATION AGENCY
- 
2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
PROGRAM ADMINISTRATION BUDGET
- 
3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY
- 

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(4) <u>Space Cost</u>	
Monthly office rental \$500 per month	\$ 6,000
All utilities including telephone \$865 per month for 12 months	10,380
Fire and Extended Coverage Insurance on building and contents	480
Building maintenance and leasehold improvements	2,000
	\$ 18,860

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

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1. NAME OF CDA  
ATLANTA CITY DEMONSTRATION AGENCY
- 
2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
PROGRAM ADMINISTRATION BUDGET
- 
3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY
- 

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(5) <u>Consumable Supplies</u>  Twelve months @ \$1,000 per month (Includes blueprints, drafting material, charts, graphics, maps and other visual materials)	\$ 12,000
(6) Rental, Lease or Purchase of Equipment @ \$988 month for 12 mos.	\$ 11,856
(7) <u>Other Costs</u>  Allocated portion of evaluation expenses charged to administrative budget. See activity budget under Evaluation Section for complete breakdown	\$ 50,000

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

---

1. NAME OF CDA  
ATLANTA CITY DEMONSTRATION AGENCY

---

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
PROGRAM ADMINISTRATION BUDGET

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

---

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
Printing Costs Printing of annual plan, information pamphlets, etc. \$ 5,000	\$ 55,000

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

Program Administration Budget

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Atlanta CDA, 673 Capitol Ave., S. W. Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
1	Director	\$1,469	100	12	\$ 17,628
1	Asst. Dir. for Adm.	1,009	100	12	12,108
1	Principal Stenographer	497	100	12	5,964
2	Senior Stenographer	438	100	12	10,512
1	Asst. Dir. for Pro. Mgt.	1,097	100	12	13,164
1	Program Coordinator	929	100	12	11,148
3	Senior Budget Analyst	891	100	12	32,076
1	Technical Writer	820	100	12	9,840
2	Program Specialist	722	100	12	17,328

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL	\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA  
Atlanta City Demonstration Agency

---

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY  
Program Administration Budget

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta CDA, 673 Capitol Ave., S. W. Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
2	Contract Technicians	\$ 722	100	12	\$ 17,328
2	Stenographer Clerks	403	100	12	9,672
1	Dir. of Plans and Eval.	1,097	100	12	13,164
1	Evaluation Analyst	891	100	12	10,692
1	Senior Systems Analyst	820	100	12	9,840
1	Research Specialist	722	100	12	8,664
1	Dir. of Physical Dev.	1,192	100	12	14,304
1	Physical Planning Coord.	968	100	12	11,616
2	Planner II	854	100	12	20,496

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL	\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA  
Atlanta City Demonstration Agency

---

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY  
Program Administration Budget

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta CDA, 673 Capitol Ave., S. W. Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
1	Graphics Specialist	\$ 754	100	12	\$ 9,048
1	Draftsman I	457	100	12	5,484
1	Stenographer Clerk	457	100	12	5,484
3	Stenographer Clerks	403	100	12	14,508
1	Director of Social Dev.	1,097	100	12	13,164
1	Social Planning Coor.:	968	100	12	11,616
1	Social Planner II	854	100	12	10,248
1	Social Planning Tech	540	100	12	6,480
1	Dir. of Community Affairs	1,009	100	12	12,108

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL					\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

Program Administration Budget

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Atlanta CDA, 673 Capitol Ave., S. W. Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
2	Neighborhood Org. Spec.	\$ 665	100	12	\$ 15,960
1	Dir. of Econ. Dev.	1,009	100	12	12,108
4	Resident Trainees	433	100	12	20,784
2	College Interns	350	75	12	6,300
1	Custodial Worker	340	100	12	4,080
			TOTAL		\$392,916

Cost of Fringe Benefits (Indicate Basis for Estimate)

7.04% Salaries	27,661
TOTAL, PERSONNEL	\$420,577



# CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

January 22, 1969

## MEMORANDUM

To: Mr. Ray Nixon  
Chief Herbert Jenkins  
Mr. Jack Delius  
Mr. Bill Wofford  
Mr. Paul Weir  
Mr. Karl Bevins  
Mr. M. B. Satterfield

From: Ivan Allen, Jr.

You have received from Johnny Johnson, Director of the Model Cities Program, a schedule of the projects to be undertaken by your department during 1969 in the Model Cities area.

It is requested that you attend a meeting in Committee Room #2 at 10:00 a.m. on Monday, January 27th to discuss these projects and your plans for implementing them.

You may wish to bring with you any members of your staff who will be involved in coordinating these projects.

IAJr:lp

CC: Honorable G. Everett Millican  
Honorable E. Gregory Griggs  
Mr. Charles L. Davis  
Mr. Collier Gladin



*Model Cities*



# CITY OF ATLANTA

## PERSONNEL BOARD

CITY HALL ANNEX  
260 CENTRAL AVENUE, S. W.  
ATLANTA, GEORGIA 30303

CARL T. SUTHERLAND  
Director

January 16, 1969

Finance Committee of the Board of Aldermen  
Honorable Milton G. Farris, Chairman  
Honorable Charles L. Davis, Director of Finance  
Atlanta, Georgia

Gentlemen:

The City of Atlanta Personnel Board at its meeting today approved the following recommendations for the Department of Mayor:

Create class of Resident Trainee, Salary Range 40, \$202.50-\$249.50 biweekly (\$438-\$540 monthly).

Create four (4) positions of Resident Trainee, Salary Range 40, \$202.50-\$249.50 biweekly (\$438-\$540 monthly).

Create one (1) position of Program Specialist, Salary Range 52, \$333.50-\$411.50 biweekly (\$722-\$891 monthly).

Create one (1) position of Planner II, Salary Range 54, \$363-\$447 biweekly (\$786-\$968 monthly).

Create two (2) positions of Senior Budget Analyst, Salary Range 55, \$378.50-\$466.00 biweekly (\$820-\$1,009 monthly).

Create two (2) positions of College Intern II, Salary Range 35, \$164.00-\$202.50 biweekly (\$355-\$438 monthly).

The Board recommended that the above positions be created, subject to federal funding, for the Model Cities Program.

Respectfully,

*Carl T. Sutherland*  
CARL T. SUTHERLAND  
Director of Personnel

cc: Finance Committee  
Personnel Board

Mr. Ed Vaughn  
Mr. Johnny Johnson  
Mayor Ivan Allen





DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
PEACHTREE SEVENTH BUILDING, ATLANTA, GEORGIA 30323

Room 645  
January 16, 1969

REGION III  
Office of the Regional Administrator

IN REPLY REFER TO:  
3DM

Honorable Ivan Allen  
Mayor of the City of Atlanta  
City Hall  
Atlanta, Georgia 30303

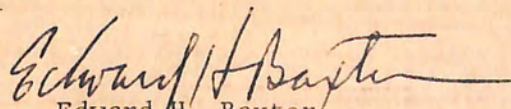
Dear Mayor Allen:

Subject: Comprehensive Demonstration Program  
Atlanta, Georgia

Your Comprehensive Demonstration Program has been received and, as indicated in my letter to you of January 14, 1969, the Department of Housing and Urban Development has announced that the program is eligible for assistance under Title I of the Demonstration Cities and Metropolitan Development Act of 1966. Although the grant budget has not yet been approved, the Department has no objection to your commencing preparation for the first year execution phase of your program.

Costs incurred on and after the date of this letter which are in accordance with the attached budget and work program will be eligible for reimbursement if a grant agreement is executed and if the terms and conditions of the agreement and CDA Letter No. 8 are satisfied.

Sincerely yours,

  
Edward H. Baxter  
Regional Administrator

Enclosure



ATLANTA MODEL CITIES PROGRAM

90 Day Work Program

1. Prepare amendments or additions to the comprehensive program subsequent to discussion with Federal officials.
2. Prepare fund applications for categorical grant-in-aid programs.
3. Develop administrative procedures for execution period.
4. Survey possible locations for neighborhood facility.
5. Recruit administrative staff required for implementation period.
6. Conduct orientation and staff training for new positions.
7. Coordinate implementation regulations and procedures with involved agencies prior to tender of supplemental funds.
8. Enter into preliminary contract preparation with involved agencies prior to actual contract negotiation.
9. Secure letters of agreement from agencies not utilizing supplemental funds.
10. Continue staff assistance to resident organizations for participation in implementation period.



Attachment 1

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Program Administration Budget

This form is to be used as a budget for administration of Comprehensive City Demonstration Programs under Section 105 of Title I of the Demonstration Cities and Metropolitan Development Act of 1966

ATLANTA CITY DEMONSTRATION AGENCY

1. NAME OF CDA

PROGRAM ADMINISTRATION BUDGET - 90 DAYS

2. BUDGET

A. COST CATEGORY	B. ESTIMATED COST FOR YEAR OF PROGRAM
(1) PERSONNEL	\$ 105,144
(2) CONSULTANTS AND CONTRACT SERVICES	3,750
(3) TRAVEL	2,865
(4) SPACE	3,846
(5) CONSUMABLE SUPPLIES	2,499
(6) RENTAL, LEASE, OR PURCHASE OF EQUIPMENT	1,875
(7) OTHER:	
TOTAL	\$119,979
C. LOCAL SHARE	23,996
D. MCA SHARE	95,983

3. APPROVAL

A. \_\_\_\_\_  
Signature and Title of Authorized HUD Official

B. \_\_\_\_\_  
Date



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

- 
1. NAME OF CDA  
Atlanta City Demonstration Agency
- 
2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
90 Day Program Administration Budget
- 
3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta City Demonstration Agency 673 Capitol Avenue S.W.  
Atlanta, Georgia 30315
- 

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM						
(2) CONSULTANTS AND CONTRACT SERVICES Continued staff assignment of crime and Delinquency Planner at \$1,250 per month	\$3,750						
(3) TRAVEL Auto Allowances - 8 @ avg \$40.00 per month for 3 months Staff travel and recruitment expenses 12 trips @ \$150.00 avg Gas and maintenance of station wagon - \$35 per month for 3 month	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: right;">\$ 960</td> <td></td> </tr> <tr> <td style="text-align: right;">1,800</td> <td></td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">105</td> <td style="text-align: right; border-top: 1px solid black;">\$2,865</td> </tr> </table>	\$ 960		1,800		105	\$2,865
\$ 960							
1,800							
105	\$2,865						

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

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1. NAME OF CDA  
Atlanta City Demonstration Agency
- 
2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY  
90 Day Program Administration Budget
- 
3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta City Demonstration Agency      673 Capitol Avenue S.W.  
Atlanta, Georgia 30315
- 

4. DESCRIPTION OF ITEM* AND BASIS FOR VALUATION**	AMOUNT OR VALUE OF ITEM
(4) SPACE Monthly office rental @ \$500 per month for 3 months	\$1,500
All utilities including telephone @ \$717 per month for 3 months	2,151
Building maintenance - \$65 per month for 3 months	<u>195</u>
(5) CONSUMABLE SUPPLIES	
3 months @ avg \$833 per month (Includes blueprints, drafting material, charts, graphics, maps and other visual materials)	\$2,499

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3a  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Budget Justification

This form is to be attached to each budget for a capital project, activity and to the Program Administration Budget

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF CAPITAL PROJECT OR ACTIVITY

90 Day Program Administration Budget

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Atlanta City Demonstration Agency

673 Capitol Avenue S.W.  
Atlanta, Georgia 30315

4. DESCRIPTION OF ITEM\* AND BASIS FOR VALUATION\*\*

AMOUNT OR VALUE  
OF ITEM

(6) Rental, Lease or Purchase of Equipment  
@ \$625 per month for 3 months

\$1,875

\* For personnel costs use Personnel justification form.

\*\* Describe the item in sufficient detail to insure that it is adequately identified and indicate the basis for determining or computing its value. For example, office space rental for two professionals: 150 square feet at \$2.00 per square foot, including utilities and janitorial services.



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

90 Day Program Administration Budget

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Atlanta City Demonstration Agency  
673 Capitol Avenue, S.W. Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
1	Director	\$1,469	100	3	\$4,407
1	Assistant Dir. for Adm.	1,009	100	3	3,027
1	Principal Stenographer	497	100	3	1,491
2	Senior Stenographer	438	100	3	2,628
1	Asst. Dir. for Pro. Mgt.	1,097	100	3	3,291
1	Program Coordinator	929	100	3	2,787
3	Senior Budget Analyst	891	100	3	8,019
1	Technical Writer	820	100	3	2,460
2	Program Specialist	722	100	3	4,332

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL	\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA  
Atlanta City Demonstration Agency

---

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY  
90 Day Program Administration Budget

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta City Demonstration Agency      673 Capitol Avenue S.W.  
Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
2	Contract Technician	\$ 722	100	3	\$4,332
2	Stenographer Clerks	403	100	3	2,418
1	Dir. of Plans and Eval.	1,097	100	3	3,291
1	Evaluation Analyst	891	100	3	2,673
1	Senior Systems Analyst	820	100	3	2,460
1	Research Specialist	722	100	3	2,166
1	Dir. of Physical Dev.	1,192	100	3	3,576
1	Physical Planning Coor.	968	100	3	2,904
2	Planner II	854	100	3	5,124

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL	\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA  
Atlanta City Demonstration Agency

---

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY  
90 Day Program Administration Budget

---

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY  
Atlanta City Demonstration Agency      673 Capitol Avenue S.W.  
Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
1	Graphics Specialist	\$ 754	100	3	\$2,262
1	Draftsman I	457	100	3	1,371
1	Stenographer Clerk	457	100	3	1,371
3	Stenographer Clerks	403	100	3	3,627
1	Dir. of Social Dev.	1,097	100	3	3,291
1	Social Planning Coord.	968	100	3	2,904
1	Social Planner II	854	100	3	2,562
1	Social Planning Tech.	540	100	3	1,620
1	Dir. of Comm. Affairs	1,009	100	3	3,027

Cost of Fringe Benefits (Indicate Basis for Estimate)

TOTAL, PERSONNEL	\$



Attachment 3b

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

This form is to be attached to each Activity Budget Justification

PERSONNEL

1. NAME OF CDA

Atlanta City Demonstration Agency

2. BRIEF DESCRIPTIVE TITLE OF PROJECT OR ACTIVITY

90 Day Program Administration Budget

3. NAME, ADDRESS AND ZIP CODE OF OPERATING ENTITY

Atlanta City Demonstration Agency

673 Capitol Avenue S.W.  
Atlanta, Georgia 30315

a. Number of Persons	b. Position or Title	c. Average Salary Per Month	d. Percent of Time on Undertaking	e. Months to be Employed	f. Cost (cxdxe)
2	Neighborhood Org. Spec.	\$ 665	100	3	\$3,990
1	Dir. of Economic Dev.	1,009	100	3	3,027
4	Resident Trainees	433	100	3	5,196
2	College Interns	350	75	3	1,575
1	Custodial Worker	340	100	3	1,020
			TOTAL		\$98,229

Cost of Fringe Benefits (Indicate Basis for Estimate)

6,915

7.04 % Salaries

TOTAL, PERSONNEL

\$105,144



January 17, 1969

Mr. Tom R. May  
President  
Lockheed-Georgia Company  
Marietta, Georgia

Dear Tom:

The City of Atlanta today was announced as America's second city to receive a grant for execution of its Model Cities Program in 1969.

