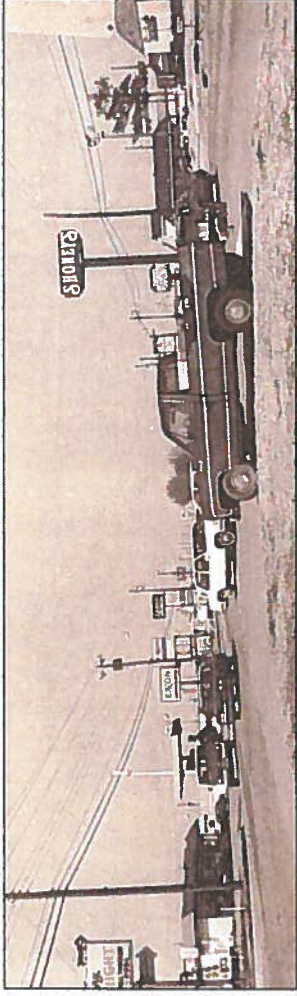


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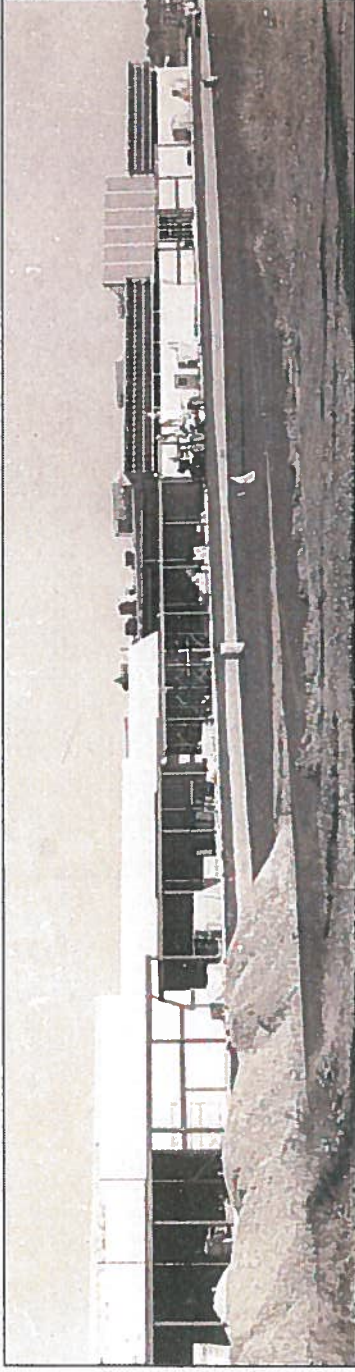
Where Georgia comes together.

1441 SAM NUNN BOULEVARD



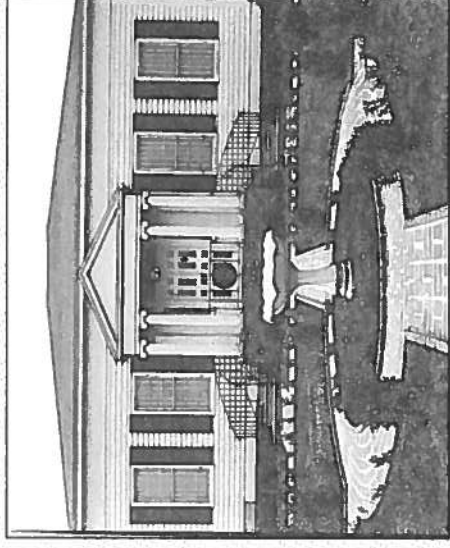
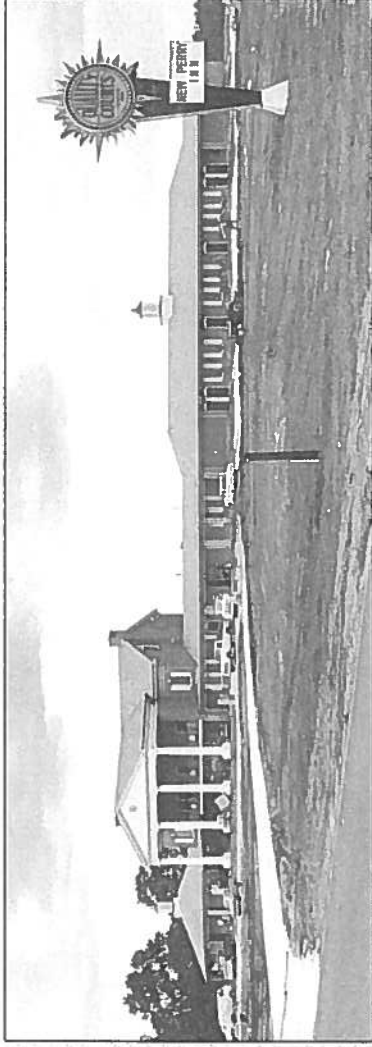
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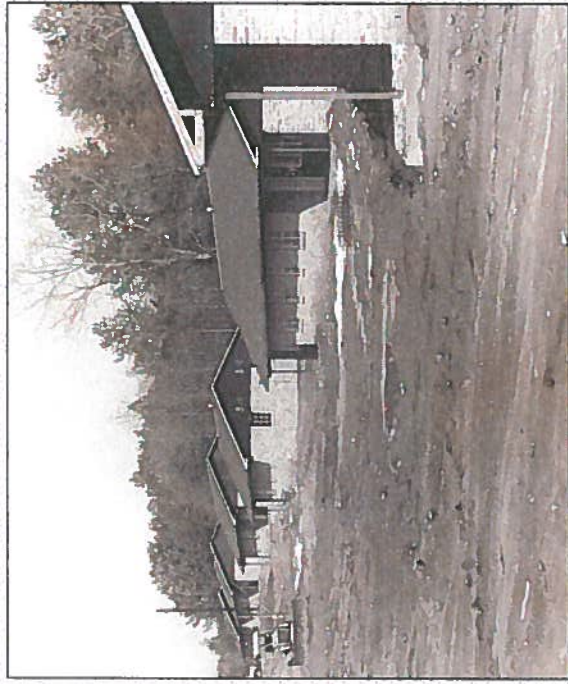
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1504 SAM NUNN BOULEVARD



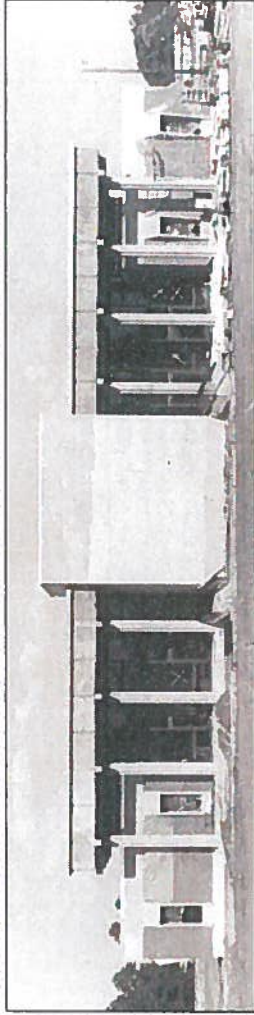
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822 PERIMETER ROAD



