

GEORGIA INSTITUTE OF TECHNOLOGY
OFFICE OF CONTRACT ADMINISTRATION
SPONSORED PROJECT INITIATION

Date: 11/16/78

no action
act
OHL

Project Title: A Program of Administration and Technical Assistance to the Ga. Dept. of Community Affairs for the Ga. Certified City Program

Project No: A-2274

Project Director: W. G. Dodson

Sponsor: Georgia Dept. of Community Affairs

Agreement Period: From 7/1/78 Until 8/31/79

Type Agreement: Std. Ind.

Amount: \$25,000

Reports Required: Final Technical Report

Sponsor Contact Person (s):

Technical Matters

Mr. Henry M. Huckaby
Commissioner
Dept. of Community Affairs
Rm. 640, 7 M.L. King Jr. Dr.
Atlanta, GA 30334

Contractual Matters

(thru OCA)

Defense Priority Rating:

Assigned to: Technology & Development (School/Laboratory)

COPIES TO:

Project Director
Division Chief (EES)
School/Laboratory Director
Dean/Director-EES
Accounting Office
Procurement Office
Security Coordinator (OCA) ✓
Reports Coordinator (OCA)

Library, Technical Reports Section
EES Information Office
EES Reports & Procedures
Project File (OCA)
Project Code (GTRI)
Other _____

138-53-284

GEORGIA INSTITUTE OF TECHNOLOGY
OFFICE OF CONTRACT ADMINISTRATION
SPONSORED PROJECT TERMINATION

Date: 1/5/81

Project Title: A Program of Administration and Technical Assistance to the
Georgia Department of Community Affairs for the Georgia
Certified City Program
Project No: A-2274
Project Director: W.G. Dodson
Sponsor: Georgia Department of Community Affairs

Effective Termination Date: 8/31/80

Clearance of Accounting Charges: 8/31/80

Grant/Contract Closeout Actions Remaining:

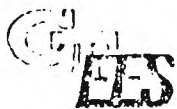
- ☒ Final Invoice ~~XXXXXXXXXXXXXXXXXXXX~~
- ☐ Final Fiscal Report
- ☐ Final Report of Inventions
- ☐ Govt. Property Inventory & Related Certificate
- ☐ Classified Material Certificate
- ☐ Other _____

Assigned to: EDL/ARD (~~School~~ Laboratory)

COPIES TO:

Project Director
Division Chief (EES)
School/Laboratory Director
Dean/Director-EES
Accounting Office
Procurement Office
Security Coordinator (OCA)
☒ Reports Coordinator (OCA)

Library, Technical Reports Section
EES Information Office
Project File (OCA)
Project Code (GTRI)
Other Project Code (OCA)



ENGINEERING EXPERIMENT STATION

GEORGIA INSTITUTE OF TECHNOLOGY • ATLANTA, GEORGIA 30332

Economic Development Laboratory
Community Development & Training
September 13, 1979

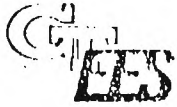
Mr. Henry M. Huckaby, Commissioner
Department of Community Affairs
Room 640, 7 Martin Luther King, Jr. Drive, SW
Atlanta GA 30334

Dear Hank:

This is our twelfth monthly report on the Georgia Certified City Program. The report covers (1) work carried out during August and (2) work planned for September.

Work Carried Out in August

1. Savannah area office personnel met with Hinesville and Vidalia officials relative to the follow-up program in those cities.
2. Atlanta office personnel met with representatives of the City of Hapeville to discuss action to be taken regarding a city-wide litter problem.
3. Atlanta office personnel met with Sponsor's representative to discuss which participating communities may be able to overcome existing minor deficiencies prior to the last of September and thereby become Certified. In most cases it appears that local city-wide litter problems are the chief impediment to attaining certification.
4. Atlanta office personnel graded the Toccoa questionnaire submitted in late August, and city officials have been notified of community appearance deficiencies which must be corrected prior to recertification.
5. Atlanta office personnel began preparing the annual final report to the Sponsors.
6. Atlanta office personnel discussed Sylvania's sewerage situation relative to that city's certification with a consulting engineer representing Sylvania.