There are so many reasons why our city was able to submit and receive approval of its program ahead of the other major cities - the support and concern of the residents of the area, the cooperation of public and private agencies in preparing the planning document, the help of the federal agencies and the cooperation and backing of the Board of Aldermen.

Another significant and important reason for our success was the direct assistance we received from you and the Lockheed-Georgia Company.

We have heard much talk about the involvement of private industry in the resolution of our urban problems. We have also heard expressed the need to provide for the transference of the technologies of modern private industry to our urban governments in order that these problems can be met.

The involvement of Lockheed-Georgia in the planning and development of Atlanta's Model Cities Planning document does both. Without the expert professional and technical capability and the logistical support of Lockheed-Georgia, I think I can safely say that the City could not and would not have been able to complete and submit its planning grant request before well into 1969.

Particular thanks are due not only for the most cooperative manner in which the assistance was offered, but also for the personal abilities and interest of the staff members provided.



Mr. May  
Page Two  
January 17, 1969

Mr. Hugh Gordon and Mr. Oz Adams recognized and understood the value to the City of Lockheed's participation.

Mr. Richard D. Henderson and Mr. Sheldon R. Dickstein were particularly effective in scheduling and coordinating the overall Model Cities staff effort and providing, through their own technical proficiency, a direction and organization which substantially contributed to the completeness and quality of the planning document and the timeliness with which it was completed.

Many other fine Lockheed citizens contributed in the preparation of graphics and printing of the final document.

And, of course, your support and encouragement of everyone who had a hand in this effort was essential to its final high achievement.


Again, my personal thanks to you and the Lockheed-Georgia Company for demonstrating the civic-minded attitude and sense of overall community responsibility which has long been associated with your fine company.

Sincerely,

Ivan Allen, Jr.  
Mayor

IAJr:fy





January 16, 1969

Mr. Edward H. Baxter  
Regional Administrator  
Department of Housing and  
Urban Development  
Peachtree Seventh Building  
Atlanta, Georgia

Dear Ed:

May I acknowledge receipt of your letter of  
January 14th notifying the City of Atlanta of  
the grant of \$7,175,000 for the Comprehensive  
Demonstration Program.

I wish to thank you and your Department in  
assisting us in obtaining these important funds,  
and assure you of our complete cooperation in  
carrying out the program.

Sincerely,

Ivan Allen, Jr.

IAJr:am

cc: Mr. Johnny Johnson





# News Release

IVAN ALLEN, JR.  
Mayor of Atlanta

For further information call — Ja 2-4463

Mrs. Ann Drummond  
Executive Secretary

3:00 pm.

*never released  
file Model Cities*

STATEMENT BY IVAN ALLEN, JR.

DECEMBER 27, 1968

This announcement represents a year's hard work by our Model Cities Staff, but it represents more than two years' activity by residents of the Model Cities area.

All of us are anxious for actual physical action to begin and if we can sustain the enthusiasm and dedication that has been shown in the planning phase, we will be assured of a successful program.

We must demonstrate Atlanta's ability to build the type community in which families can live and work with all the opportunities and advantages an urban environment can provide. And then we must transfer what we have learned and produced in the Model Cities area to all neighborhoods of the City.





# SCOTT HUDGENS PROPERTIES

POST OFFICE BOX 20767 • ATLANTA, GEORGIA 30320 • 767-9701

December 27, 1968

Mayor Ivan Allen, Jr.  
City of Atlanta  
City Hall - Second Floor  
Atlanta, Georgia 30303

Dear Mayor:

I appreciate very much your time and your kind ear in listening to a dream of mine and Ray's and other people trying to do something on a model city that would be worthwhile for everyone and that might be the type city that would give the people the opportunity to do better things in life by giving them the environment and the challenge which they greatly need. I am positive that from a standpoint of building, designing, planning, and producing a city of this type, that I could do it. My problem is the same old problem I know has haunted and faced you throughou your great public office and that is how do you get the politicians to agree to zone and let you accomplish this in a certain area and also how to get the necessary employment transportation and money to do the job. I feel so strong if there were some way we could cut through the red tape and in some way receive a grant from the Government to do this job, and if it could be done by someone with experience in this business, such as myself, we could save the Government millions of dollars as well as be done in such a manner that it could truly be a model city for everyone to look up to.

I readily realize that it cannot answer every need for everyone and that it could not provide the necessary requirements to meet all of the minor regulations which the Government insist on in public housing, however, I think that if it could be done the way that I would like to do it, it would give the people twice as much for their money as they are now getting out of the Government if the Government 100% subsidized it. It is my belief that if this could be done, shortly we would be producing assets in humanbeings instead of liabilities. I also feel that if we could clear out the area in the inner core area of Atlanta that our blight area could give people the same opportunity to move into the city then selling this back to private industry to develop into better housing that we could soon balance our inner core area with the higher income group as well as our low income group.

Maybe all of this is just a dream, however, we feel that if we are going to have a strong city and a strong nation, somebody is going to have to take the bull by the horns and do some of these things rather than sitting around and allowing politicians to control whole counties to prevent such as this happening. I know how strongly you feel about this and I am a great admirer of yours for what you have done for the City of Atlanta. I am hoping that you will really think strongly about continuing on as our Mayor and not resigning.



December 27, 1968

- 2 -

Mayor Ivan Allen

I would also like for you to think about tying the model city in with the airport even if we had to take the option separate and apart from the airport property. In my opinion, this would make the automatic employment and the upgrading of the people that we need.

Wishing you a very happy, healthy, and prosperous new year.

Sincere regards,

  
D. Scott Hudgens, Jr.

DSH:bg

c.c. Mr. Richard Freeman  
First National Bank Building  
Atlanta, Georgia

Mr. Ray Moore  
W.S.B.  
1601 W. Peachtree Street, N.E.  
Atlanta, Georgia



January 2, 1969

Finance Committee of the Board of Aldermen  
Honorable Milton G. Farris, Chairman  
Honorable Charles L. Davis, Director of Finance  
Atlanta, Georgia

Gentlemen:

The City of Atlanta Personnel Board at its meeting today approved the following recommendations for the Department of Mayor:

Create the following classes:

Assistant Director for Program Management, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Program Coordinator, Salary Range 58, \$429-\$528 biweekly (\$929-\$1,144 monthly).

Program Specialist, Salary Range 52, \$333.50-\$411.50 biweekly (\$722-\$891 monthly).

Director of Plans and Evaluation, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Evaluation Analyst, Salary Range 57, \$411.50-\$506.50 biweekly (\$891-\$1,097 monthly).

Research Specialist, Salary Range 52, \$333.50-\$411.50 biweekly (\$722-\$891 monthly).



Director of Physical Development, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Director of Social Development, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Director of Economic Development, Salary Range 59, \$447.00-\$550.50 biweekly (\$968-\$1,192 monthly).

Create one (1) position of Assistant Director of Program Management, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Create one (1) position of Program Coordinator, Salary Range 58, \$429-\$528 biweekly (\$929-\$1,144 monthly).

Create one (1) position of Program Specialist, Salary Range 52, \$333.00-\$411.50 biweekly (\$722-\$891 monthly).

Create two (2) positions of Contract Administrator, Salary Range 52, \$333.50-\$411.50 biweekly (\$722-\$891 monthly).

Create one (1) position of Director of Plans and Evaluation, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Create one (1) position of Evaluation Analyst, Salary Range 57, \$411.50-\$506.50 biweekly (\$891-\$1097 monthly).

Create one (1) position of Senior Systems Analyst, Salary Range 55, \$378.50-\$466.00 biweekly (\$820-\$1,009 monthly).

Create one (1) position of Research Specialist, Salary Range 52, \$333.50-\$411.50 biweekly (\$722-\$891 monthly).

Create one (1) position of Director of Physical Development, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Create one (1) position of Director of Social Development, Salary Range 60, \$466-\$574 biweekly (\$1,009-\$1,243 monthly).

Create one (1) position of Planner II, Salary Range 56, \$394.50-\$486.00 biweekly (\$854-\$1,053 monthly).

Create one (1) position of Director of Economic Development, Salary Range 59, \$447-\$550.50 biweekly (\$968-\$1,192 monthly).



January 2, 1969

Create three (3) positions of Stenographer, Salary Range 37, \$178.50-\$220.00 biweekly (\$385-\$476 monthly).

Create one (1) position of Principal Stenographer, Salary Range 43, \$229.50-\$282.50 biweekly (\$497-\$612 monthly).

Change title of position No. 12, Community Affairs Coordinator, Salary Range 59, \$447-\$550.50 biweekly (\$968-\$1,192 monthly), to Director of Community Affairs, Salary Range 59, \$447-\$550.50 biweekly (\$968-\$1,192 monthly).

Change positions 26 and 27, Landscape Architect, Salary Range 51, \$320-\$394.50 biweekly (\$693-\$854 monthly), from temporary to permanent.

The Model Cities' staff has been concerned with the planning and coordination of the Model Cities Plan. These additional positions will be required to supervise the implementation and monitoring of the Model Cities Program.

Respectfully,

CARL PAUL  
Deputy Director of Personnel

CP:EC

cc: Members of Finance Committee  
Members of Personnel Board  
✓ Mayor Ivan Allen, Jr.  
Mr. Johnny Johnson  
Mr. Ed Vaughn



September 23, 1969

MEMORANDUM

To: Richard Freeman  
From: George Berry  
Subject: Associated Company's Parking Lot in Model Cities Area

I have had a telephone conversation with Johnny Johnson of the Model Cities Program and Mr. Howard Openshaw, Director of Redevelopment at the Atlanta Housing Authority, concerning this piece of property. A recent decision has been made to delete this parcel from the acquisition program along with an adjoining parcel on which some chemical tanks are located.

Consequently, this parcel will not be acquired by the Model Cities Redevelopment effort.

This confirms a telephone message to your office on September 23, 1969.

GB:ja





DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D. C. 20410

*Model Cities*

AUG 27 1969

OFFICE OF THE ASSISTANT SECRETARY  
FOR MODEL CITIES AND GOVERNMENTAL RELATIONS

IN REPLY REFER TO:

Honorable Ivan Allen, Jr.  
Mayor of Atlanta  
Atlanta, Georgia 30303

Dear Mayor Allen:

As you know, this Administration believes that ultimate responsibility for the Model Cities program rests with local elected government. With the program activity increasing, nationwide and in individual cities, attention will increasingly be directed to proposed projects and their conduct.

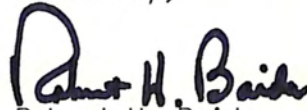
In this connection, I would like to call your attention to the enclosed news article from the Washington Post of August 3, 1969. It deals with a federally funded project at the local level which, on its face, held out considerable promise. Unfortunately, as the report indicates, that promise was not fulfilled. Incomplete review at the planning stage, and insufficient monitoring during the execution phase of the project, undoubtedly contributed to this result.

Without crippling innovation and initiative, we must all work to avoid the kind of situation outlined in the enclosed article. Should a similar situation arise in a project funded under the Model Cities contract, the local government would be held responsible in the manner detailed by the enclosed memorandum from the HUD Office of General Counsel.



I am sure that you share our concern that all projects funded in connection with the Model Cities program in your community receive the most careful scrutiny possible during the planning stage, and an equally vigilant monitoring during the execution phase. Your continued deep interest and commitment to the program in your community will be a crucial factor in this regard.

Sincerely,

A handwritten signature in black ink that reads "Robert H. Baida". The signature is written in a cursive style with a large, prominent initial "R".

Robert H. Baida  
Deputy Assistant Secretary, MCGR

Enclosures



# CITY OF ATLANTA



## OFFICE OF MODEL CITIES PROGRAM

673 Capitol Avenue, S.W.  
Atlanta, Ga. 30315  
404-524-8876

**Ivan Allen Jr., Mayor**

J. C. Johnson, Director

ACCOUNTING AND FINANCIAL MANAGEMENT  
PROCEDURES FOR OPERATING AGENCIES  
AND CITIZENS PARTICIPATION ORGANIZATIONS



TABLE OF CONTENTS

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## PURPOSE

These instructions prescribe the accounting procedures and related fiscal requirements to be followed by agencies which are awarded contracts with the Comprehensive Demonstration Agency to administer projects or activities as approved by the Department of Housing and Urban Development.

The classification and description of accounts are the minimum required by the Comprehensive Demonstration Agency. If the agency desires to establish accounts other than these prescribed herein, such accounts shall be established as subdivisions of the prescribed accounts and should be maintained in such a way that they can be readily combined into the prescribed classifications for uniform reporting purposes.

## ACCOUNTING

The operating agency shall establish and maintain on a current basis an adequate accounting system on an accrual basis in accordance with generally accepted accounting principles and standards.

The accounting system, among other things, must be adequate to enable the preparation of a statement of financial condition and a cost control statement for submission to the Comprehensive Demonstration Agency on a current and timely basis.

All such reports must be received by the Comprehensive Demonstration Agency time to permit the data contained therein to be incorporated into the CDA's records prior to the preparation and submission of its reports to HUD.



## INTERNAL CONTROL

The operating agency shall maintain an adequate system of internal control. Internal control comprises the plan of organization and all of the coordinate methods and measures adopted within an organization to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency, and encourage adherence to prescribed management policies.

The characteristics of an adequate system of internal control include:

- a. A plan of organization which provides appropriate segregation of functional responsibilities.
- b. A system of authorization and record procedures adequate to provide reasonable accounting control over assets, liabilities, revenues, and expenses.
- c. Sound practices to be followed in performance of duties and functions of each of the organizational units.
- d. A degree of personnel competence commensurate with responsibilities.