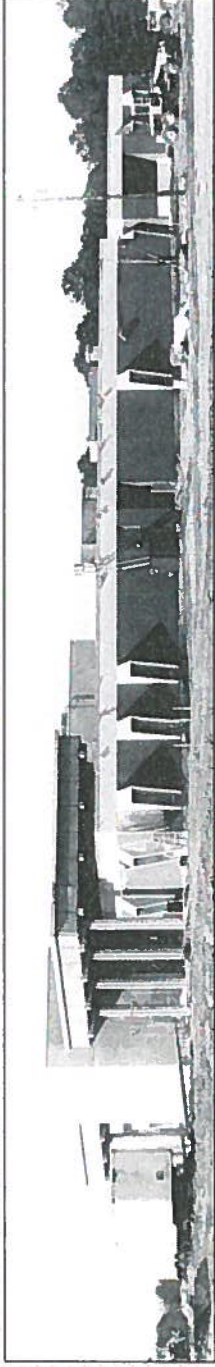
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1120 MORNINGSID DRIVE



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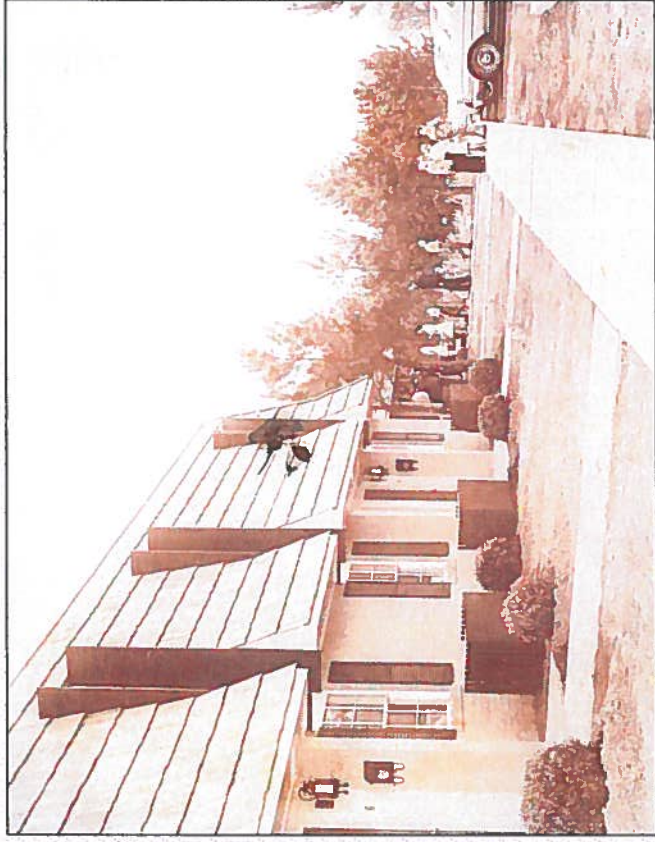
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Perry

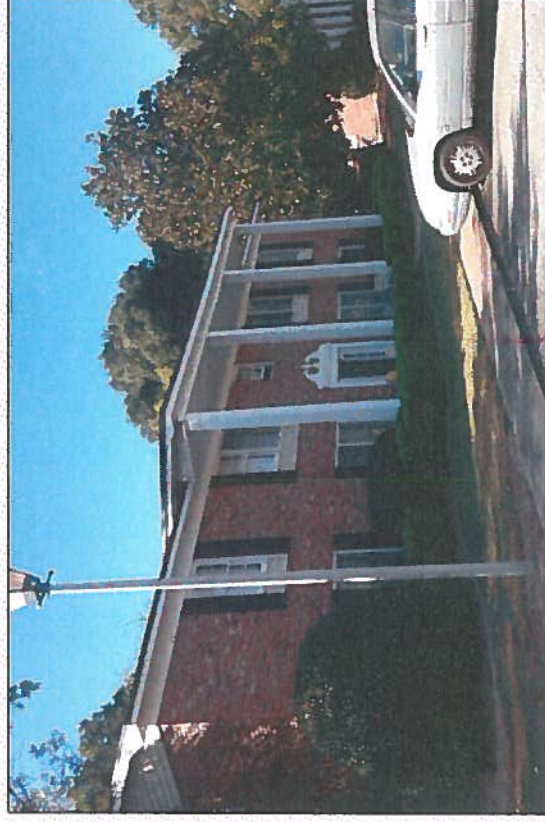
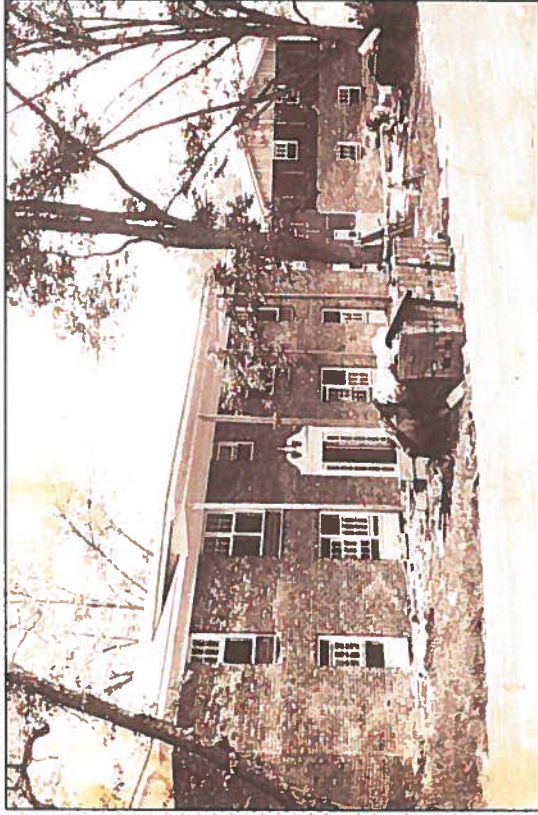
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1121 MORNINGSIDE DRIVE