Georgia Institute of Technology
ENGINEERING EXPERIMENT STATION
ATLANTA, GEORGIA 30332

October 9, 1979

Mr. Henry M. Huckaby, Commissioner
Department of Community Affairs
Room 640, 7 Martin Luther King, Jr. Drive, SW
Atlanta GA 30334

Dear Hank:

This is our monthly report on the Georgia Certified City Program. The report covers (1) work carried out during September and (2) work planned for October.

Work Carried Out in September

1. Initial and follow-up visual inspections were carried out in Tallapoosa, Calhoun, Fitzgerald and Monroe.
2. Follow-up contact was made with the Municipal Compliance Section, Environmental Protection Division regarding sewage treatment in several cities.
3. Scheduled a follow-up inspection in Sylvania following that city's citywide anti-litter awareness and clean-up program.
4. Needed community improvements were reviewed with city managers in Monroe, Madison and Moultrie.
5. The Atlanta Office staff responded to information requests from Georgia Power Co. and D.C.A.
6. The Atlanta office staff prepared the final report to the program sponsors.

Work Planned for October

1. Carry out any last-minute follow-up inspections in communities working on correcting minor problems to attain certification.
2. Distribute final report to Sponsors and hold annual meeting to vote on certification recommendations.



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

November 1, 1979

Mr. Henry M. Huckaby
Commissioner
Department of Community Affairs
Room 640
7 Martin Luther King, Jr. Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our fourteenth monthly report on the Georgia Certified City Program. This report covers

- 1) work carried out in October and
- 2) work planned for November.

Work Carried Out in October

- (1) Preparations were made for the Certified City Program Sponsors to meet and act upon recommendations based on the grading of this year's program participants and follow-up activities of prior year participants which had deficiencies preventing certification or recertification.
- (2) A follow-up visit was paid to Sylvania to survey the results of a community-wide awareness and litter cleanup effort.
- (3) Alan Hallum, Municipal Wastewater Compliance Coordinator, Environmental Protection Division, was contacted again for a final report on communities having deficiencies in sanitary sewerage.
- (4) A final report with recommendations based on the grading of questionnaires and visual inspections was submitted to the program sponsors.
- (5) Special Recognition Awards were drawn up for three participants and will be presented at the annual banquet.
- (6) The Atlanta Office coordinated with the Department of Community Affairs on preparations related to the annual Governor's Award Banquet.
- (7) George Dodson, long active with the Certified City Program,



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

December 5, 1979

Mr. Henry M. Huckaby
Commissioner
Department of Community Affairs
Room 640 - 7 Martin Luther King Jr. Drive, SW
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. The report covers (1) work carried out during November, and (2) work planned for December.

Work Carried Out in November

- (1) George Dodson's Certified City Program files were reviewed and transferred to my office.
- (2) Last-minute details for the Awards Banquet were coordinated with Georgia Power Company and the Department of Community Affairs.
- (3) A letter outlining Certified City advertising privileges was drawn up along with updated sample Certified City decals. These have been mailed to this year's Certified Cities.
- (3) A request for participation in next year's program was received from Swainsboro and forwarded to Bob McBeth.
- (4) Provided the Georgia Department of Industry and Trade with information on this year's Certified Cities and forwarded a listing of all participants in the program from 1965.

Work Planned for December

- (1) Review this year's activity with program sponsors and plan for the 1979-80 program of activity.



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

January 4, 1980

Mr. Henry M. Huckaby, Commissioner
Department of Community Affairs
Room 640 - 7 Martin Luther King Jr, Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during December, and (2) work planned for January.

Work Carried Out in December

(1) I met with Bob Hughes, Georgia Power Company, Lee Gaby, Georgia Municipal Association, and Bob McBeth of the Department of Community Affairs to plan this year's Certified City Program Activity. We also discussed changes in the Certified City Program Questionnaire (Civic Progress Standards).