An adequate system of internal control contains the following features:

- a. No person should have complete control over all phases of any significant transaction.
- b. The flow of work should be from one employee to another so that the work of the second, without duplicating that of the first, provides a check upon it.
- c. Record keeping should be separated from operations or the handling and custody of assets, such as:
  - (1) The function of receiving cash should be centralized in one person, who should not be concerned in any way with approving or certifying vouchers, acting as imprest fund cashier, preparing deposits, making disbursements, or keeping accounting records. In this connection, the person who prepares or makes deposits, approves or certifies vouchers, or disburses cash should have no access to the accounting records.



- (2) At as early a point as possible in the mail handling, preferably at the point where the envelopes are opened immediately upon receipt, all checks and negotiable instruments should be stamped with a restrictive endorsement, all cash items should be listed in duplicate, and a copy of the listing delivered to the person responsible for making bank reconciliations.
  - (3) Periodic examination and count or other review of cash balances should be made by employees who do not handle or record cash or sign checks.
- d. Physical and mechanical facilities should be used to the fullest extent possible to insure security and accuracy, such as using security vaults or safe cabinets and check writing machines.
  - e. Responsibilities should be clearly established and then accounted for as close as possible.
  - f. Where feasible, employees are rotated to various assignments.
  - g. Other control features pertaining to cash include:
    - (1) All cash receipts shall be deposited as soon as possible, preferably the day received.
    - (2) All cash receipts shall be deposited intact and for the full amount received.
    - (3) Collections and all other funds held within an office, whether pending regular deposit or in imprest funds, shall be, where possible, restrictively endorsed and kept under complete control and under proper safeguards, preferably in a fire resistant combination safe or safe-cabinet.
    - (4) Uncollectible items and the related documents shall not be handled by the person making up deposits or by the person handling accounts receivable.
    - (5) Persons preparing payrolls or time reporting records should not handle the related pay checks.



- (6) The number of bank accounts and inter-bank transfers should be kept to a minimum. A single bank account for the agency is preferred.



## BOOKS OF ACCOUNT AND RECORDS

The following is a brief description of the books of accounts and records considered to be the minimum required for recording transactions relating to the project or activity. However, the agency may establish any additional accounting records it considers necessary to provide adequate financial control of its assets and liabilities and to account for project or activity cost.

- A. General ledger shall be maintained in which to record a summarization of all accounting transactions relating to the project or activity and to classify such transactions according to the accounts listed in the project or activity budget.
- B. A cash receipt and disbursement register shall be maintained for the recording of funds received in connection with the project or activity and for recording checks issued for the withdrawal of funds from the project or activity bank account. All disbursements shall be made by prenumbered checks used in numerical sequence and must be supported by appropriate documentation such as payrolls, invoices, contracts, travel vouchers, etc., evidencing the nature and propriety of each payment, and showing the approval of the project or activity director or other authorized official. If the volume of receipts and disbursements justify the separation of the cash receipts and disbursement registers, then the two should be kept separate.
- C. Journal vouchers (or the agency's suitable substitute therefor) shall be used to document and record transactions in the general ledger which are not recorded from the cash receipts and disbursement registers. Each journal voucher shall contain a complete explanation of the transaction being recorded and references to the related documents or other sources of information, if applicable. Journal vouchers shall be numbered consecutively and filed in numerical sequence. All journal vouchers shall be approved by an authorized official of the agency.
- D. Basic payroll records shall be maintained to accumulate the payroll data required by Federal, State or local law with respect to each employee, such as gross earnings, Federal income tax withheld, State or local income tax withheld, FICA withholdings, etc. The record shall also include data relating to other



deductions as may be required by the agency's personnel policies, including the employer's contribution to retirement plans, health insurance plans, etc.

- E. A record shall be maintained for each item of non-expendable property acquired for the project or activity. Non-expendable property is property which will not be consumed or lose its identity by being incorporated into another item of property, which cost \$100 or more per unit and is expected to have a useful life of one year or more. Grouping of like items, such as chairs, with an aggregate cost in excess of \$100 shall also be controlled and accounted for as non-expendable property even though the cost of a single item is less than \$100. The record shall include:

- (1) Description of the item of property, including model and serial number, if applicable.
- (2) Date of acquisition
- (3) The acquisition cost or assigned value to the project or activity.
- (4) Information as to whether the property was new or used at time of acquisition.

The aggregate of the individual costs shown on the record cards shall equal the balance in the subsidiary cost account for non-expendable property.

A physical inventory shall be taken and reconciled with the record card annually or as frequent as required by the Model Cities Program, City of Atlanta.



BRIEF DESCRIPTION OF ACCOUNT CLASSIFICATION  
ACTIVITY COST

- (1) Personnel  
Includes the cost of staff and support staff of the operating agency as spelled out in latest approved budget.
- (2) Consultant and Contract Services  
Includes the cost of services contracted to other agencies, firms or individuals according to a written contract with the operating agency. All contracts must be in writing and must have prior approval of the CDA.
- (3) Travel
  - a. Auto allowance paid on the basis of actual mileage as spelled out in latest approved budget.
  - b. Staff travel and expenses according to latest approved budget.
- (4) Space Cost
  - a. Monthly office rental.
  - b. Telephone and telegraph expense if not included in Activity Cost (7) and contained in latest approved budget.
  - c. Fire and extended coverage insurance on building and contents if not included in activity cost (7) and contained in latest approved budget.
  - d. Utility cost if not included in activity cost (7).
  - e. Building maintenance, if not included in Activity Cost (7) and contained in latest approved budget.
- (5) Consumable Supplies  
Includes the costs of blue prints, drafting materials, charts, graphics, maps, stationery and all small items of non-expendable property, the total cost of which does not exceed \$100.
- (6) Rental, lease or Purchase of Equipment
  - a. Includes rental or lease cost of equipment not on loan or not purchased.
  - b. Total cost of equipment purchased.
- (7) Other Costs  
Costs not specifically covered in the above budget categories according to latest approved budget.

PROJECT COST

- (8) Property Acquisition  
The cost incident to the acquiring of land and structures and the cost of demolition if necessary.
- (9) Land Improvement  
The cost of improving site to meet the qualifications for the



type construction anticipated.

(10) Construction

The cost of construction, rehabilitation, alteration and repair.

(11) Professional Services

The cost of professional services rendered by individuals or organization including legal, accounting and architectural services.

(12) Carrying Charges

The cost of items such as types, interest and insurance premiums incurred during construction.

(13) Other

Costs not included in the above budget categories for capital projects according to the latest approved budget.

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The description of the budget categories listed above is by no means exhaustive and in instances where there are questions as to the proper classification of a transaction, the latest approved budget and budget justification break down should govern.



## DISBURSEMENT PROCEDURE

1. Disbursements (other than from Petty Cash) for goods, and for services of persons or firms not payrolled by the Operating Agency shall be supported by executed purchase orders or contracts. Purchase and contract procedures should follow CDA practice and policy. Such policies and procedures shall be approved by the CDA prior to implementation.
2. Disbursements must be supported by invoices or requisitions which can readily be traced to the contract or purchase order for the services, supplies, or equipment (except as noted in Four (4) below).
3. Disbursements shall be made by pre-numbered checks countersigned by two officers unless the amount of the individual disbursement is small (under \$10) that payment from a Petty Cash Fund is more economical.
4. A Petty Cash Fund may be established for use in making payment of minor items of expense whenever it is not practicable to issue a check. An authorized official of the Operating Agency shall approve the establishment and the amount of the Petty Cash Fund. Each disbursement from the Petty Cash Fund shall be supported by a receipted bill or invoice. However, if a receipted bill or invoice is not obtainable, the disbursement shall be supported by an itemized list of the items purchased and the list shall be approved by an official of the Operating Agency other than the custodian of the fund. The Petty Cash fund shall be replenished at the end of each calendar quarter or as frequently as may otherwise be required.



## ELIGIBLE AND INELIGIBLE COSTS

All cost must be reasonable and of a nature which clearly relates to the specific purposes and end product of the contract under which the services are being performed. Care must be exercised by all concerned in incurring costs to assure that expenditures conform to these general standards and the following criteria for eligibility of costs.

1. To be eligible for inclusion in the program, cost must:
  - a. Be necessary and reasonable for proper and efficient execution of the contractual requirements and in accordance with the approved budget.
  - b. Not be a general expense required to carry out regular responsibilities of the operating agency.
  - c. Be in conformance with any limitations or exclusions in these instructions, federal laws, city ordinances, or other governing limitations.
  - d. Be no more liberal than policies, procedures, and practices applied uniformly to both federally assisted and other activities of the operating agency.
  - e. Be accorded consistent treatment through application of accounting policy and procedures approved and/or prescribed herein.
  - f. Not be allocable to or included as a cost of any other federally financed program in either prior or current periods.
  - g. Be net of all applicable credits such as purchase discounts, rebates or allowances, sales of publication or materials, or other income or refunds.
  - h. Be in accordance with budgetary or other restriction of expenses established by the comprehensive Demonstration Agency (City of Atlanta) and approved by the Department of Housing and Urban Department.
  - i. Be fully documented.



- j. Comply with policies governing administrative practices, including policies with respect to employment, salary and wage rates, working hours, and holidays, fringe benefits (health and hospitalization insurance, retirement, etc.) vacation and sick leave privileges, and travel. The policies relating to the above must be in writing and approved by the governing body of the Agency, or Director, as authorized, as well as by the City. Such policies and practices should take account of situations where the operating agency is a temporary, non-governmental entity composed primarily of part-time staff which may have full-time employment elsewhere.
2. In addition to costs ineligible under the above criteria, the following costs are specifically ineligible:
- a. Accounting- Costs of maintaining central accounting records necessary for overall agency purposes, such as appropriation of fund accounts by the treasurer or similar official, are considered to be a general expense of the agency and are unallowable. However, the cost of establishing and maintaining accounting or other information systems required for the management of the contract is allowable. This includes costs incurred by central service agencies for these purposes.
  - b. Bad Debts- Any losses arising from uncollectable accounts and other claims, and related costs.
  - c. Contingencies. Contributions to a contingency reserve or any similar provision for unforeseen events.
  - d. Contributions and Donations.
  - e. Entertainment. Costs of amusements, social activities, and incidental costs, such as meals beverages, lodgings, and gratuities, relating to entertainment.
  - f. Fines and Penalties. Costs resulting from violation of or failure to comply with federal, state, and local laws and regulations.
  - g. Interest and other Financial Costs. Interest on borrowing (however represented), cost of financing and refinancing operations, and legal and professional fees paid in connection therewith.



- h. Legal expenses. Legal expenses for the prosecution of claims against the Federal Government. However, the costs of legal expenses required directly for the administration of the program are allowable.
- i. Membership Expenses. Cost of membership in an organization which devotes a substantial part of its activities to influencing legislation.
- j. Travel. Costs in excess of those allowed by the City of Atlanta for its equivalent employees. In a case, the difference in cost between first-class air accommodations and less-than-first-class air accommodations is not allowed except when less-than-first-class air accommodations are not available and is so documented.
- k. Meeting Attendance. Costs of attending meetings which are not open for attendance on a non-segregated basis.
- l. Executive Expenses. The salary and expenses of the chief executive officer of the agency are considered a cost of the agency and are not allocable in any way to the project or activity.



INSTRUCTIONS FOR COMPLETION OF MONTHLY ADMINISTERING AGENCY  
PROJECT REPORTS

This report is to be delivered to Model Cities prior to the fifth day of the month following the reporting month. This deadline is imperative in order to report expenditures to HUD.

The heading of this report includes lines for Agency Name and Address, Project Name, and Project Number. The Reporting Period item should reflect beginning and ending dates (usually first to last of month) of the report. The Cum. Supplemental Expenditures item should contain a total of all funds designated supplemental which have been expended on the project to date. The Cash Received item refers to supplemental funds that have been deposited to your agency. The Balance item should reflect the amount of supplemental funds expended but not yet received by your agency.

The Cost Statement section of the report is a breakdown of expenditures by line item and by source of funds. For projects which receive supplemental funds, costs for each line item for the Current Period should be listed. These should be broken down between Supplemental funds and Other funds if the project or activity is jointly funded.

For projects that do not involve the use of Model Cities supplemental funds, it is requested that a total amount expended on the project for the current period be entered by line item 13 (non-contracted agency).

Under the Cummulative Total column, funds expended to date on the project should be broken down in the same manner as current period expenditures.

The Work Program Status section of the Administering Agency Project Report is designed to report against the Project Work Program which was formulated by your agency in cooperation with Model Cities Personnel. Each month the various tasks listed on the work program should be analyzed to determine if they are being started and completed in the planned time frame.

Any tasks which will have different start and complete dates should be listed under the "Description of Task" column of the agency project report. The applicable revised start and complete dates should then be entered in the reporting month, that task should be entered under the "Description of Task" column and the actual complete date shown.



Start or complete dates for a task will be considered on schedule if they are within three weeks of the originally planned time frame. A variance of more than three weeks in a task should be reported as described above. Every effort should be made to report time revisions as soon as they become evident. For example, if it becomes apparent that some operational phase of a project will be delayed due to problems in acquiring equipment, this should be reported as soon as it is known rather than at the time the operational phase is to begin.

The Project Highlights section of the report should be used to briefly summarize project activity for the month and to list any unusual circumstances concerning the project. Amplifying information about revised start or complete dates should also be given in this section. An example of a completed Administering Agency Project Report follows these instructions.



**ADMINISTERING AGENCY PROJECT REPORT**

AGENCY Georgia State Employment Service PROJECT Employer Services  
 ADDRESS No. 1 Peachtree Room 408  
Atlanta, Georgia 30301 NUMBER 

0	2	0	2
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REPORTING PERIOD:	CUM. SUPPLEMENTAL EXPENDITURES	CASH RECEIVED	BALANCE
FROM <u>8/1/69</u> TO <u>8/31/69</u>	<u>\$30,000</u>	<u>\$25,000</u>	<u>\$5,000</u>

COST STATEMENT		CURRENT PERIOD		CUMMULATIVE TOTAL	
COST CATEGORY	CODE	SUPPLEMENTAL	OTHER	SUPPLEMENTAL	OTHER
PERSONNEL	01	10,000	5,000	20,000	10,000
CONSULTANTS, CONT SERV	02	-0-	1,000	2,000	1,000
TRAVEL	03				
SPACE	04	1,500		3,000	
CONSUMABLE SUPPLIES	05	300		1,000	
RENT, LEASE, PURCH EQP	06	500	1,000	4,000	2,000
OTHER	07				
PROPERTY ACQUISITION	08				
LAND IMPROVEMENTS	09				
CONSTRUCTION	10				
PROFESSIONAL SERV	11				
CARRYING CHARGES	12				
NON-CONTRACTED AGENCY	13				
<b>TOTAL</b>		<b>12,300</b>	<b>7,000</b>	<b>30,000</b>	<b>13,000</b>

WORK PROGRAM STATUS	ACTUAL	REVISED	REVISED
DESCRIPTION OF TASK	COMPLETE	START	COMPLETE
Occupy temporary facility		9/8/69	9/19/69
Establish contact with 66 employers in MNA		10/6/69	4/30/70
Acquire supplies	8/15/69		
Personnel orientation	8/20/69		

**PROJECT HIGHLIGHTS:** During the month of August project personnel were given orientation sessions concerning project tasks and objectives. All supplies have been purchased, but occupation of the temporary facility is being delayed due to a carpenter's strike. This delay will also delay establishing contacts with employers. Sample inquiries to employers have produced enthusiastic responses and it appears that the project will exceed its objective of developing 200 jobs.