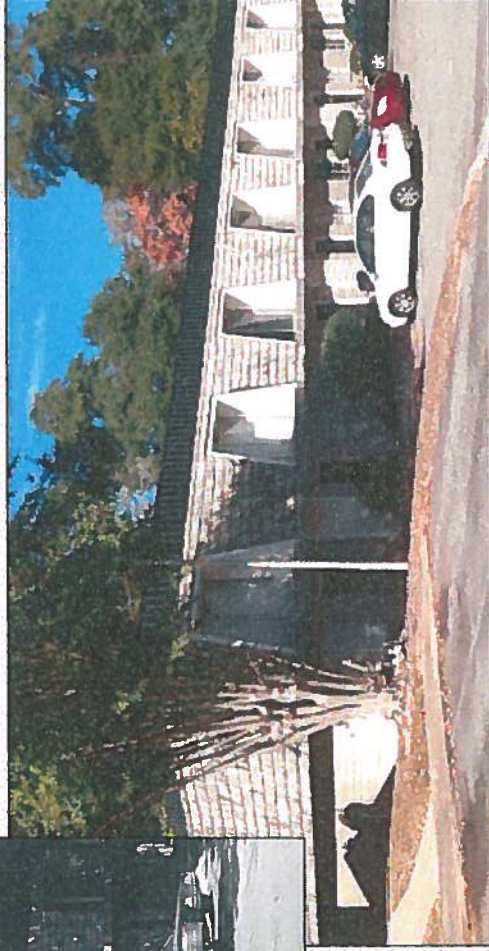
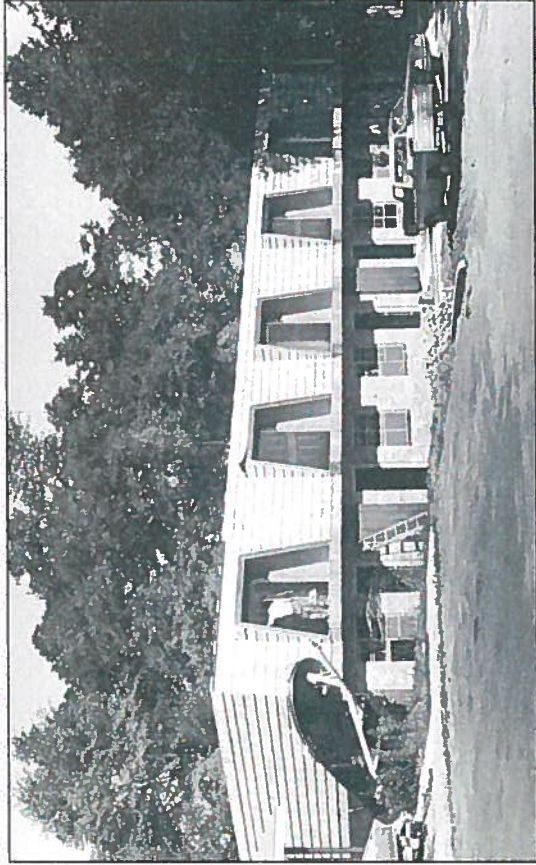
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102 ASHLEY DRIVE



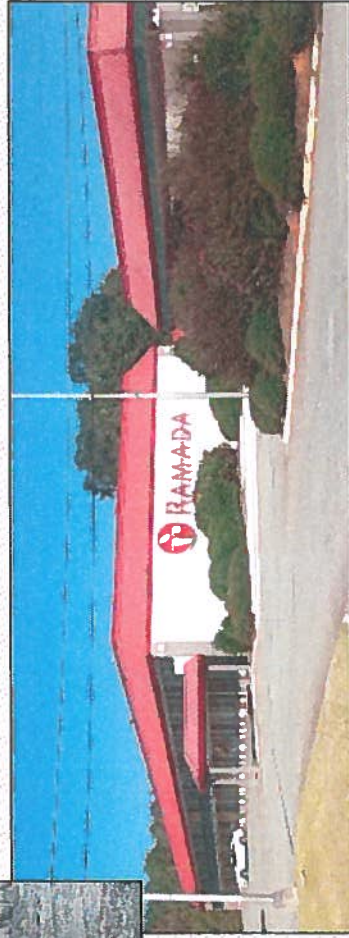
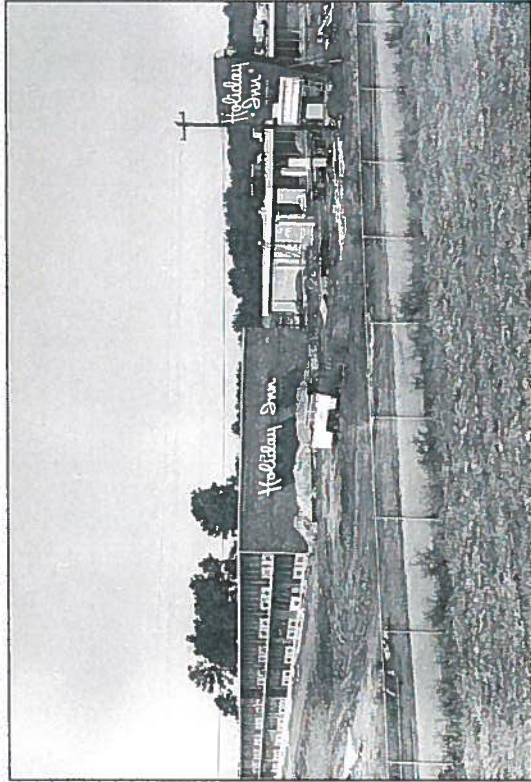
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1112 ASHLEY DRIVE