(2) A tentative list of this year's participants in the program was drawn up, including new entrants, cities up for recertification, and those cities in the follow-up phase which are seeking to overcome deficiencies preventing certification.

(3) Discussed the follow-up status of Thomson with a representative of that city and sent notification that the sponsors had granted the city a one-year extension to seek certification.

(4) A meeting in January was arranged with the Environmental Protection Division to discuss the Civic Progress Standards section on Sanitary Sewerage.

Worked Planned for January

(1) Letter will be sent to cities needing to be recertified. An updated entry form will be requested.



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

16 D file

January 31, 1980

Mr. Henry M. Huckaby
Commissioner
Department of Community Affairs
Room 640 - Martin Luther King Jr. Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during January and (2) work planned for February.

Work Carried Out in January

- (1) Letters requesting confirmation of participation in this year's program were sent to cities needing to be recertified.
- (2) Entry forms received at the office were forwarded to Bob McBeth at the Department of Community Affairs.
- (3) With Bob McBeth, I met with Alan Hallum and Robert Troxler of the Environment Protection Division of the Georgia Department of Natural Resources. The result of this meeting was a revised Certified City Questionnaire section on Sanitary Sewerage.
- (4) Revised sections on Sanitary Sewerage and Downtown Revitalization were typed up and delivered, along with the rest of the Certified City Questionnaire, to Georgia Power Company for printing.
- (5) I responded to several inquiries from participating cities and from sponsor representatives on the status of certain municipalities.

Work Planned for February

- (1) Meet with sponsor representatives to review activities.
- (2) Continue contacts with follow-up cities on requirements needed for certification.

Yours sincerely,

Eric O. Berg, Jr.
Industrial Extension Division/E.E.L.

Copies: Ms. Mary L. Rothove
Mr. Bob McBeth



Georgia Institute of Technology
ENGINEERING EXPERIMENT STATION
ATLANTA, GEORGIA 30332

February 29, 1980

Mr. Henry M. Huckaby
Commissioner
Department of Community Affairs
Room 640 - Martin Luther King Jr. Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during February, and (2) work planned for March.

Work Carried Out in February

1. Representatives of the sponsors met at the Georgia Municipal Association to review and coordinate activities.
2. Several inquiries from participating cities were addressed.
3. Last-minute revisions to the Certified City Questionnaire were given to Cary Evans of Georgia Power Company for incorporation into the new edition.

Work Planned for March

1. Meet with sponsor representatives to again coordinate activities.
2. Assist in distribution of Certified City Questionnaires and offer assistance in filling them out.
3. Assist follow-up communities in overcoming deficiencies.

Yours sincerely,

Eric O. Berg/ Jr.
Industrial Extension Division/EEL

copies: Ms. Mary L. Rothove
Mr. Bob McBeth



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

March 31, 1980

Mr. Henry M. Huckaby
Commissioner
Georgia Department of Community Affairs
Room 640 - Martin Luther King Jr. Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. The report covers (1) work carried out during March, and (2) work planned for April.

Work Carried Out in March

1. Certified City Program activities were coordinated with Georgia Power Company and the Georgia Department of Community Affairs.
2. Community deficiencies preventing certification were discussed with Industrial Extension Division personnel who will provide follow-up assistance.

Work Planned for April

1. Questionnaire delivery to participants to be completed.
2. Environmental Protection Division, Georgia Department of Natural Resources, to be provided with listings of Certified City Program participants to provide information on compliance or noncompliance with water quality and waste disposal.
3. Follow-up cities will be contacted as to progress with overcoming deficiencies.
4. Draw up schedule of visual inspections.

Yours sincerely,

Eric O. Berg, Jr.
Industrial Extension Division

Copies: Ms. Mary L. Rothove
Mr. Bob McBeth



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

May 2, 1980

Mr. Henry M. Huckaby
Commissioner
Georgia Department of Community Affairs
Room 640, Martin Luther King Jr. Drive, S.W.
Atlanta, Georgia 30334

Dear Commissioner Huckaby:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during April and work planned for May.