(USE REVERSE, IF REQUIRED)

THE UNDERSIGNED CERTIFIES THAT THE ABOVE INFORMATION IS CORRECT.

SIGNATURE AND TITLE John C. Smith, Director DATE Sept. 2, 1969  
 (FORM MOD. 9)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
MONTHLY STATEMENT OF FINANCIAL CONDITION

NAME OF CITY: Atlanta, Georgia  
LOCATION: 68 Mitchell Street  
PROGRAM NUMBER: \_\_\_\_\_  
GRANT AGREEMENT NUMBER: ME-10-001

As of August 31, 1969

Check One:  
 PLANNING  
 EXECUTION

ASSETS

Cash:		
Cash	\$92,729.80	
Petty Cash	<u>150.00</u>	
Total Cash		<u>\$92,879.80</u>
Accounts Receivable:		
(Accounts Receivable—Planning Grant) <sup>1/</sup>	-	
Accounts Receivable—Supplemental	<u>138,410.07</u>	
Accounts Receivable—Administration	<u>29,536.20</u>	
Accounts Receivable—City Contribution for Administration	<u>0</u>	
(Accounts Receivable—City Contribution for Planning Grant)	-	
Accounts Receivable—Other	<u>0</u>	
Total Accounts Receivable		<u>167,946.27</u>
Advances to Operating Agencies		
	<u>0</u>	
Advances to Contractors		
	<u>0</u>	
Total Advances		<u>0</u>
Cost Control:		
(Cost Control—Planning Grant)	-	
Cost Control—Supplemental (except relocation payments)	<u>217,816.20</u>	
Cost Control—Supplemental (relocation payments)	<u>0</u>	
Cost Control—Administration	<u>178,288.34</u>	
Total Cost Control		<u>396,104.54</u>
TOTAL ASSETS		<u>656,930.61</u>

LIABILITIES AND CAPITAL

Current Liabilities:		
(Accounts Payable—Planning Grant) <sup>1/</sup>	-	
Accounts Payable—Supplemental	<u>142,211.44</u>	
Accounts Payable—Administration	<u>7,873.20</u>	
(Accrued Liabilities—Planning Grant)	-	
Accrued Liabilities—Supplemental	<u>10,902.03</u>	
Accrued Liabilities—Administration	<u>30,901.36</u>	
Total Current Liabilities		<u>191,888.03</u>

<sup>1/</sup> Items in parentheses pertain only to Planning Phase.



Deferred Credits:

(Unearned Planning Grant)	0.00
Unearned Supplemental Grant	0
Unearned Administration Grant	68,938.04
Unearned City Contribution for Administration	-
(Unearned City Contribution for Planning Grant)	-
<b>Total Deferred Credits</b>	<b>68,938.04</b>

**TOTAL LIABILITIES**

Capital:

(Planning Grant)	217,816.20
Supplemental Grant	142,630.07
Administration Grant	35,658.27
City Contribution—Administration	-
(City Contribution Planning Grant)	-
<b>Total Capital</b>	<b>396,104.54</b>

**TOTAL LIABILITIES AND CAPITAL**

**656,930.61**

**CERTIFICATION**

September 10, 1969  
(Date Submitted)

Program Director  
(Title)

  
(Signature)



COST CONTROL STATEMENT

AS OF: August 31, 1969

CITY OF: Atlanta, Georgia

MODEL CITIES PROGRAM NUMBER: \_\_\_\_\_

I.  COST CATEGORY	BUDGET ESTIMATES		COST INCURRED	
	Total Amt. Per Latest Approved Budget	Cum. Estimate Through Current Quarter	Total - Cumulative Through Reported Month	Total for Reported Month
Program Administration	618,663.00	221,000.00	178,288.34	36,921.00
TR003N	205,000.00	63,000.00	46,712.22	16,550.49
HR005N	278,110.00	278,110.00	114,456.03	3,706.03
EV002N	38,000.00	38,000.00	38,000.00	6,000.00
SSQ27N	42,000.00	8,000.00	1,684.23	1,684.23
SS033N	414,000.00	10,000.00	64.00	64.00
EM002C	27,000.00	3,000.00	119.80	119.80
EM017C	72,000.00	6,000.00	1,051.05	1,051.05
EM019N	68,000.00	15,000.00	3,694.31	3,694.31
EM025N	9,000.00	1,500.00	108.80	108.80
EM030N	9,000.00	1,500.00	108.80	108.80
ED020C	73,000.00	12,000.00	9,148.00	9,148.00
ED024C	457,000.00	15,000.00	1,769.32	1,769.32
ED025C	247,000.00	15,000.00	899.64	899.64
Subtotal	1,939,110.00	466,110.00	217,816.20	44,904.47
GRAND TOTAL	2,557,773.00	687,110.00	396,104.54	81,825.47

Certified Correct



Program Director

September 10, 1969

Signature

Title

Date



CDA IDENTIFI-  
CATIONCONTRACT-  
ING PARTY

ADDRESS

CITY  
STATE  
ZIP CODEPRINCIPAL  
PERSON  
& TITLE

CONTRACT NO.

City of Atlanta, Georgia

68 Mitchell Street

Atlanta, Georgia 30303

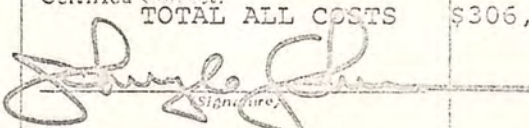
MP - 10 - 001

PROJECT OR PROGRAM NUMBER

Form approved  
Budget Bureau No. 63-R1170COST CONTROL STATEMENT  
MODEL CITY PLANNING GRANTAs Of Aug. 31, 1969

Contract Period

From 12-1-67 To 8-31-69

COST CONTROL ACCT. NO.	BUDGET ACTIVITY CLASSIFICATION	AMOUNT PER LATEST APPROVED BUDGET	COSTS INCURRED	
			CURRENT MONTH	CUMULATIVE TO DATE
1401	Salaries	\$123,952.00	-0-	\$142,381.88
1401 A	Salaries-Non-Cash Con- tributions	55,825.00	-0-	61,408.00
	TOTAL SALARIES	179,777.00	-0-	203,789.88
1402	Employee Benefits	17,819.00		10,023.68
1402 A	Employee Benefits - Non Cash	5,583.00	-0-	
	TOTAL EMPLOYEE BENEFITS	23,402.00	-0-	10,023.68
1403	Consultants and Contract Services	39,315.00	-0-	35,919.41
1404	Auto Allowance	2,945.00	-0-	3,386.75
1405	Travel	4,450.00	-0-	5,117.50
	TOTAL TRAVEL	7,395.00	-0-	8,504.25 ✓
1406	Equipment Rental or Purchase	10,088.00	-0-	11,601.20 ✓
1407	Space Alterations and other Space Costs	9,425.00	-0-	10,707.40 ✓
1407 A	Space - Utilities	6,056.00	-0-	6,840.67 ✓
	TOTAL SPACE COST	15,481.00	-0-	17,548.07
1408	Office Supplies	11,450.00	-0-	12,633.35
1409	Special projects-Citizens Participation Expens.	20,000.00	-0-	6,888.16
	Certified Correct: TOTAL ALL COSTS	\$306,908.00	-0-	\$306,908.00
 _____ Program Director _____ (Title)				
_____ September 10, 1969 _____ (Date Submitted)				

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT • MODEL CITIES PROGRAM

## COST CONTROL STATEMENT

223406-P

HUD-Wash., D. C.

HUD-7011  
(11-67)



CDA IDENTIFICATION CONTRACTING PARTY

City of Atlanta, Georgia

Form approved Budget Bureau No. 63-R1168

STATEMENT OF FINANCIAL CONDITION MODEL CITY PLANNING GRANT

ADDRESS

68 Mitchell Street

CITY STATE ZIP CODE

Atlanta, Georgia 30303

As Of August 31, 1969

PRINCIPAL PERSON'S TITLE

MP - 10 - 001

Contract Period

CONTRACT NO.

PROJECT OR PROGRAM NUMBER

From 12-1-67 To 8-31-69

ASSETS

Cash:

Cash Petty Cash

\$ 183.99

Total Cash

\$ 183.99

Accounts Receivable:

Planning Grant CDA Contribution Other

Total Accounts Receivable

306,908.00

Cost Control

307,091.99

TOTAL ASSETS

LIABILITIES AND CAPITAL

Current Liabilities:

Accounts Payable Accrued Liabilities

183.99

Total Current Liabilities

183.99

Deferred Credits:

Unearned Planning Grant Unearned CDA Contribution

Total Deferred Credits

-0-

TOTAL LIABILITIES

183.99

Capital:

CDA Contribution Planning Grant

61,408.00

245,500.00

Total Capital


306,908.00

TOTAL LIABILITIES AND CAPITAL

307,091.99



Certified Correct:

  
(Signature)

Program Director  
(Title)

September 10, 1969  
(Date Submitted)



*Model Cities*



J. FORREST GEE  
PURCHASING AGENT

# CITY OF ATLANTA

## Purchasing Department

403 CITY HALL — JACKSON 2-4463

Atlanta, Georgia 30303

August 11, 1969

Mayor Ivan Allen, Jr.  
City of Atlanta

Dear Mr. Mayor :

Model Cities recently received bids on computer evaluation programs for agency services.

The Purchasing Department was not involved since the bid was for service only.

The low bidder, Control Data Corporation, has complained bitterly to this Department that its firm was ruled out, although award has not yet been made.

Mr. E. Gregory Griggs, Chairman of the Purchasing Committee, is also a member of Model Cities Committee, and he agrees that this is not a matter for the Purchasing Committee; but rather lends itself directly to Model Cities. For this reason, he has requested that you be alerted to the situation.

Mr. "Mitch" Mitchell of Model Cities is thoroughly familiar with the matter should you desire additional information.

Yours very truly,

J. Forrest Gee,  
Purchasing Agent

JFG/jab



September 18, 1969

MEMORANDUM

To: Mr. Johnny Johnson  
From: Dan E. Sweat, Jr.  
Subject: Administrative Procedures

We have had several discussions in the past concerning the exact administrative relationship that the Model Cities organization should have in relationship to the Mayor's Office and the balance of the City organization. This whole discussion is, of course, complicated by the special organization required by the federal government such as the Executive Board and the other citizen participation organizations.

There seems to be no doubt on the federal level and in the mind of the general public however, that the administration of the Model Cities Program is a responsibility of the Mayor's Office of the various cities. To date, we have tacitly recognized this and, technically, the administrative procedures have established the organization as a division of the Mayor's Office. In actual practice, however, you have functioned as a department head and your organization has, in effect, been treated as a separate department of the City.

We have been fortunate and your staff is to be commended in that we have had relatively good communications and cooperation even though our lines of administrative authority have not always been explicit. Even so, some confusion has existed among the various agencies and departments of the City.

Mayor Allen has discussed this overall question with me several times and most recently has directed me to meet with you and develop procedures which will have the effect of bringing Model Cities into the direct administrative line of authority of the Mayor's Office. This will, of course,



Memo to Johnny Johnson

Page Two

September 18, 1969

include establishing the Model Cities organization under the administrative supervision of the Staff of the Mayor and Board of Aldermen in practice as well as technically. This will necessarily involve some changes in your day to day operations as far as your relationships with the service departments of the City. In addition, it will involve a greater participation of the Mayor's Office in the planning and operation of the Model Cities Program.

I am sure that you, like me, will welcome a more definitive clarification of our respective duties and responsibilities as far as the Model Cities Program is concerned and will be able to work together harmoniously to accomplish even more for the program.

When you have had an opportunity to read this, please contact me for a meeting so that we can proceed on this.

DESJr:ja



## A RESOLUTION

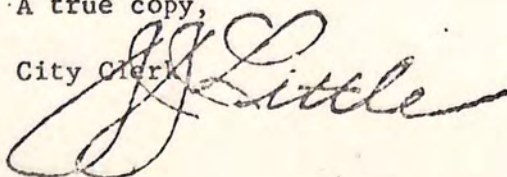
BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on August 12, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and Georgia State College, acting through its Urban Life Center division, for the design and implementation of a Research Analysis System to be used for the purpose of measuring the quality of the Model Cities Program, the maximum cost of the system to be \$144,000.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute the contract for and in behalf of the City of Atlanta and the City Attorney is hereby directed to approve the said contract as to form wherein Georgia State College, acting through its Urban Life Center division, will conduct research to provide data on opinions of participants about the quality of projects; follow-up data on project participants; data on control groups within and outside the Model Neighborhood; and attitude surveys of a sample of Model Neighborhood Area residents.

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on July 7, 1969, the Board of Aldermen of the City of Atlanta adopted a certain Resolution authorizing the City of Atlanta to enter into a contract with Emory Community Legal Service; and

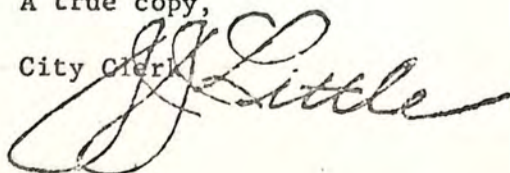
WHEREAS, it appears that the proper contracting party in this instance is Emory University, acting through Emory Community Legal Service:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta be and he is hereby authorized to execute the said contract on behalf of the City of Atlanta with Emory University for the same purposes set forth in the Resolution above referenced.

BE IT FURTHER RESOLVED that to the extent that the Resolution first above referenced is not inconsistent with this Resolution, the same is ratified and reaffirmed.