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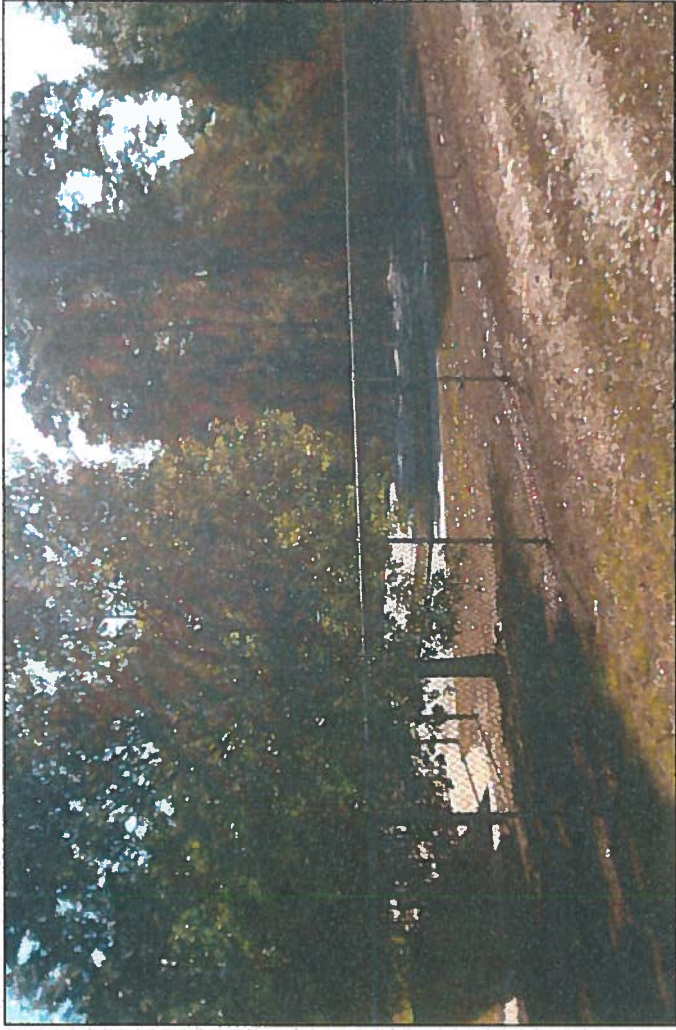
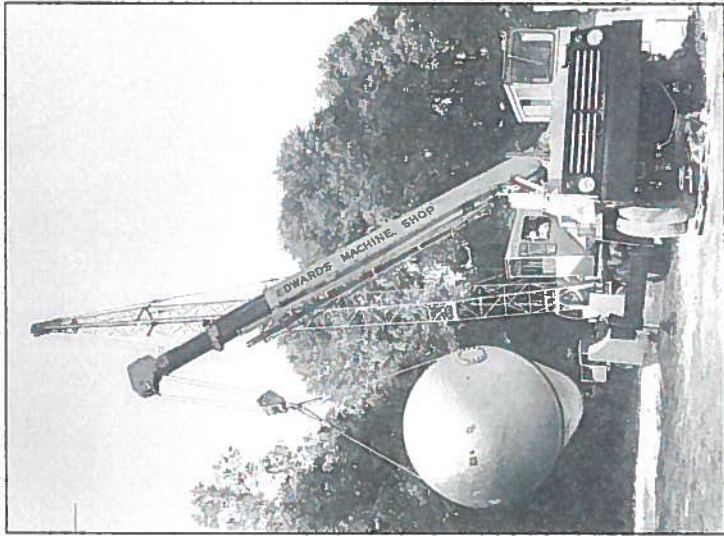
200 VALLEY DRIVE



Perry

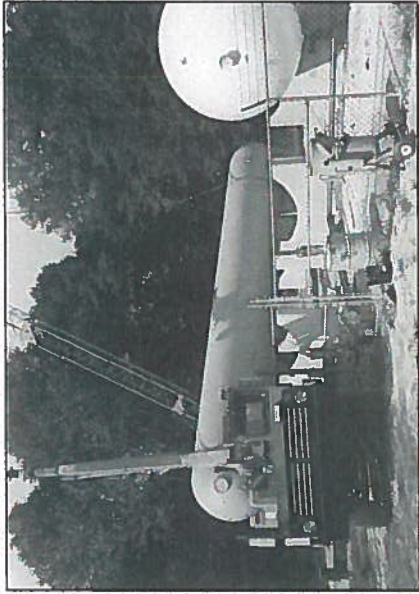
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SUNSHINE AVENUE



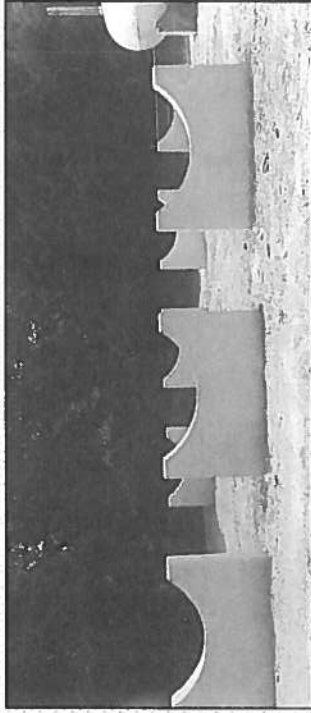
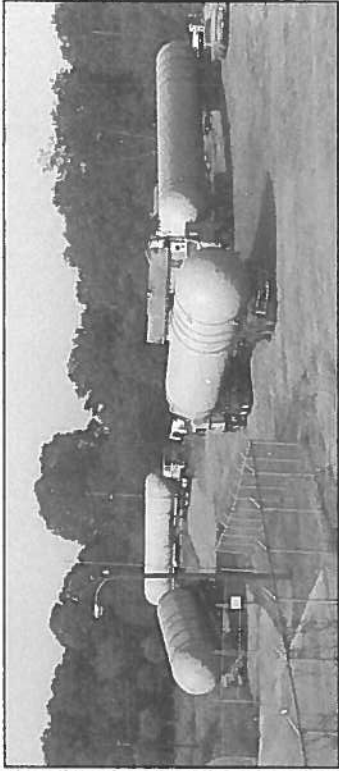
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SUNSHINE AVENUE



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SUNSHINE AVENUE



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110 WOODLAWN DRIVE



 Perry

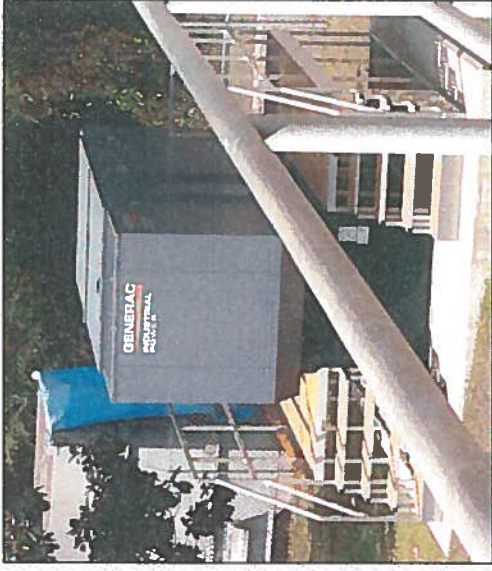
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110 WOODLAWN DRIVE



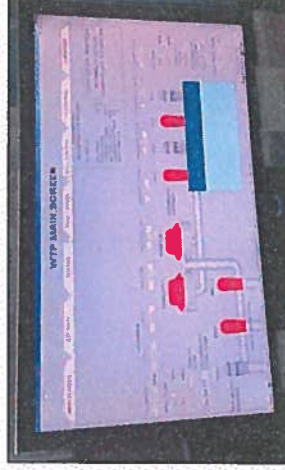
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110 WOODLAWN DRIVE



