

Parks Dept

CITY OF ATLANTA

DEPARTMENT OF PARKS AND RECREATION

CITY HALL ANNEX

ATLANTA, GEORGIA 30303

August 14, 1969



JACK C. DELIUS
GENERAL MANAGER
STANLEY T. MARTIN, JR.
ASST. GEN. MANAGER
F. PIERCE WHITLEY
ASST. GEN. MANAGER
CARL W. RYALS, JR.
SR. ADMIN. ASSISTANT
VIRGINIA CARMICHAEL
DIR. OF RECREATION

Mr. Dan E. Sweat, Jr.
Chief Administrative Officer
City of Atlanta
Atlanta, Georgia 30303

Dear Dan:

I have read a copy of your letter of August 8, 1969, to Mr. Charles L. Davis regarding a request from HUD.

On or about June 30, 1969, we received a form letter dated June 17, 1969, addressed to all agencies participating in the Open Space Land Program. Enclosed with the letter were HUD Handbook No. 1970.8 and several forms entitled "Combined Cost Control and State of Accountability". The letter stated that this was a new report that would be required by HUD semi-annually on all open space projects in the future. All reports should be sent to HUD within 10 days following the reporting period and the first reports were to be for the six months ending June 30, 1969. Mr. Carl Ryals and I immediately contacted Miss Patricia May in the office of Mr. Thomas Armstrong. Miss May is our liaison with HUD for all open space land projects. We talked with Miss May and others in Mr. Armstrong's office at length regarding these new forms in an effort to determine how they were to be completed and exactly what information HUD needed. The new reporting forms were also new to the HUD Regional Office and Miss May stated that we did not need to worry about the deadline for this first reporting period since she realized that we would need some time to set up procedures for handling the reporting forms.



Mr. Dan E. Sweat, Jr.
August 14, 1969
Page 2


Mr. Ryals and I determined that the forms should be completed by the Department of Finance and that Mrs. Linda Anderson would probably be the person to handle this. We were unable to arrange a meeting with Mrs. Anderson prior to her leaving on vacation the last week in July and first week in August. On the first day of her return on August 11, 1969, we met with Mrs. Anderson in the Department of Finance. She was familiar with these new forms and agreed that the Department of Finance would handle this type of report for all departments regarding Federal grants. She had already been in touch with Miss May concerning other grant programs and new reporting forms. It was decided that we should work closely with Mrs. Anderson in keeping her informed on all Open Space Land projects and their status. We are presently compiling information on all Open Space projects for which we have not received grant payments and we will get this information to Mrs. Anderson as quickly as possible.

In the meantime, Carl Ryals talked with Miss Patricia May again on August 8, 1969, and advised her that we were going to meet with Mrs. Anderson to work out a procedure for handling the reports. At that time, Miss May again reiterated that they understood our problems since the forms were new and that we didn't need to worry about not getting them in on time this first reporting period.

Apparently, Mr. Thomas Armstrong was not aware that we had been in touch with his office regarding these forms.

We will assist the Department of Finance in every way possible in order to complete these forms and get them to the HUD Regional Office.

Sincerely,


Stanley T. Martin, Jr.
Assistant General Manager

STMJr:bf
cc: Mr. Charles L. Davis
Mr. Jack C. Delius
Mr. Carl W. Ryals, Jr.