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



OFFICE OF CITY CLERK  
CITY HALL  
ATLANTA, GEORGIA

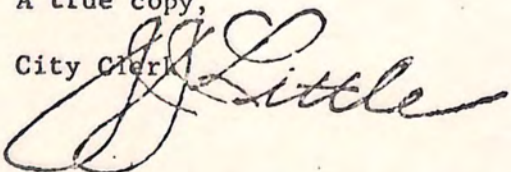
A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on August 12, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting, did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and Economic Opportunity Atlanta, Inc., a copy of such proposed agreement being attached hereto, marked "Exhibit A" and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute the said contract for and in behalf of the City of Atlanta to create a Project expand; the purpose of said project expand being to establish more effective services in the boundaries of the Model Cities Area.

A true copy,  
City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1969, by and between the City of Atlanta, a municipal corporation, (Model Cities Program), hereinafter referred to as the "CDA", and ECONOMIC OPPORTUNITY ATLANTA, INC., a non-profit corporation of the City/County of Atlanta/Fulton, State of Georgia, hereinafter referred to as the "Agency".

W I T N E S S E T H :

WHEREAS, the CDA on the 20th day of May, 1969, received a Grant under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 from the Office of the United States Department of Housing and Urban Development, hereinafter referred to as HUD, said grant designated as HUD Grant No. ME-10-001; and

WHEREAS, pursuant to said grant the CDA is undertaking certain activities; and

WHEREAS, pursuant to said grant the CDA desires to engage the Agency to render certain assistance in such undertakings,

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

1. The agency shall, in satisfactory and proper manner as determined by the CDA, perform the following services:

EXHIBIT A

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
SS-049 Project Expand	87,062	



- a. The purpose of Project Expand is to establish more effective services in the boundaries of the Model Cities Area. The participants are residents in need of services, resident workers facilitating the use of services and the needed supportive professional staff that may not be of the area as specifically set forth in Exhibit A which is attached hereto and made a part hereof.
2. Any release to the news media pertaining to the services as stated herein shall be cleared through the CDA Director prior to its release. Any publicity given to the program's project herein must recognize the Atlanta Model Neighborhood Program as the sponsoring agency, funded by the United States Department of Housing and Urban Development.
3. The services of the agency shall commence as soon as practicable after the execution of this contract and operate for that period of time specifically set forth in the respective exhibit.

A. CDA and Agency Agree:

1. Payment shall be on a monthly reimbursement basis upon CDA's receipt of a report of combined cost control and statement of accountability from the agency (forms to be provided).
2. Payment under this contract is limited to the below designated projects together with the total costs stated, and in accordance with the respective project's budget which is a part of the respective exhibits herein.

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
SS-049N Project Expand	87,062	



3. It is expressly understood and agreed that in no event shall the total compensation for the project exceed the maximum sum indicated above.
4. This contractual agreement may be renewed or renegotiated upon receipt of funds from federal or local sources on a year-to-year basis.

5. Changes.

Any change in the scope of services of the Agency to be performed hereunder, including any increase or decrease in the amount of the Agency's compensation, must have prior approval from the CDA and must be incorporated in written amendments to this contract.

Likewise any changes in scope of services of CDA, which is mutually agreed upon by and between CDA and Agency, shall be incorporated in written amendments to this contract. If the Agency incurs expenses in excess of the amount allowable under this contract, the amount of the over-expenditure must be absorbed by the Agency. However, this does not preclude the Agency from requesting a modification of this contract when it becomes evident that the Agency's efforts must be expanded to adequately serve program participants.

6. Termination of Contract.

If, through any cause, the Agency shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this contract, or if the grant from HUD under which this contract is made is terminated by HUD, the CDA shall thereupon have the right to terminate this contract by giving written



notice to the Agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this contract shall, at the option of the CDA, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of this contract. If the CDA withholds payment, it shall advise the Agency and specify the actions that must be taken, in case of suspension, as a condition precedent to the resumption of payments.

The Agency will remit any unexpended balance of payments on account of grant as well as such other portions of such payments previously received as determined by the CDA to be due the CDA. The action of the CDA in accepting any such amount shall not constitute a waiver of any claim which the CDA may otherwise have arising out of this agreement.

7. Travel Expenses.

The Agency's expenses charged for travel shall not exceed those which would be allowed under the rules of the United States Government governing official travel by its employees.

8. Covenant Against Contingent Fees.

The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this



warranty, the CDA shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

9. Compliance with Local and Federal Rules, Regulations and Laws.

The Agency shall comply with all applicable law, ordinances and codes of the state and local governments.

10. Shift of Funds.

Funds may be shifted between line items of a single project without prior approval only to the extent that such action is not a result of significant change in an approved program and so long as it does not exceed 10% of the line item total from which the funds are being removed or to which added. A report of fund shifts will be made to the CDA fiscal officer within three work days after its effective date. Any shifts of funds between projects or other changes must be approved in advance of obligations.

11. Financial Statement.

Subject to receipt of funds from HUD, the CDA shall make payment under this contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment by the Agency. The requisition for payment shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in respective budgets.

The agency will furnish the CDA a financial statement each month indicating the expenditure of CDA's funds for that



month. This statement is to reach the CDA not later than the 5th of the month following the month the expenditure was made. (Forms and instructions will be provided). The agency will furnish the CDA a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control.

Books of Account and Records.

The agency shall maintain a general ledger in which to record a summarization of all accounting transactions relating to the projects listed herein, and to classify such transactions according to the accounts prescribed in the project budget categories. In addition, the Agency shall maintain a cash receipt and disbursement register in which receipt of funds and disbursement of funds will be documented. Funds disbursed by the agency shall be made by pre-numbered checks used in numerical sequence and must be supported by appropriate documentation, such as payroll, invoices, contract, travel payment, etc., evidencing the nature and propriety of each payment, and showing the approval of the chief fiscal officer or other authorized official of the agency.

Fidelity Bonding Requirement.

Prior to the disbursement of funds to the Agency the CDA shall receive a statement from the Agency's chief fiscal officer or insurer assuring that all persons handling funds received or disbursed under this contract



are covered by fidelity insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the CDA for its own employees. (Additional information, if needed, will be supplied by CDA).

12. Maintenance of Records.

The agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the CDA or HUD to assure a proper accounting for all project funds. These records will be made available for audit purposes to the CDA, HUD or the Comptroller General of the United States or any authorized representative, and will be retained for three years after the expiration of this contract.

13. Non-expendable Property.

All non-expendable property acquired for the program will revert to the CDA unless otherwise provided for, such non-expendable property being property which will not be consumed or lose its identity, and which cost \$100 or more per unit and is expected to have a useful life of one year or more. All such property acquired by the Agency will be listed on a property record inventory by description, model and serial number, date of acquisition, cost of acquisition and identified as new or used. An updated signed copy of this inventory will be provided the Program Management Department of the CDA each month following a physical inventory.



14. Evaluation.

The agency agrees that the CDA may carry out monitoring and evaluation activities as determined necessary by the CDA or HUD.

15. Subcontracts.

None of the work or services covered by this contract shall be subcontracted without the prior written approval of the CDA. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

16. Direct Depositing of Funds.

The agency shall designate a commercial bank as the depository for the receipt of funds. The CDA shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the agency directly into the designated bank account. In cases where funds are made available on an advanced basis, the agency shall require the commercial bank to secure fully all funds on deposit in excess of the amount insured by Federal or State Agency.

17. This agreement is subject to and incorporates the attached Part II, Model Cities Administration Supplementary General Conditions Governing Contracts with operating agencies and contractors.

18. The agency agrees to assist the CDA in complying with all of the "Conditions Governing Grants under Title I, Sections 105 and 107 of the Demonstration Cities and Metropolitan Development Act of 1966."



IN WITNESS WHEREOF, the CDA and Agency have executed this agreement as of the date first above written.

ATTEST:

CITY OF ATLANTA

(SEAL)

BY: \_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

APPROVED:

ECONOMIC OPPORTUNITY OF ATLANTA, INC.

BY: \_\_\_\_\_  
Director Model Neighborhood Program (Title)

BY: \_\_\_\_\_ (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
Associate City Attorney



OFFICE OF CITY CLERK

CITY HALL

ATLANTA, GEORGIA

A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, the Model Cities Program was instituted for the purpose of improving the educational, social, employment, and housing of citizens in low-income areas; and,

WHEREAS, one of the prime purposes of this program is to improve employment opportunities of citizens living within the Model Cities area; and,

WHEREAS, the City of Atlanta has received the first year's grant amounting to more than seven million (\$7,000,000,000) dollars and this money will be used for many and varied projects; and,

WHEREAS, these projects will be put out under contract by the City of Atlanta upon recommendation of several groups, including individuals within the area, Model Cities Mass Convention, Model Cities staff, the Model Cities Review Board and the Model Cities Executive Committee, with final approval by the Board of Aldermen; and,

WHEREAS, it is extremely desirable that as many jobs as possible covered by such contracts should be given to residents of the Model Cities area in furtherance of the purposes of the Act creating Model Cities, consonant with the proper use of funds to be expended under the Program by the City of Atlanta:



NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the personnel policies and practices of the Model Cities Program and its contracting agencies shall provide that in all work made possible by or resulting from the grant agreement above referred to, affirmative action be taken to insure that residents of the Model Neighborhood Area are given maximum opportunity for training and employment, as hereinafter set forth, consonant with the proper use of funds to be expended under the Program by the City of Atlanta:

1. The Model Cities Program and its contracting agencies shall conjunctively or individually devise systems using all recognized means of communications for those neighborhoods to adequately inform the area residents of all available positions funded by the Model Cities Program, that information as to qualifications, rate of pay, where to apply, and closing dates shall be included, and that, if reasonably possible, an application office be located within the Model Cities Area;

2. A minimum of ten (10) days shall be allowed for receiving applications from Model Cities residents following the full initiation of the areawide information system;

3. The Model Cities Program and its contracting agencies be encouraged to develop comprehensive systems for progressively training and upgrading workers at all levels through such proven methods as New Careers, job ladders, etc., and that these systems should include subsidized formal education at the secondary, technical, and/or college levels; and,

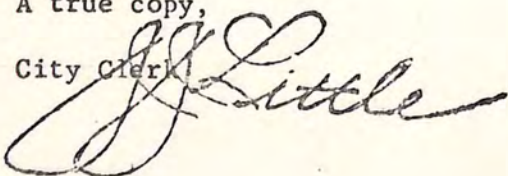


4. This Board shall give top consideration to providing additional funding for agencies and programs emphasizing the development of Model Cities Area residents for positions being created by Model Cities programming;

BE IT FURTHER RESOLVED that the proposed personal procedures and practices of all contracting agencies shall be submitted as part of their program proposals and shall become a part of the final contract, grant, or agreement, upon the approval of this Board, and that agencies with programs already under contract shall be strongly urged to establish procedures and practices in line with these guidelines within the existing programs, and that their willingness and/or ability to do so will be a major criteria in determining the renewal of existing contracts, grants, or agreements, under this program;

BE IT FURTHER RESOLVED that a copy of this Resolution be furnished to all existing contracting agencies, and to all agencies or organizations which indicate interest in seeking Model Cities contracts, grants, or agreements.

A true copy,  
City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



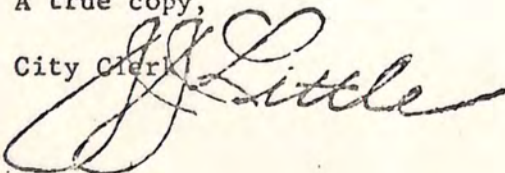
## A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on August 12, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting, did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and Arthur Andersen and Company for the design and implementation of a Resident Service Information System at a maximum cost of \$70,000.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute a contract for and in behalf of the City of Atlanta and the City Attorney is hereby directed to approve the said contract as to form wherein Arthur Andersen and Company will design and implement a Resident Service Information System for the purpose of monitoring and reporting on services provided to residents by the Model Cities Program. The ultimate purpose of this system will be to provide better service to the residents of the Model Neighborhood.

A true copy,  
City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



## DEPARTMENT OF CITY CLERK

CITY HALL

ATLANTA, GEORGIA

August 18, 1969

RESOLUTION BY

FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the 1969 (Model Neighborhood) Budget be and is hereby amended as follows:

Transfer From APPROPRIATIONS

MN-25-62-500-1, Travel	\$2,856.66
713, Utilities	13.23
761, Printing and Reproduction	1,559.67
770, Office Supplies & Expense	304.39
785, Space Alterations, Addition and other space costs	1,282.23
789, Special Projects	1,769.31
810, Rental	351.51
840, Employee Benefits	1,322.88
	<u>\$9,459.88</u>

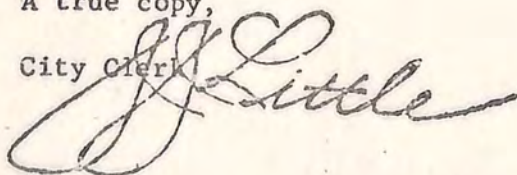
Transfer To APPROPRIATIONS

MN-25-62-500, Auto Allowance	\$ 609.30
570, Purchase of Equipment	352.71
780, Consultant Services	5,865.05
830, Salaries	2,199.97
571A, Reserve for Appropriation	432.85
	<u>\$9,459.88</u>

The purpose of this resolution is to transfer funds for necessary Planning Grant expenditures in accordance with authorization from the Department of Housing and Urban Development to exceed certain budgetary items by amounts up to 10% so long as total expenditures remain within the total budgeted cost for the Planning Grant.

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



DEPARTMENT OF CITY CLERK

CITY HALL

ATLANTA, GEORGIA

August 18, 1969

RESOLUTION BY

FINANCE COMMITTEE

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the 1969 (Model Neighborhood) Budget be and is hereby amended as follows:

TRANSFER FROM APPROPRIATIONS

Account No.		Amount
MN-25-62-571B	Reserve for Appropriation, Projects and Activities	<u>\$1,890.00</u>

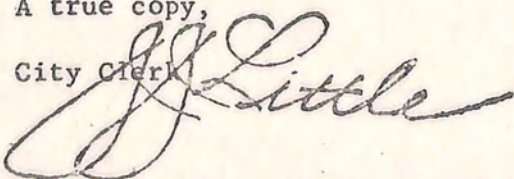
TRANSFER TO APPROPRIATIONS

MN-25-62-376B-1105	Housing Center	<u>\$1,890.00</u>
--------------------	----------------	-------------------

The purpose of this resolution is to transfer the balance of funds established in the Model Neighborhood Budget for Project No. 1105 (Housing Center).