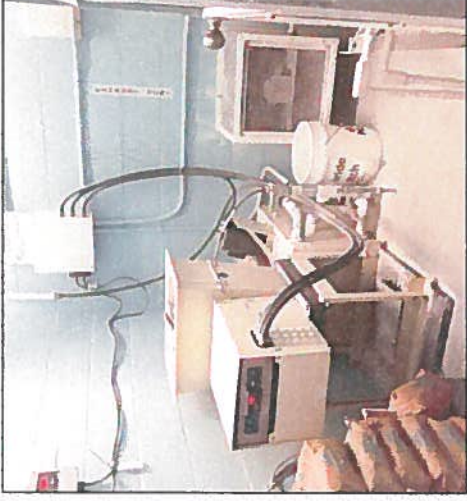
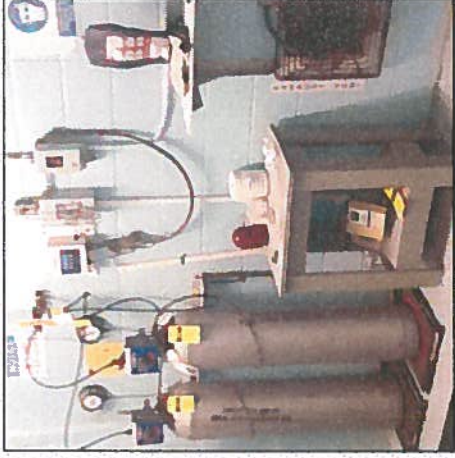
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110 WOODLAWN DRIVE



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110 WOODLAWN DRIVE



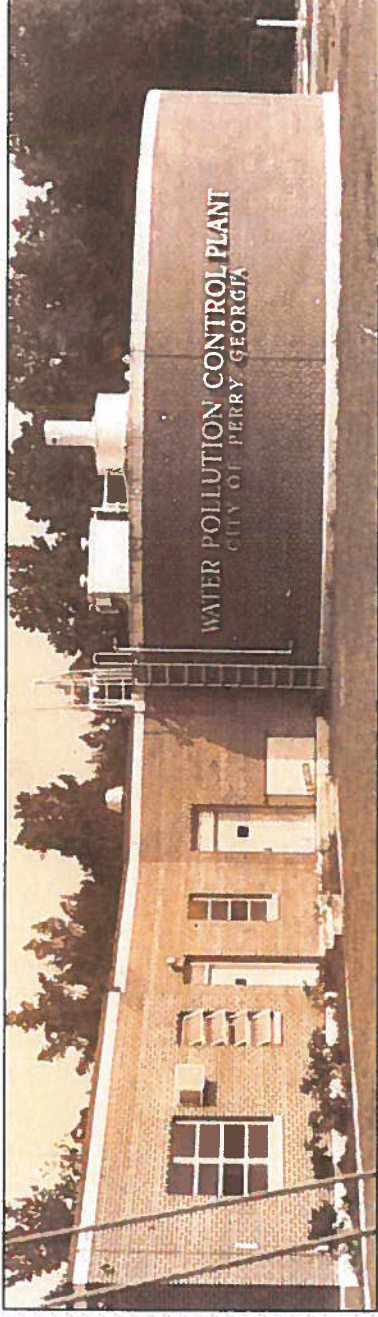
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110 WOODLAWN DRIVE



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100 FRANK SATTERFIELD ROAD



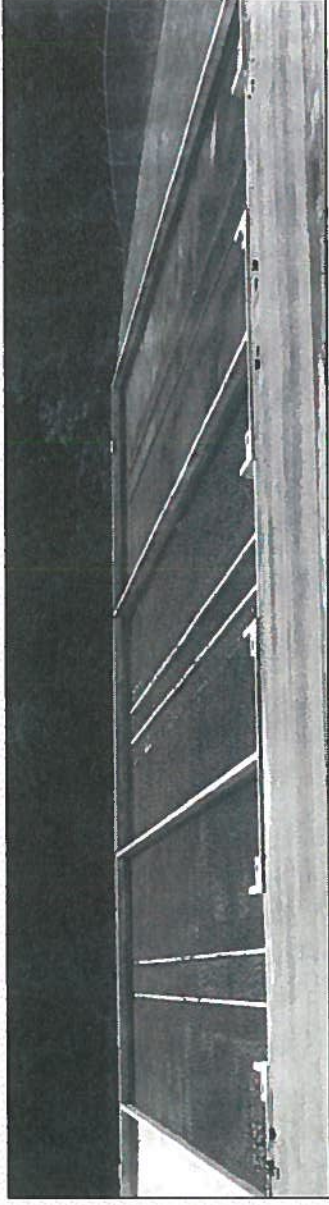
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100 FRANK SATTERFIELD ROAD



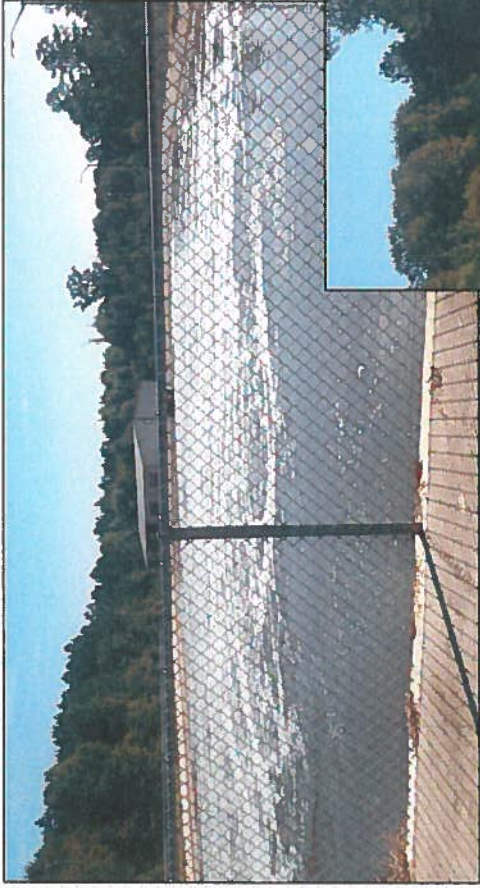
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100 FRANK SATTERFIELD ROAD



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November 8, 2016

Mr. Gilmour
City of Perry
City Manager

RE: The Hawks Nest Natural Gas Main Relocation

Dear Mr. Gilmour:

Per your request we have examined two possible options for the relocation of the natural gas main in the Hawks Nest Subdivision.

Option #1- Would relocate 2500' of the gas main to the right of way in the subdivision and also upsize the main to a four inch. This option would cost roughly \$70,000.00. Upsizing this main would do very little for capacity (28mcf).

Option #2- Would be to install a high pressure steel gas main from the Bear Branch Road Regulator Station, down Highway 127 (6000') to the existing gas main and set a new regulator station. This option would more than double the capacity (60mcf) for this area. This option would cost roughly \$168,000.00

If the City is not interested in marketing more natural gas in this area, we recommend the City consider option one.

If the City is interested in marketing more natural gas in this area for future subdivisions. We recommend the City consider option two.

Should you have any questions or need additional information, please contact me at (478) 952-3422.

Sincerely,

Ryan Bode
Project Manager

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INTRODUCTION

The following document is an incorporation of Policies and Procedures for a programs related to this specific project which includes: Housing Rehabilitation and Reconstruction Assistance.

