



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

JAN 2 1969

Room 645
December 26, 1968

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:

As you know, the Regional Interagency Coordinating Committee has completed its review of the Atlanta Comprehensive City Demonstration Program. During our meeting with you and your staff on December 18 we conveyed a number of recommendations concerning alterations and improvements which should be made in various parts of your program including, inter alia, your proposed administrative budget for 1969.

As previously indicated, the committee believes that the following changes should be considered in the staffing pattern set forth in your administrative budget:

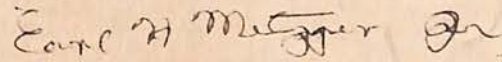
1. Add one planner and one program manager to your Economic Development Division to assist the Division Director in carrying out the numerous tasks arising out of continued planning as well as implementation of the first year program.
2. Add at least two fiscal management personnel, preferably in the Administrative Division to assist in monitoring the numerous requisitions from local operating agencies and in carrying out the numerous other tasks which will need to be performed in order to comply with the procedures spelled out in CDA Letter #8.
3. Add resident trainees to the various divisions of the CDA staff, where appropriate, for the purpose of providing sufficient on-the-job and technical or academic training to enable each trainee to attain competence in his or her field of interest.

In addition to the above matters which pertain to your administrative budget, it will be necessary for the CDA to submit to this office soon

after approval of the Comprehensive Program a work program which identifies the planning activities to be undertaken in 1969, and which specifies the activity, the responsible entity, the source and amount of funds, and the staff and time period required to carry out the activity.

I would encourage you to submit a revised administrative budget reflecting the foregoing recommendations as soon as possible to permit review by this office prior to final action by HUD on your application for supplemental grant funds.

Sincerely yours,

A handwritten signature in cursive script that reads "Earl H. Metzger, Jr." with a flourish at the end.

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