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



DEPARTMENT OF CITY CLERK

CITY HALL

ATLANTA, GEORGIA

August 18, 1969

RESOLUTION BY

FINANCE COMMITTEE:

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the 1969 (Model Neighborhood) Budget be and is hereby amended as follows:

Transfer From Appropriations

<u>Account No.</u>	<u>Amount</u>
MN-25-62-571B, Reserve for appropriation, projects and activities	<u>\$133,635.00</u>

Transfer To Appropriations

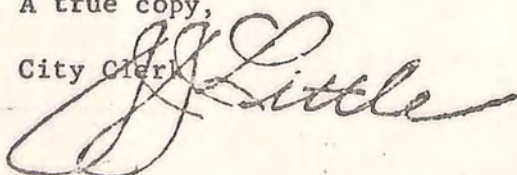
MN-25-62-376B-1105, Housing Center	\$119,469.00
0619, Mental Retardation Workshop	9,000.00
0611, Family Planning Clinic	5,166.00
	<u>\$133,635.00</u>

The purpose of this resolution is to provide funds necessary to comply with the following contracts approved by the Mayor and Board of Aldermen August 4, 1969:

Planned Parenthood, Inc.	\$ 5,166.00
Atlanta Association for Retarded Children, Inc.	9,000.00
Urban East Housing Consultants	119,469.00
	<u>\$133,635.00</u>

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



OFFICE OF CITY CLERK  
CITY HALL  
ATLANTA, GEORGIA

RESOLUTION BY

FINANCE COMMITTEE:

BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the 1969 (Model Neighborhood) Budget be and is hereby amended as follows:

Transfer From:

<u>Account No.</u>	<u>Amount</u>
MN-25-62-571B, Reserve for Appropriation, Projects, and Activities	\$3,394,278.00

Transfer To:

MN-25-62-376B-1202, Design and information system	\$ 38,000.00
0202, Employer Services	27,000.00
0214, Purchase of Training	13,674.00
0217, Neighborhood Service Center	72,000.00
0219, Staffing Central Facility and Mechanism of Service	68,000.00
0221, Job Mobile Service	18,000.00
0225, Profile, Data Gathering Underemployed	9,000.00
0230, Profile Data Gathering Non-competitive work force	9,000.00
0403, Middle School	922,000.00
0405, 4 Supplementary Classrooms for Extended Day Care Program	48,000.00
0419, Tutorial Program	11,000.00
0420, Communication Skills Laboratories	73,000.00
0421, Lead Reading Teacher	101,000.00
0422, School Social Workers	44,000.00
0423, School Library Program	61,000.00
0424, Extended Day Program	457,000.00
0425, Pre-School Activities	247,000.00
0439, In-Service Training	50,000.00
0441, Community Schools Program	145,000.00
1003, Purchase Vacant Land for Block Parks and Playlots	32,936.00
1005, Mobile Recreation Centers	47,000.00
0101, Model Cities Mass Convention, Inc.	87,380.00
0215, Work Attitude Change	89,060.00
0219, Staffing Central Facility and Mechanism of Service	79,000.00
0223, Direct Medical Maintenance	40,000.00
0527, Model Home Management Program	41,962.00
0526, Legal Education to Sub-Professionals	3,000.00
0533, 0535, 0537, and 0539, Day Care Centers, Block Mothers, Family Day Care Home, and Parent Involvement in Child Care Centers	414,000.00
0509 and 0514, Crisis-Oriented Family Counseling Service and Family Life Education	98,266.00
0511, Homemaker Service	48,000.00
	<u>\$3,394,278.00</u>

The purpose of this resolution is to appropriate funds to comply with the following contracts approved by the Mayor and Board of Aldermen as follows:

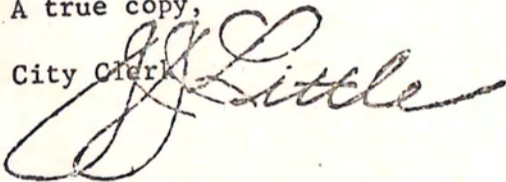
	<u>Date Approved</u>	<u>Amount</u>
Arthur Anderson & Co.	May 19, 1969	\$ 38,000.00
Atlanta Board of Education	June 16, 1969	2,159,000.00
Georgia State Employment	June 16, 1969	216,674.00



Atlanta Parks Department	July 7, 1969	79,936.00
Model Cities MassConvention, Inc.	July 7, 1969	87,380.00
Atlanta Urban League	July 7, 1969	89,060.00
Vocational Rehabilitation Division of Board of Education	July 7, 1969	119,000.00
Young Womens Christian Association	July 7, 1969	41,962.00
Emory Community Legal Service	July 7, 1969	3,000.00
Senior Citizens Services	July 7, 1969	414,000.00
Child Service and Family Counseling Center	July 7, 1969	98,266.00
Fulton County Department of Family and Children Services	July 7, 1969	48,000.00
		<u>\$3,394,278.00</u>

A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



## OFFICE OF CITY CLERK

CITY HALL

ATLANTA, GEORGIA

RESOLUTION BY

FINANCE COMMITTEE:

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0421, Lead Reading Teacher	101,000.00
0422, School Social Workers	44,000.00
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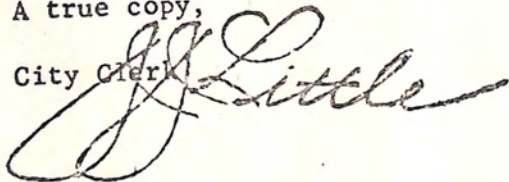
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A true copy,

City Clerk



ADOPTED By Board of Aldermen August 18, 1969

APPROVED August 20, 1969



Model Cities

UNITED STATES GOVERNMENT

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
REGIONAL OFFICE

# Memorandum

TO : See Below \*

DATE: August 13, 1969

FROM : (Mrs.) Barbara I. Whitaker, <sup>BSW</sup> Community Services  
Coordinator, Region IV

REFER TO:

SUBJECT: Certification Procedures for HEW Projects Affecting Model Neighborhoods

The attached would supercede previous memos of March 26, 1969 and July 2, 1968, which set forth policy and procedures requiring review and comment by both City Demonstration Agency Directors and Regional Directors. The primary change in the attached draft is addition of an explicit appeals procedure in the event of CDA refusal to concur or to respond to a proposal.

Attachment

Addressees: \*

Community Liaison Representatives  
Urban Affairs Resource Committee  
City Demonstration Agency Directors  
Executive Staff





## CERTIFICATION OF MODEL CITY RELEVANCE

A series of interdepartmental and interagency agreements have been initiated as a key segment of the Model Cities effort over the past year. The objective of these agreements has been strengthening both federal and local capabilities to coordinate federally assisted programs that affect Model Neighborhoods. In recognition of the fragmentation often resulting from disconnected projects operating in the same neighborhood, an effort has been made to provide both the chief executive of Model Cities and representatives of the federal Cabinet Secretaries with the authority to review all programs proposed for operation in a Model Neighborhood and comment on those programs' relevance to the comprehensive plan of the Model City.

### Guidelines

Federal local projects affecting Model Neighborhoods fall into two broad categories: (a) projects developed primarily as a part of the Model Neighborhood demonstration, and (b) projects with wider community application.

#### A. Model Neighborhood Projects

This category includes all projects involving funds reserved for Model Neighborhood demonstration and all HEW federal-local projects in which more than 50% of the project's benefit can be attributed to the Model Neighborhood residents.

1. The Regional Director will recommend for approval only those projects that the city has certified to be satisfactorily linked to the city's comprehensive Model City program. These projects may be integral components of the demonstration or other activities relevant to and supportive of the program.



2. Prior to final obligation of HEW funds, project applications that meet the above definition will include such certification, signed by the CDA Director and the HEW Regional Director (~~see-attached-format~~). Staff of the Task Force on Interagency Funding will review these certifications and bring any discrepancies to the attention of the Task Force.
3. Since application and review procedures vary from program to program, it is the direct responsibility of the funding agency to assure timely certification by the CDA and concurrence by the Regional Director. The existing Regional Resources Committee should be the appropriate channel for review by agencies with the Regional Director's staff.
4. Continuation applications and significant project modifications will include CDA certification and Regional Director concurrence.
5. CDA certification is understood in every case to include consultation with the local chief executive, whether mayor or city manager, and is expected to reflect that chief executive's local authority to coordinate federally funded projects in the Model Neighborhoods.
6. Where certification by the CDA has been refused or has not been received within 60 days by the city agency or community organization proposing a project for the Model Neighborhood, that agency or organization



has the formal opportunity to appeal the decision (or the inaction) of the CDA directly to the local chief executive and the Regional Director. Such a formal appeal would be received simultaneously by the local chief executive and the Regional Director. It is the responsibility of the Regional Director to discuss the project with the local chief executive and to reach final decision, in concert with DHEW agency recommendations, on funding the project at issue.

B. City-Wide Projects (on-going and new projects)

The policies and process outlined above and ~~in the attached~~ interdepartmental agreement also will apply to city-wide projects with the following exceptions:

- (a) If the Director of the City Demonstration Agency will not certify that that portion of the proposed project affecting the Model Neighborhood is adequately linked to the comprehensive programs, and
- (b) If the applicant agency and the CDA cannot negotiate a satisfactory resolution, and
- (c) If the Mayor's office fails to negotiate a satisfactory resolution,

The the Regional Director, working with HEW regional agency representatives, should seek to conciliate local differences.

If an impasse still exists at the time that a funding decision must be made, the funding agency must communicate its formal recommendations to the Regional Director. If approval is recommended, the Regional Director must concur to the extent that this action affects the Model Cities Program.



Regional Directors will assure that CDA's are aware of and understand this procedures, and that the Regional Resource Committee is used to disseminate these procedures to all regional agency representatives.

Copy to:

Assistant Secretaries

Agency Heads

Regional Directors

Regional Resources Committee

Urban Coordinating Committee

Task Force on Interagency Funding



Model Cities

Stork  
Penny

August 18, 1969

Mr. Collier Gladin, Director  
Planning Department  
City Hall  
Atlanta, Georgia 30303

Dear Collier:

This is to advise that the Educational Complex at Hoke Smith is a top priority in our total Model Cities effort. Therefore, the Neighborhood Facility Building which is a part of that Complex should take precedence over the one planned for the Dunbar School Area.

I would like to suggest that a meeting be scheduled with your staff and the Atlanta Public School's staff to begin to develop the mechanism for detailed planning of the Hoke Smith Neighborhood Facility. I hope you can arrange this meeting in the very near future.

The Model Cities staff is committed to working with you and the Atlanta Public School System in the planning of this important facility.

I will await word from you.

Sincerely,

Johnny C. Johnson  
Director

vlc

cc: Mayor Ivan Allen, Jr. ✓  
Dr. John Letson



*Model Cities*



# CITY OF ATLANTA

July 18, 1969

## OFFICE OF MODEL CITIES PROGRAM

673 Capitol Avenue, S.W.  
Atlanta, Ga. 30315  
404-524-8876

**Ivan Allen Jr., Mayor**

J. C. Johnson, Director

### M E M O R A N D U M

TO : Dan E. Sweat  
FROM : Johnny C. Johnson *see*  
SUBJECT: Contract Status Report

Attached is a summary report on the status of all of the project contracts with operating agencies connected with the Model Cities Program.

VLC

Attachment



Model Cities Program-City of Atlanta  
 Contracts with Operating Agencies  
 Supplemental Funds Only

APPROVED BY ALDERMATIC BOARD AND FULLY EXECUTED

Operating Agency

Atlanta Transit System	205,000.00
Atlanta Board of Education	2,158,392.00
Authur Andersen & Company	38,000.00
Commodore Corporation	278,110.00
Georgia State Employment Service	<u>733,642.00*</u>
	total-3,413,144.00

APPROVED BY ALDERMATIC BOARD AND PENDING EXECUTION

Operating Agency

Atlanta Parks Department	79,936.00
Model Cities Mass Convention, Inc.	87,380.00
Atlanta Urban League	89,060.00
Voc. Rehab. Division of Board of Education	119,000.00
Young Womens Christian Association	41,962.00
Emory Community Legal Service	3,000.00
Senior Citizens Services	414,000.00
Child Service and Family Counseling Center	98,266.00
Fulton County Dept. of Family & Children Services	<u>48,000.00</u>
	total-980,604.00

APPROVED BY EXECUTIVE BOARD - BEFORE ALDERMATIC BOARD  
7-21-69

Operating Agency

Urban East	119,469.00
Atlanta Association for Mental Retardation	9,000.00
Planned Parenthood Inc.	<u>5,166.00</u>
	total-133,635.00

GRAND TOTAL--4,527,383.00

\* This figure includes 21,996.00 for Program Administration Planning Contract



MODEL CITIES PROGRAM - CITY OF ATLANTA  
 CONTRACTS WITH OPERATING AGENCIES  
 SUPPLEMENTAL FUNDS ONLY  
 APPROVED BY ALDERMANIC BOARD AND FULLY EXECUTED

PROJECT #	OPERATING AGENCY	PROJECT DESCRIPTION	CONTRACT AMOUNT
TR 003N	ATLANTA TRANSIT SYSTEM	INTRA-NEIGHBORHOOD BUS SYSTEM	205000.00
ED 003N	ATLANTA BOARD OF EDUCATION	MIDDLE SCHOOL	922000.00
ED 005N	" " " "	SUPPLEMENTAL CLASSROOMS	48000.00
ED 019C	" " " "	TUTORIAL PROGRAM	10600.00
ED 020C	" " " "	COMMUNICATION SKILLS LABORATORY	72952.00
ED 021C	" " " "	LEAD READING TEACHER	100990.00
ED 022C	" " " "	SCHOOL SOCIAL WORKERS	43876.00
ED 023C	" " " "	SCHOOL LIBRARIES	61190.00
ED 024N	" " " "	EXTENDED DAY PROGRAMS	456553.00
ED 025N	" " " "	PRE-SCHOOL ACTIVITY	247253.00
ED 039N	" " " "	IN-SERVICE TRAINING	50313.00
ED 041C	" " " "	COMMUNITY SCHOOL PROGRAM	144660.00
			<u>2158392.00</u>
EV 002A	AUTHUR ANDERSON & CO	DESIGN AND DEVELOP INFORMATION SYSTEM	39000.00
	COMMODORE CORPORATION	FABRICATION AND ERECTION OF OFFICE STRUCTURES	278110.00
P.A.	GEORGIA STATE EMPLOYMENT SERVICE	PLANNING	21996.00
EM 002C	" " " "	EMPLOYERS SERVICE	26557.00
EM 014N	" " " "	PURCHASE OF TRAINING	510000.00
EM 017C	" " " "	NEIGHBORHOOD SERVICE CENTER	72415.00
EM 019N	" " " "	STAFFING CENTRAL FACILITY	67876.00
EM 021N	" " " "	JOB MOBIL SERVICE	17784.00
EM 025N	" " " "	PROFILE DATA GATHERING - UNDEREMPLOYED	8507.00
EM 030N	" " " "	" " " " - Non Competitive Work Force	8507.00
			<u>733642.00</u>
		TOTAL	<u>3413144.00</u>