SOURCES OF FUNDING

The City of Perry has received a grant in the amount of \$500,000 that will be used for housing activities. These funds are awarded by the Georgia Department of Community Affairs to remove blight and revitalize substandard housing on Elaine Street, in the City of Perry, Georgia.

TARGET AREA IDENTIFICATION

The project activity location is located on Elaine Street, Perry, Georgia in Houston County.

The project activity location is populated by a total of 36 persons, all 36 of low-moderate income; 36 or 100% of the persons in the target area are minority. 30 low-moderate income persons are live in the housing units to rehabilitated or reconstructed.

There are Fourteen (14) housing units in the project activity location. The classification and occupancy status are:

- a) 1 is standard - NO ACTION
- b) 1 is dilapidated owner occupied - Reconstruction is proposed
- c) 1 is dilapidated and vacant and was recently owner occupied - Reconstruction is proposed
- d) 1 deteriorated not owner occupied - NO ACTION
- e) 6 are deteriorated owner occupied - Rehabilitation is proposed
- f) 2 are deteriorated owner occupied - NO ACTION
- g) 2 are deteriorated rental property (duplex unit with one occupied and one vacant unit) Rehabilitation is proposed.

All occupied housing units are connected to the City of Perry water and sewer.

PROGRAM GOALS AND OBJECTIVES

GOAL: To reduce blighted conditions and eliminate threats to health and safety created by substandard Housing conditions in the target area.

OBJECTIVE: Provide decent, safe, and sanitary housing to Thirty (30) low and moderate income persons who do not now occupy substandard housing.

SUMMARY OF PROGRAM

This program will provide decent safe and sanitary housing in the project activity area and bring specific housing units up to minimum state housing codes.

FAIR HOUSING POLICY

The City of Perry's Fair housing policy includes but is not limited to the following activities:

1. Brochures outlining Fair Housing will be distributed to all persons attending public hearings and community meetings related to this project.
2. A Fair Housing document will be posted at Perry City Hall.
3. Records will be kept on everything the City does in the area of fair housing related to this project.

PURPOSE AND AVAILABILITY OF MINIMUM PROPERTY STANDARDS

Minimum property standards are for the purpose of determining what work is eligible and the levels of standards of which construction will be performed under the housing rehabilitation/reconstruction assistance program of this block grant project. At a minimum subject property standards will meet suitable housing standards. A copy of the minimum property standards are attached as an exhibit to this document. The standards which have been adopted by the local government and will be followed by this program supersede the minimum property standards. They are the current 2006 CABO 1 and 2 family residential Codes.

GENERAL PROPERTY IMPROVEMENTS

General Property improvements (GPI'S) which are modest and typical to housing in Georgia, may be included, provided that such items do not exceed 20% of owners portion of assistance.

MINIMUM STANDARDS OF APPRAISALS

The City of Perry will hire, with CDBG funds, only appraisers certified in accordance with the Real Estate Licensing Certification Act (see Exhibit I) appraise properties within the project activity location that are deemed to worth a dollar amount which exceeds \$10,000 in value. This appraisal will be the basis on which a "Determination of Just Compensation" will be made. The owner of the property will be invited to accompany the appraiser at the time of the appraisal. This invitation will be provided to the owner a minimum of three days prior to the visit of the appraiser to the property.

MINIMUM QUALIFICATIONS FOR APPRAISERS

Appraisers Contracted for this project must be certified under the Real Est Appraiser Licensing and Certification Act of the Federal Regulation 49c FR 24 Section 24.103 and must hold current business license in the State of Georgia. This person shall not have a direct interest in the property, or related to or in business with anyone who has an interest in the property t acquired.

CONDEMNATION POLICY AND AUTHORITY

Every effort will be made by the City of Perry to negotiate a price for property and/or structures to be acquired in this project. However, if all negotiations fail, the City of Perry will be authorized to exercise the Pow of Eminent Domain.

APPEALS POLICY AND PROCEDURES

The City of Perry has developed an appeals policy and procedure for all applicable activities related to this CDBG project. The policy states that persons submitting an application for assistance and receiving assistance u the Community Development Block Grant Program within the project activity location has the right to appeal any and all decisions for assistance and a types of assistance they may be eligible for. A copy of this policy and procedure is attached as an exhibit.

FINANCIAL PLAN

Only broad statements will be covered in this section. Specific informatio concerning the financing techniques for housing rehabilitation will be prov in the section under program procedures. Every effort will be made to prov families with assistance within the project activity location.

APPLICANT ELIGIBILITY REQUIREMENTS

All persons requesting CDBG funds will be required to complete an applicati for housing assistance. The application will assist in determining if the applicant is eligible for such assistance. This procedure is described und the housing rehabilitation section of this document.

REHABILITATION/RECONSTRUCTION ADVISOR

A rehabilitation/reconstruction advisor shall be utilized to perform housin activities in this program.. That advisor shall have no less than five (5) years experience. The duties to be performed by the advisor are attached a exhibit to these policies and procedures.

FEDERAL SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM

All persons receiving public benefit under this program will be required to sign an Affidavit verifying status for City public benefit application form See Attachments for copy of form.

EXCLUSIONS AND ADJUSTMENTS TO APPLICANTS INCOME

The income of the dependent child or children, as defined by the United States Internal Revenue Service, shall be excluded from the applicant's income. However, a child or children's income shall be counted in determining applicant's income in cases where the child or its representative payee agrees to pay the applicant a stated sum on a regular basis for current maintenance.

RECONSTRUCTION

If applicable, reconstruction may be carried out in a target area which is less than a community as a whole with housing rehabilitation being the major thrust of the project.

TEMPORARY RELOCATION BENEFITS

During the time of displacement, persons being temporarily displaced will be provided advisory services and reimbursement for all relocation, including moving, increased housing and utility cost deemed reasonable and necessary to the City of Perry project administrator.

A. U.R.A. - When necessary or appropriate, residential tenants who will not be required to move permanently, may be required to relocate temporarily for the project. All conditions of temporary relocation must be reasonable. At a minimum, the tenant shall be provided:

1. Reimbursement for all reasonable out-of-pocket expenses incurred in connection with temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent/utility cost such as housing.
2. Appropriate advisory services, including reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a decent, safe, and sanitary dwelling in the building/complex upon completion of the project; and (d) The provisions of paragraph written above.

B. Section 104 (d) - The person shall be reimbursed for actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs if:

1. The "low and moderate income" person must relocate temporarily because continued occupancy of the dwelling unit constitutes a substantial danger to the health or safety of the person or the public
2. Reconstruction is necessary to do
3. Lead Hazard Removal is necessary.

OPTIONAL BENEFITS

In a community where comparable replacement dwellings are not available for owners or tenants, the following alternatives may be provided. The decision provide "Last Resort Housing" assistance must be justified on a case-by-case basis.