Work Carried Out in April

- 1) The Solid Waste and Water Quality Divisions of the Environmental Protection Division were requested to review listings of program participants and provide information on violation of EPD regulations.
- 2) An updated contact list was sent to the program sponsors.
- 3) Discussions of follow-up requirements were held with several community representatives and also program sponsors.
- 4) Work was begun on scheduling visual inspections.
- 5) Discussed questionnaire distribution with Cary Evans of Georgia Power Company.

Work Planned for May

- 1) Submit visual inspection schedule to sponsors for coordination.
- 2) Conduct follow-up inspections in cities which have indicated readiness.
- 3) Begin reviewing questionnaires.

Sincerely,

Eric O. Berg, Jr.
INDUSTRIAL EXTENSION DIVISION

Copies: Ms. M. L. Rothove
Mr. Bob McBeth



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

June 30, 1980

Mr. James E. Higdon
Commissioner
Department of Community Affairs
Room 640 - 7 Martin Luther King Jr. Drive
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during June and (2) work planned for July.

Work Carried Out in June

- 1) A schedule of visual inspections of participating cities was drawn up by the sponsors. Initial inspections and follow-up will be completed the second week in July to allow ample time for follow-up activity, if necessary.
- 2) Field inspection questionnaires were updated for use by program sponsors.
- 3) The Solid Waste and Water Quality branches of the Environmental Protection Division reported on the current status of compliance of program participants. This information was discussed with sponsoring agencies. Georgia Power Company personnel working with the communities have notified city officials of non-compliance and what needs to be done to overcome deficiencies.
- 4) Follow-up activities were discussed with the city manager of Moultrie, Bob Roberson, and with a reporter from the Milledgeville newspaper.
- 5) Completed questionnaires and follow-up material requested from previous year participants was reviewed for grading.

- continued



Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

August 5, 1980

Mr. James E. Higdon
Commissioner
Department of Community Affairs
Room 640 - 7 Martin Luther King Jr. Drive
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during July and (2) work planned for August.

Work Carried Out in July

- 1) Visual inspections of participating cities were carried out by representatives of the sponsoring agencies. I participated in four inspections.
- 2) Grading commenced on completed Certified City Questionnaires as they were received from participating cities.
- 3) I met with Jim Marshall, Barbara Lee, and Ken Cook of the Department of Community Affairs to review Georgia Tech's Certified City Program involvement and renewal of the contractual agreement between Tech and the Department of Community Affairs.

Work Planned for August

- 1) Complete questionnaire grading and send letters to cities requiring follow-up activity outlining deficiencies which need to be overcome.
- 2) Meet with Certified City Program Sponsors to discuss revisions to the Certified City Questionnaire.

Sincerely,

Eric O. Berg, Jr.
Industrial Extension Division

EOBjr:j
Copies: Ken Cook
Jim Marshall

Georgia Institute of Technology

ENGINEERING EXPERIMENT STATION

ATLANTA, GEORGIA 30332

September 9, 1980

Mr. James E. Higdon
Commissioner
Department of Community Affairs
Room 640 - 7 Martin Luther King Jr. Drive
Atlanta, Georgia 30334

Dear Commissioner Higdon:

This is our monthly report on the Georgia Certified City Program. This report covers (1) work carried out during August and (2) work planned for September.

Work Carried Out in August

- 1) Grading of completed Certified Cities Questionnaires continued.
- 2) Letters reviewing the findings of visual inspection teams were sent to participating cities.
- 3) Requests for clarification or further information were requested of several cities to facilitate the grading process.
- 4) A need for revisions to the Certified City Questionnaire was discussed with program sponsors.
- 5) Georgia Tech's continued level of effort in the Certified City Program was discussed with Ken Cook of the Department of Community Affairs.

Work Planned for September

- 1) Follow-up inspections as required will be conducted in participating cities to determine if necessary improvements have been made.
- 2) Complete grading of Certified City Questionnaires.

- continued

September 9, 1980

- 3) Prepare a report to the sponsors on recommendations as to certification.

Sincerely,

Eric O. Berg, Jr.
Industrial Extension Division

EOBjr:j

Copies: Ken Cook
Jim Marshall