MODEL CITIES PROGRAM - CITY OF ATLANTA  
CONTRACTS WITH OPERATING AGENCIES  
SUPPLEMENTAL FUNDS ONLY

Project #	Operating Agency	Project Description	Contract Amount
<u>APPROVED BY ALDERMATIC BOARD AND PENDING EXECUTION</u>			
RC003N	ATLANTA PARKS DEPARTMENT	PURCHASE VACANT LAND FOR BLOCK PARKS AND PLAYLOTS	3293600
RC005N	" " "	MOBILE RECREATION CENTERS	4700000
RE001C	MODEL CITIES MASS CONVENTION, INC.	MODEL CITIES MASS CONVENTION, INC	7793600
EM015N	ATLANTA URBAN LEAGUE	RESIDENT WORK ATTITUDE CHANGE	8738000
* EM019N	VOC. REHAB. DIV. OF BO. OF ED.	STAFFING CENTRAL FACILITY	8906000
* EM024N	" " " " " "	DIRECT MEDICAL MAINTENANCE	7900000
SS027N	YOUNG WOMENS CHRISTIAN ISSN.	MODEL HOME MANAGEMENT PROGRAM	4000000
SS026N	EMORY COMMUNITY LEGAL SER	LEGAL EDUCATION TO SUB-PROFESSIONALS	11700000
SS033N	SENIOR CITIZENS SERVICES OF METRO. ATLANTA, INC	DAY CARE CENTERS	} 41400000
SS035N	" " " "	BLACK MOTHERS	
SS037N	" " " "	FAMILY DAY CARE HOMES	
SS039N	" " " "	PARENT INVOLVEMENT IN CHILD CARE CENTER	
SS009C	CHILD SERVICE AND FAMILY COUNSELLING CENTER	CRISIS-ORIENTED FAMILY COUNSELLING SERVICE	} 9826600
SS014N	" " " "	FAMILY LIFE EDUCATION	
* SS011C	FULTON COUNTY DEPT. OF FAMILY AND CHILDREN SERVICES	HOMEMAKER SERVICE	4800000
			TOTAL 98060400
<u>APPROVED BY EXECUTIVE BOARD - BEFORE ALDERMATIC BOARD 7-21-69</u>			
HR005N	URBAN EAST	HOUSING CENTER	11946900
* HE019N	ATLANTA ASSN. FOR MENTAL RETARDATION	MENTAL RETARDATION WORKSHOP	900000
HE011N	PLANNED PARENTHOOD INC	FAMILY PLANNING CLINIC	516600
			TOTAL 13363500
			GRAND TOTAL 152730300



## RESOLUTION BY

FINANCE COMMITTEE AND  
BUDGET COMMISSION

WHEREAS, a certain resolution was adopted by the Board of Aldermen of the City of Atlanta on May 19, 1969, and approved by the Mayor on May 20, 1969, authorizing the Mayor to execute a grant agreement for a comprehensive City Demonstration Program under Title I of the Demonstration Cities and Metropolitan Act of 1966;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA that the 1969 (Model Neighborhood) Budget be and is hereby amended as follows:

	<u>Add to Anticipations</u>	
MN-7630, U. S. Grant		<u>\$7,175,000.00</u>
	<u>Add to Appropriations</u>	
MN-25-62-500A, Auto Allowance	\$	4,608.00
MN-25-62-500-1A, Travel		6,088.00
MN-25-62-571B, Reserve for Appropriation Projects and Activities		6,680,070.00
MN-25-62-713A, Utilities		8,304.00
MN-25-62-761A, Printing and Reproduction		4,000.00
MN-25-62-770A, Office Supplies and Expense		9,600.00
MN-25-62-780A, Consultants and Contract Services		69,600.00
MN-25-62-785A, Space Alterations, Additions and Other Space Costs		6,784.00
MN-25-62-798A, Special Projects - evaluation		40,000.00
MN-25-62-810A, Rental Lease or Purchase of Equipment		9,484.00
MN-25-62-830A, Salaries		314,333.00
MN-25-62-840A, Employee Benefits		<u>22,129.00</u>
		<u>\$7,175,000.00</u>

The purpose of this resolution is to anticipate and appropriate funds from a U. S. Grant for the first year's implementation of Atlanta's Model Neighborhood Program in the amount of \$7,175,000.00.

## APPROVED:

\_\_\_\_\_, Mayor

\_\_\_\_\_, Chairman, Finance Committee

\_\_\_\_\_, Member, Board of Aldermen

\_\_\_\_\_, Member, Board of Aldermen

\_\_\_\_\_, Director of Finance

ADOPTED by Board of Aldermen July 7, 1969.  
APPROVED July 10, 1969.

A true copy.

CITY CLERK.



OFFICE OF CITY CLERK  
CITY HALL  
ATLANTA, GEORGIA

*Model Cities*

A RESOLUTION

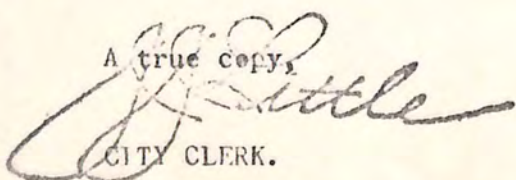
BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on June 18, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting, did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and the Atlanta Parks Department, a copy of such proposed agreement being attached hereto, marked "Exhibit A" and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute the said contract for and in behalf of the City of Atlanta wherein certain described services to increase recreation space and to provide recreation centers at existing parks locations will be rendered as per descriptions in "Exhibit A" and "Exhibit B".

ADOPTED by Board of Aldermen July 7, 1969.  
APPROVED July 9, 1969.

A true copy,

  
CITY CLERK.



STATE OF GEORGIA

COUNTY OF FULTON

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1969, by and between the CITY OF ATLANTA, a municipal corporation, (Model Cities Program), hereinafter referred to as the "CDA", and Atlanta Parks Department of the City/County of Atlanta/Fulton, State of Georgia, hereinafter referred to as the "Agency".

W I T N E S S E T H :

WHEREAS, The CDA on the 20th day of May, 1969, received a Grant under Title 1 of the Demonstration Cities and Metropolitan Development Act of 1966 from the Office of the U. S. Department of Housing and Urban Development, hereinafter referred to as HUD, said grant designated as HUD Grant No. ME-10-001; and

WHEREAS, pursuant to said grant the CDA is undertaking certain activities; and

WHEREAS, the CDA desires to engage the Agency to render certain assistance in such undertakings,

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

1. The agency shall, in a satisfactory and proper manner as determined by the CDA, perform the following services:



EXHIBIT A

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
RC-003N Purchase Vacant Land for Block Parks and Playlots	32,936	

- (a) Increase recreation space within easy access of all Model Neighborhood Residents, as specifically set forth in attachment marked; Exhibit A

EXHIBIT B

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
RC-005N Mobile Recreation Centers	47,000	-0-

- (b) Provide five mobile recreation centers at existing parks locations, as specifically set forth in attachment marked; Exhibit B

2. Any release to the news media pertaining to the services as stated herein shall be cleared through the CDA Director prior to its release. Any publicity given to the program's project herein must recognize the Atlanta Model Neighborhood Program as the sponsoring agency, funded by the U.S. Department of Housing and Urban Development.
3. The services of the agency shall commence as soon as practicable after the execution of this contract and operate for that period of time specifically set forth in the respective exhibits.

A. CDA and Agency Agree:

1. Payment shall be on a monthly reimbursement basis upon CDA's receipt of a report of combined cost control and statement of accountability from the agency (forms to be provided).



2. Payment under this contract is limited to the below designated projects, together with the total costs stated, and in accordance with the respective project's budgets which are a part of their respective exhibits herein.

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
RC-003N Purchase Vacant Land for Block Parks and Playlots	32,936.	
RC-005N Mobile Recreation Centers	47,000	-0-

3. It is expressly understood and agreed that in no event shall the total compensation for a project exceed the maximum sum indicated above.
4. This agreement is subject to and incorporates the provisions attached hereto as Part II Terms and Conditions. Attached Labor Standards are applicable to project numbers RC-003N and RC-005N.
5. This contractual agreement may be renewed or re-negotiated upon receipt of funds from federal or local sources on a year-to-year basis.
6. Changes.
- Any change in the scope of services of the Agency to be performed hereunder, including any increase or decrease in the amount of the Agency's compensation, must have prior approval from the CDA and must be incorporated in written amendments to this contract. Likewise any change in scope of services of CDA, which is mutually agreed upon by and between CDA and Agency, shall be incorporated in written amendments to this contract. If the Agency incurs expenses in excess of the amount allowable under



this contract, the amount of the over-expenditure must be absorbed by the Agency. However, this does not preclude the Agency from requesting a modification of this contract when it becomes evident that the Agency's efforts must be expanded to adequately serve program participants.

7. Termination of Contract.

If, through any cause, the Agency shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this contract, or if the grant from HUD under which this contract is made is terminated by HUD, the CDA shall thereupon have the right to terminate this contract by giving written notice to the Agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this contract shall, at the option of the CDA, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of the contract. If the CDA withholds payment, it shall advise the Agency and specify the actions that must be taken, in case of suspension, as a condition precedent to the resumption of payments. The Agency will remit any unexpended balance of payments on account of grant as well as such other portions of such payments previously received as determined by the CDA to be due the CDA. The action of the CDA in



accepting any such amount shall not constitute a waiver of any claim which the CDA may otherwise have arising out of this agreement.

8. Travel Expenses.

The Agency expenses for travel shall not exceed those allowable under the customary practice in the government of which the agency is a part.

9. Covenant Against Contingent Fees.

The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the CDA shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. Compliance with Local and Federal Rules, Regulations and Laws.

The Agency shall comply with all applicable law, ordinances and codes of the state and local governments.

11. Shift of Funds.

Funds may be shifted between line items of a single project without prior approval only to the extent that such action is not a result of significant change in an approved program and so long as it does not exceed 10% of the line item total from which the funds are being removed or to which added. A report of fund shifts will be made to the CDA fiscal officer within three work days after its effective date. Any shifts of funds between projects or other changes must be approved in advance of obligations.

12. Financial Statement.

Subject to receipt of funds from HUD, the CDA shall



make payment under this contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment by the agency. The requisition for payment shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in respective budgets.

The agency will furnish the CDA a financial statement each month indicating the expenditure of CDA's funds for that month. This statement is to reach the CDA not later than the 5th of the month following the month the expenditure was made. (Forms and Instructions will be provided).

The Agency will furnish the CDA a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control.

Books of Account and Records.

The agency shall maintain a general ledger in which to record a summarization of all accounting transactions relating to the projects listed herein, and to classify such transactions according to the accounts prescribed in the project budget categories. In addition, the agency shall maintain a cash receipt and disbursement register in which receipt of funds and disbursement of funds will be documented. Funds disbursed by the agency shall be made by pre-numbered checks used in numerical sequence and must be supported by appropriate documentation, such as payroll, invoices, contracts, travel payment, etc., evidencing the nature



and propriety of each payment, and showing the approval of the chief fiscal officer or other authorized official of the agency.

Fidelity Bonding Requirements.

Prior to the disbursement of funds to the Agency the CDA shall receive a statement from the Agency's chief fiscal officer or insurer assuring that all persons handling funds received or disbursed under this contract are covered by fidelity insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the CDA for its own employees.

(Additional information, if needed, will be supplied by CDA).

13. Maintenance of Records.

The agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the CDA or HUD to assure a proper accounting for all project funds. These records will be made available for audit purposes to the CDA, HUD or the Comptroller General of the United States or any authorized representative, and will be retained for three years after the expiration of this contract.

14. Non-Expendable Property.

All non-expendable property acquired for the program will revert to the CDA unless otherwise provided for, such non-expendable property being property which will not be consumed or lose its identity, and which cost \$100 or more per unit and is expected to have a useful life of one year or more. All such property acquired by the agency will be listed on a property record inventory by description, model and serial number, date of acquisition, cost of acquisition and identified as new or used. An updated signed copy of this inventory will be provided the Program Management



IN WITNESS WHEREOF, the CDA and Agency have executed this agreement as of the date first above written.

ATTEST:

CITY OF ATLANTA

(SEAL)

BY: \_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

APPROVED:

ATLANTA PARKS DEPARTMENT

BY: \_\_\_\_\_  
Director  
Model Neighborhood Program

BY: \_\_\_\_\_ (SEAL)  
(Title)

APPROVED AS TO FORM:

\_\_\_\_\_  
Associate City Attorney



OFFICE OF CITY CLERK  
CITY HALL  
ATLANTA, GEORGIA

*Model City*

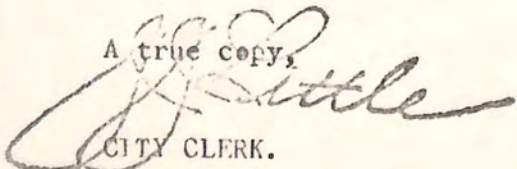
A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on June 25, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting, did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and the Atlanta Urban League, a copy of such proposed agreement being attached hereto, marked "Exhibit A" and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute the said contract for and in behalf of the City of Atlanta wherein certain services to effect an attitudinal change in residents will be rendered as per description in "Exhibit A".

A true copy,

  
CITY CLERK.

ADOPTED by Board of Aldermen July 7, 1969.  
APPROVED July 9, 1969.



THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1969, by and between the City of Atlanta, a municipal corporation, (Model Cities Program), hereinafter referred to as the "CDA," and Atlanta Urban League, a non-profit corporation, of the City/County of Atlanta/Fulton, State of Georgia, hereinafter referred to as the "Agency".