1. 90 Day tenants could qualify for 100% downpayment assistance for housing only, if they are now paying ground rent and the owner of the land is agreeable to continue renting under a regulatory agreement. They may also receive 100% downpayment assistance for land and house if they are not paying ground rent at the time of application. They may also qualify to receive 100% downpayment assistance if housing units they now occupy are not acquired, to allow them to live in standard housing.
2. 180 Day homeowners could receive above the \$22,500 limit to be made "Whole".

ELIGIBLE/INELIGIBLE CONTRACTOR REQUIREMENTS

Contractors will be deemed eligible by the Project Administrator and the City of Perry only after a "Contractors Application for Registration" has been completed and is approved. All contractors performing work that requires a state license will be required to have a General Contractors license issued in the State of Georgia. However, the Georgia licensing board allows contractors to perform certain repairs without a license under the Traditional Specialty Contractors and Speciality Limited Service Contractors Rule. A list of the repairs is included in the exhibit section. These repairs may be performed by a non licensed contractor with the permission of the homeowner. A homeowner consent form is also attached in the exhibit section.

INELIGIBLE CONTRACTORS

The City of Perry or the Project Administrator shall remove any contractor from the approved contractors list for one or more of the following reasons

1. Continuous performance of unsatisfactory (poor quality) work, as deemed by the City of Perry or project administrator.
2. Failure to maintain required insurance.
3. Failure to pay sub-contractors and/or material dealers.
4. Failure to respond to grievances from homeowners.
5. Failure to respond to warranty work in a timely fashion.
6. Failure to maintain current license and/or registration.
7. Insolvency, bankruptcy, or other conduct or condition which has resulted in a monetary loss to a homeowner in connection with any contract funded through a state or federal program.
8. Failure to complete contract work or abandonment of a job.
9. Withdrawal of bid without justification.
10. Conviction of a crime in connection with any contract work, or connection with payment, or receipt of funds from ANY state or federally funded program.

APPLICANTS - CONTRACTORS TERMS AND CONDITIONS

All applicable state and federal regulations, equal opportunity provisions, conflicts of interest, and etc. are incorporated into all construction contracts for housing rehabilitation to ensure that all housing goals and objectives are met. Sample contract is attached in the exhibit section.

CONTINGENCY

Contingencies will be set aside to address any hidden or unforeseen deficiencies that arise after housing construction contracts have been executed.

BIDDING POLICY

Grant Specialists of Georgia, Inc., Inc. Staff will be responsible for conducting all bid openings. The bidding process for housing activities will be open, free competitive process. The homeowner does however, retain the right to the negotiation process to ensure all housing goals and objectives are met to the fullest extent. See Exhibits named Owners Selection of Bidding Method and Contractor.

Lead Based Paint Hazard Removal

Testing for lead hazards will be necessary on any housing unit constructed prior to 1978 in which housing rehabilitation is proposed. A complete copy of the Requirements for Notification, Evaluation and Reduction of Lead Based Paint Hazards is attached as an exhibit to this document.

PROGRAM DEFINITIONS

The following are definitions of terms for this program:

AFTER REHAB APPRAISAL: The highest price a property will bring after rehabilitation if exposed for sale on the open market, allowing a reasonable time to find a buyer who buys with knowledge of all uses for which the property is capable of being used or adapted. The value must reflect the consideration of the neighborhood upgrading expected as a result of the rehabilitation program.

AREA: Program activity location as prescribed in the 2016 City of Perry C application. A map is attached to this document as an exhibit.

CODE VIOLATION: A violation of the Minimum State Housing Codes See MPS exhibit.

DATE CERTAIN: Date and time a loan is scheduled for settlement.

DECENT SAFE AND SANITARY DWELLING: A dwelling which meets applicable housing and occupancy codes. Any of the following standards which are not met by an applicable code shall apply, unless waived for good cause by the federal agency funding the program. The dwelling shall:

be structurally sound, weather tight and in good repair;
contain a safe electrical wiring system adequate for lighting and electrical devices; contain a heating system capable of sustaining a healthful temperature of approximately 70 degrees for a displaced person, except those areas where local climatic conditions do not require such a system. If cooling is determined to be as critical as heating for a particular area, the displacing agency may require that an adequate cooling system be provided; adequate in size with respect to the number of rooms and area of living space needed to accommodate the family. There shall be a separate, well-lighted, ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall and a toilet all in good working order and properly connected to appropriate sources of water and sewer drainage connections. There shall also be a kitchen area that contains a fully working sink which is properly connected to hot and cold water and the sewage drainage system. Adequate space and utility service connections shall also be present for a stove and refrigerator;

Structure shall provide unobstructed ingress and egress to safe open space ground level. A second story unit shall have direct access through a common corridor and the corridor must have at least two means of egress;

persons with handicap disabilities must be provided with a dwelling free of barriers which would hinder reasonable ingress or egress.

DEFAULT: Failure of a mortgage to perform in accordance with the terms of mortgage.

DEFERRED PAYMENT LOAN: A zero interest loan to "target area" homeowner. Families who own and occupy their homes will be required to enter into an Owner-Occupied repayment agreement which stipulates that the recipient will not transfer title of ownership of the home for a period of five years.

DWELLING: Permanent or customary and usual residence of a person, according to local custom or law. This includes a single family house, multi-purpose property; condominium or cooperative housing project, a non-housekeeping unit mobile home; or any other residential unit.

FEASIBLE FOR REHABILITATION: Property is considered to be feasible for rehabilitation if the rehabilitation cost necessary to bring the property up to minimum standards is less than the replacement cost.

FINANCIAL ADVISOR: Staff member for the project administrator responsible for loan origination and all other rehabilitation financial matters.

FORECLOSURE: Legal proceedings that terminate the mortgagee's ownership of the property covered by the mortgage.

GENERAL PROPERTY IMPROVEMENTS: Referred to as GPI's. Improvements to the property which does not constitute code violations, including, but not limited to, additions, enlargements, renovations, remodeling, air conditions, site improvements, etc.

HAZARD INSURANCE: Insurance coverage for the loss of property due to fires and other hazards. (Home Owners Insurance)

INCIPIENT CODE VIOLATION: An element in structure that has not been cited a code violation but the element is in early stages of deterioration and will become a code violation in a short period of time.

INCOME: INCLUSIONS, REPORTING, VERIFICATION AND EXCLUSIONS:

Sources of an applicant's income include the gross income of applicant and other persons related by blood (18 years of age or older), marriage, or operation of the law, who share the same dwelling unit. An applicant's income is established on an annual gross basis at the time of applying for assistance from the following:

- a) The applicant's earnings;
- b) Spouses earnings;
- c) Any funds contributed on a regular basis by any household member who does not have an ownership interest in the property;
- d) Other income received regularly by the applicant or his/her family from any source; (savings account)
- e) Net income from real estate, other than property to be rehabilitated, and any other net business income;
- f) Income from the rental units other than the property to be rehabilitated based on the following;

Gross rental income for one year minus expenditures for mortgage principal and interest, mortgage insurance premiums service charges, hazard insurance, real property taxes and special assessments, maintenance and repairs, heating and utilities, ground rent, and other cash expenditures for the property, such as advertising of vacancies.