W I T N E S S E T H T H A T :

WHEREAS, the CDA on the 20th day of May 1969 received a Grant under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 from the Office of U. S. Department of Housing and Urban Development, hereinafter referred to as HUD, said grant designated as HUD Grant No. ME-10-001: and

WHEREAS, pursuant to said grant the CDA is undertaking certain activities; and

WHEREAS, pursuant to said grant the CDA desires to engage the Agency to render certain assistance in such undertakings,

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

A. AGENCY AGREES:

1. The Agency shall in a satisfactory and proper manner as determined by the CDA, perform the following services;

EXHIBIT A

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
EM-015N Work Attitude Change	89,060	

SCOPE OF PROGRAM

- a. To effect an attitudinal change in the resident which serve to disentangle and place in proper perspective



those factors adversely reacting upon his ability to become a member of the regular work world and to encourage utilization of Neighborhood Service Centers, Manpower Departments and available training as a route of progression.

- b. An immediate purpose of the adult group discussion is to exchange information, provide groups of adults a chance to discover what they have in common and to provide experiences that bring adults into the community from which they have felt isolated and alienated.
  - c. An immediate purpose of the adult group discussion is to effect an increase in motivation for self-help and self-direction, hence an improvement in morale.
  - d. An immediate purpose of the adult group discussion is to open lines of communication between professionals and adults in relation to all the opportunities being provided by the community.
  - e. A long range purpose of activating adults in discussion groups is to effect a permanent increase in their self-confidence and their capacities as adults and as active members in neighborhood and community life.
2. Any release to the news media pertaining to the services stated herein shall be cleared through the CDA Director prior to its release. Any publicity given to the program's project herein must recognize the Atlant Model Neighborhood Program as the sponsoring agency, funded by the U. S. Department of Housing and Urban Development.



3. The services of the Agency shall commence as soon as practicable after the execution of this contract and operate for that period of time specifically set forth in the respective exhibit.

B. CDA and Agency Agree:

1. Payment shall be on a monthly reimbursement basis upon CDA's receipt of a report of combined cost control and statement of accountability from the Agency (Forms to be provided).
2. Payment under this contract is limited to the below designated project, together with the total costs stated, and in accordance with the respective project budget which is a part of the respective exhibit herein.

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
EM-015N Resident work Attitude Change	89,060	-0-

3. It is expressly understood and agreed that in no event shall the total compensation for the project exceed the maximum sum indicated above.
4. This agreement is subject to and incorporates the provisions attached hereto as Part II Terms and Conditions.
5. This contractual agreement may be renewed or renegotiated upon receipt of funds from federal or local sources on a year-to-year basis.
6. Changes  
Any change in the scope of services of the Agency to be performed hereunder, including any increase



or decrease in the amount of the Agency's compensation, must have prior approval from the CDA and must be incorporated in written amendments to this contract.

Likewise any changes in scope of services of CDA, which is mutually agreed upon by and between CDA and Agency, shall be incorporated in written amendments to this contract. If the Agency incurs expenses in excess of the amount allowable under this contract, the amount of the over-expenditure must be absorbed by the Agency. However, this does not preclude the Agency from requesting a modification of this contract when it becomes evident that the Agency's efforts must be expanded to adequately serve program.

7. Termination of Contract

If, through any cause, the Agency shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this contract, or if the grant from HUD under which this contract is made is terminated by HUD, the CDA shall thereupon have the right to terminate this contract by giving written notice to the Agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency become its property and the Agency shall be entitled to compensation for any reimbursable expenses



necessarily incurred in satisfactory performance of the contract. If the CDA withholds payment, it shall advise the Agency and specify the actions that must be taken, in case of suspension, as a condition precedent to the resumption of payments. The Agency will remit any unexpended balance of payments on account of grants as well as such other portions of such payments previously received as determined by the CDA to be due the CDA. The action of the CDA in accepting any such amount shall not constitute a waiver of any claim which the CDA may otherwise have arising out of this agreement.

8. Travel Expenses.

The Agency's expenses charged for travel shall not exceed those which would be allowed under the rules of the United State Government governing official travel by its employees.

9. Covenant Against Contingent Fees.

The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warranty, the CDA shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.



10. Compliance with Local and Federal Rules, Regulations and Laws.

The Agency shall comply with all applicable law, ordinances and codes of the state and local governments.

11. Shift of Funds.

Funds may be shifted between line items of a single project without prior approval only to the extent that such action is not a result of significant change in an approved program and so long as it does not exceed 10% of the line item total from which the funds are being removed or to which added. A report of fund shifts will be made to the CDA fiscal officer within three work days after its effective date. Any shifts of funds between projects or other changes must be approved in advance of obligations.

12. Financial Statement

Subject to receipt of funds from HUD, the CDA shall make payment under this contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment by the Agency. The requisition for payment shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in respective budgets. The Agency will furnish the CDA a financial statement each month indicating the expenditure of CDA's funds for that month. This statement is to reach the CDA not later than the 5th of the month following the month the expenditure was made. (Forms and instructions will be provided.) The Agency will furnish



the CDA a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control.

Books of Account and Records.

The Agency shall maintain a general ledger in which to record a summarization of all accounting transactions relating to the project listed herein, and to classify such transactions according to the accounts prescribed in the project budget categories. In addition, the Agency shall maintain a cash receipt and disbursement register in which receipt of funds and disbursement of funds will be documented. Funds disbursed by the Agency shall be made by pre-numbered checks used in numerical sequence as payroll, invoices, contracts, travel payment, etc., evidencing the nature and propriety of each payment, and showing the approval of the chief fiscal officer or other authorized official of the Agency.

Fidelity Bonding Requirement.

Prior to the disbursement of funds to the Agency the CDA shall receive a statement from the Agency's chief fiscal officer or insurer assuring that all persons handling funds received or disbursed under this contract are covered by fidelity insurance in an amount consistent with sound fiscal practice



and with the coverage deemed necessary by the CDA for its own employees. (Additional information, if needed, will be supplied by CDA).

13. Maintenance of Records.

The agency shall maintain such records and accounts, including property, personnel, and financial records, as deemed necessary by the CDA or HUD to assure a proper accounting for all project funds. These records will be made available for audit purposes to the CDA, HUD or the Comptroller General of the United States or any authorized representative, and will be retained for three years after the expiration of this contract.

14. Non-Expendable Property.

All non-expendable property acquired for the program will revert to the CDA unless otherwise provided for, such non-expendable property being property which will not be consumed or lose its identity, and which cost \$100 or more per unit and is expected to have a useful life of one year or more. All such property acquired by the Agency will be listed on a property record inventory by description, model and serial number, date of acquisition, cost of acquisition and identified as new or used. An updated signed copy of this inventory will be provided the Program Management Department of the CDA each month following a physical inventory.

15. Evaluation.

The Agency agrees that the CDA may carry out monitoring and evaluation activities as determined necessary by the CDA or HUD.



16. Subcontracts.

None of the work or services covered by this contract shall be subcontracted without the prior written approval of the CDA. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this contract.

17. Direct Depositing of Funds.

The Agency shall designate a commercial bank as the depository for the receipt of funds. The CDA shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the Agency directly into the designated bank account. In cases where funds are made available on an advanced basis, the Agency shall require the commercial bank to secure fully all funds on deposit in excess of the amount insured by the Federal or State Agency.

18. This agreement is subject to and incorporates the attached Part II, Model Cities Administration Supplementary General Conditions Governing Contracts with operating agencies and contractors.

19. The Agency agrees to assist the CDA in complying with all of the "Conditions Governing Grants under Title I, Sections 105 and 107 of the Demonstration Cities and Metropolitan Development Act of 1966."



IN WITNESS WHEREOF, the CDA and Agency have executed  
this agreement as of the date first above written.

ATTEST:

CITY OF ATLANTA (SEAL)

BY: \_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

APPROVED:

ATLANTA URBAN LEAGUE

BY: \_\_\_\_\_  
Director  
Model Neighborhood Program

BY: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Associate City Attorney



*Model Cities*

A RESOLUTION

BY ALDERMEN G. EVERETT MILLICAN AND E. GREGORY GRIGGS

WHEREAS, on June 25, 1969, the Executive Board of the Model Neighborhood Program of the City of Atlanta, at a regularly called meeting, did recommend the approval by the Mayor and Board of Aldermen of a contract to be entered into by and between the City of Atlanta and Child Service and Family Counseling Center, a copy of such proposed agreement being attached hereto, marked "Exhibit A" and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta that the Mayor of the City of Atlanta is hereby authorized to execute the said contract for and in behalf of the City of Atlanta wherein certain services involving supportive counseling to families will be rendered as per descriptions in "Exhibit A".

ADOPTED by Board of Aldermen July 7, 1969.  
APPROVED July 9, 1969.

A true copy,

*J. Little*  
CITY CLERK.



THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1969, by and between the City of Atlanta, a municipal corporation, (Model Cities Program), hereinafter referred to as the "CDA", and Child Service and Family Counseling Center, a non-profit corporation of the City/County of Atlanta/Fulton, State of Georgia, hereinafter referred to as the "Agency".

W I T N E S S E T H :

WHEREAS, the CDA on the 20th day of May, 1969, received a Grant under Title I of the Demonstration Cities and Metropolitan Development Act of 1966 from the Office of the United States Department of Housing and Urban Development, hereinafter referred to as HUD, said grant designated as HUD Grant No. ME-10-001; and

WHEREAS, pursuant to said grant the CDA is undertaking certain activities; and

WHEREAS, pursuant to said grant the CDA desires to engage the Agency to render certain assistance in such undertakings,

NOW, THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

1. The agency shall, in satisfactory and proper manner as determined by the CDA, perform the following services:

EXHIBIT A

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
(a) SS-009C Crisis-Oriented Family Counseling Service and		
(b) SS-014N Family Life Education	98,266	-0-



- (a) The Agency shall provide supportive counseling services to identified crisis oriented families, as specifically set forth in attachment marked; Exhibit A: See project SS-009C
- (b) The Agency shall enable families to learn to deal more effectively with the practical problems of daily living, as specifically set forth in attachment marked; Exhibit A: See project SS-014N

- 2. Any release to the news media pertaining to the services as stated herein shall be cleared through the CDA Director prior to its release. Any publicity given to the program's project herein must recognize the Atlanta Model Neighborhood Program as the sponsoring agency, funded by the United States Department of Housing and Urban Development.
- 3. The services of the agency shall commence as soon as practicable after the execution of this contract and operate for that period of time specifically set forth in the respective exhibit.

A. CDA and Agency Agree:

- 1. Payment shall be on a monthly reimbursement basis upon CDA's receipt of a report of combined cost control and statement of accountability from the agency (forms to be provided).
- 2. Payment under this contract is limited to the below designated projects together with the total costs stated, and in accordance with the respective project's budget which is a part of the respective exhibits herein.

<u>PROJECT NO. &amp; DESCRIPTION</u>	<u>TOTAL BUDGET</u>	
	<u>SUPPLEMENTAL</u>	<u>NON-SUPPLEMENTAL</u>
(a) SS-009C Crisis-Oriented Family Counseling Service and		
(b) SS-014N Family Life Education	98,266	



3. It is expressly understood and agreed that in no event shall the total compensation for the projects exceed the maximum sum indicated above.
4. This agreement is subject to and incorporates the provisions attached hereto as Part II Terms and Conditions.
5. This contractual agreement may be renewed or renegotiated upon receipt of funds from federal or local sources on a year-to-year basis.
6. Changes.

Any change in the scope of services of the Agency to be performed hereunder, including any increase or decrease in the amount of the Agency's compensation, must have prior approval from the CDA and must be incorporated in written amendments to this contract.

Likewise any changes in scope of services of CDA, which is mutually agreed upon by and between CDA and Agency, shall be incorporated in written amendments to this contract. If the Agency incurs expenses in excess of the amount allowable under this contract, the amount of the over-expenditure must be absorbed by the Agency. However, this does not preclude the Agency from requesting a modification of this contract when it becomes evident that the Agency's efforts must be expanded to adequately serve program participants.

7. Termination of Contract.

If, through any cause, the Agency shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this contract, or if the grant from HUD under which this contract is



made is terminated by HUD, the CDA shall thereupon have the right to terminate this contract by giving written notice to the Agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this contract shall, at the option of the CDA, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of the contract. If the CDA withholds payment, it shall advise the Agency and specify the actions that must be taken, in case of suspension, as a condition precedent to the resumption of payments. The Agency will remit any unexpended balance of payments on account of grant as well as such other portions of such payments previously received as determined by the CDA to be due the CDA. The action of the CDA in accepting any such amount shall not constitute a waiver of any claim which the CDA may otherwise have arising out of this agreement.

8. Travel Expenses.

The Agency's expenses charged for travel shall not exceed those which would be allowed under the rules of the United States Government governing official travel by its employees.

9. Covenant Against Contingent Fees.

The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this



warranty, the CDA shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. Compliance with Local and Federal Rules, Regulations and Laws.

The Agency shall comply with all applicable law, ordinances and codes of the state and local governments.

11. Shift of Funds.

Funds may be shifted between line items of a single project without prior approval only to the extent that such action is not a result of significant change in an approved program and so long as it does not exceed 10% of the line item total from which the funds are being removed or to which added. A report of fund shifts will be made to the CDA fiscal officer within three work days after its effective date. Any shifts of funds between projects or other changes must be approved in advance of obligations.

12. Financial Statement.

Subject to receipt of funds from HUD, the CDA shall make payment under this contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment by the Agency. The requisition for payment shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in respective budgets.

The agency will furnish the CDA a financial statement each month indicating the expenditure of CDA's funds for that



month. This statement is to reach the CDA not later than the 5th of the month following the month the expenditure was made. (Forms and instructions will be provided).

The agency will furnish the CDA a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control.

Books of Account and Records.

The agency shall maintain a general ledger in which to record a summarization of all accounting transactions relating to the projects listed herein, and to classify such transactions according to the accounts prescribed in the project budget categories. In addition, the Agency shall maintain a cash receipt and disbursement register in which receipt of funds and disbursement of funds will be documented. Funds disbursed by the agency shall be made by pre-numbered checks used in numerical sequence and must be supported by appropriate documentation, such as payroll, invoices, contract, travel payment, etc., evidencing the nature and propriety of each payment, and showing the approval of the chief fiscal officer or other authorized official of the agency.

Fidelity Bonding Requirement.

Prior to the disbursement of funds to the Agency the CDA shall receive a statement from the Agency's chief fiscal officer or insurer assuring that all persons handling funds received or disbursed under this contract