- g) Applicants who are self employed shall be required to submit tax returns for the past 2 years;
- h) When computing gross family income for the purpose of determining "low/m eligibility for benefits and deferred payment loans, medical expenses for long-term illnesses can be deducted from gross family income.

INITIATION OF NEGOTIATION: The delivery of initial written offer of just compensation to the owner to purchase the property for the project.

INTEREST: A percentage of a loan paid by the borrower to the lender for the use of the lender's money.

LIEN: A claim against property which entitles the person holding the lien to take appropriate legal action to satisfy the claim.

LOAN APPROVING OFFICER: The individual employed by the local lending institution who is responsible for approving loans and taking corrective actions for delinquencies and defaults.

LOW INCOME: An applicant whose family size does not exceed the limits for "and Moderate Income" as authorized by the HUD Section 8 for Houston County revised.
(See Exhibit B)

LOW AND MODERATE INCOME UNIT: A dwelling unit with the market rental (including utility costs) that does not exceed the applicable Fair Market Rent (FMR) for existing housing and moderate rehabilitation established under 24 CFR, Part 888.

OWNER-OCCUPIED PROPERTY: A property used entirely for residential purposes that is occupied by the owner.

OCCUPIABLE DWELLING UNIT: A dwelling unit that is in standard condition or in substandard condition suitable for rehabilitation.

PRINCIPAL: The original amount or sum of money on which interest will be paid.

PRINCIPAL REDUCTION: The sum of CDBG funds that will be used to reduce the loan that the investor-owner must borrow from a lending institution to induce an incentive to the borrower to participate in the Housing Rehabilitation Program.

PROJECT ADMINISTRATOR: Individual responsible for intake, processing and submission of the application as well as the day-to-day operation of the program.

REHABILITATION ADVISOR: Individual responsible for the rehabilitation work write-ups, cost estimates, inspections and contract management.

REPAYMENT AGREEMENT: Agreement entered into by the City of Perry and the property owner for security of housing rehabilitation funds.

STANDARD CONDITION: Property that meets or exceeds the Minimum Property Standards of the locally adopted housing code and/or the Minimum Property Standards of the Section 8 Housing Code.

SUBSTANDARD CONDITION: Structural/mechanical conditions of a dwelling unit do not comply with the locally adopted housing code or, at a minimum, the Housing Quality Standards of the Section 8 Housing Assistance Payments Program.

SUBSTANDARD CONDITION SUITABLE FOR REHABILITATION: Conditions of a dwelling unit is determined to be structurally feasible for rehabilitation according to the feasibility test.

TITLE REPORT: A written report which indicates the owners record of the property and any encumbrances against the property.

UNLAWFUL OCCUPANT: A person has been ordered to move by the court of competent jurisdiction prior to initiation of negotiations or its determined by the recipient to be a squatter who occupying the property without permission of the owner and has no legal right to occupy the property under state law. A displacing agency may however, at its discretion consider such a squatter to be in lawful occupancy.

UNOCCUPIABLE: Substandard dwelling unit is dilapidated and does not meet the Feasibility Test. (A sample feasibility test is attached as an exhibit to this document.)

VACANT OCCUPIABLE DWELLING UNIT: A vacant unit that is in standard or substandard condition which is suitable for rehabilitation or a dwelling unit that has been occupied (except by squatter) at any time within a one year period beginning one year before the date of demolition of the unit.

WARRANTY DEED: Legal instrument that conveys title, rights and possession of property.

WORK WRITE-UP AND COST ESTIMATE: Statement prepared by the rehabilitation advisor based on a property inspection report that itemizes all rehabilitation work to be done on the property and includes an estimate of the costs to correct each item.

CHANGES WAIVERS AND/OR CONFLICTS

The City shall have the right to change, modify or revoke all or any of this plan by a majority vote of the City Council, provided an accepted alternative rehabilitation program is approved.

The right to waive minimum property standards shall be retained by the project administrator acting on behalf of the City Council, providing such a waiver will not diminish marketability of the property when long standing local acceptance is evident or the architecture of the structure makes compliance infeasible.

METHODOLOGY FOR UTILITY COSTS

Pre-existing rehab utility cost will be determined by one year utility receipts. Post rehab utility cost will be determined by GHFA utility cost, which a copy is available at Perry City Hall.

HISTORIC PRESERVATION COMPLIANCE

All efforts will be performed to comply with historic preservation. A copy of the programmatic Agreement between DCA and Historic Preservation Division is attached.

ACQUISITION PROGRAM PROCEDURES, if applicable

The City of Perry will make every reasonable effort to acquire the real property expeditiously by negotiation and ensure that all acquisition of real property is acquired through the following procedures:

Determine the property to be acquired;

establish that there are no outstanding liens on the property to be acquired through a title search process.

Preliminary Acquisition Notice: This notice will be mailed or hand delivered stating the City's interest in acquiring their property, enclosed will be the HUD booklet "When A Public Agency Acquires Your Property".

Appraisal: Before the initiation of negotiations, the real property to be acquired shall be appraised, except as provided in paragraph titled Owners Determination for purchase of property in this section as stated in Federal Regulations - Vol. 54, No. 40, March 2, 1989, 24.102 (c) (2), and the owner or the owners designated representative, shall be given opportunity to accompany the appraiser during the appraiser's inspection of the property. Once the appraisal is complete a review appraisal will be performed. This review appraisal will ensure that the original appraisal was performed properly.

Owners Determination For Purchase Of Property: This notice will be hand delivered to the owner stating that the owner is to be informed that they have the right to either/or (1) receive full just compensation (fair market value based on an appraisal or other available data; (2) donate the required land and/or dwelling/easement/rights-of-way; (3) waive the right to an appraisal or (4) negotiate an amount of money or services agreeable to both parties.

Written Offer To Purchase And Summary Statement Of The Basis For The Determination Of Just Compensation: This notice will be provided to the owner. This notice must include a description and location identification of the real property and the interest in the real property to be acquired. Also included will be the identification of all buildings, structures or other improvements to be acquired. Obtaining evidence of the owner's receipt of this document as well as the date of receipt shall constitute "INITIATION OF NEGOTIATIONS".

Grant Specialists of Georgia, Inc., Inc. and the City of Perry will make reasonable efforts to contact the owner or the owner's representative and discuss the projects offer to purchase the property, policies and procedures including all eligible payments. The owner will be given reasonable opportunity to consider this offer.