



BALDWIN COUNTY PUBLIC HEARING AND REGULAR MEETING

**November 19, 2024
1601 N Columbia St, Suite 220
6:00 PM**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

FY 2025 PROPOSED BUDGET PUBLIC HEARING

1. FY 2025 Proposed Budget

PRESENTATIONS

2. Joy Moten-Thomas - Atrium Health Navicent

APPROVAL OF MINUTES

3. November 5, 2024 Public Hearing
November 5, 2024 Regular Meeting
November 5, 2024 Executive Session

ADMINISTRATIVE/FISCAL MATTERS

4. Housing Policies and Procedures for CDBG - County Manager
5. Resolution to adopt updated Language Access Plan - County Manager
6. Authorize Fire Apparatus Purchase Agreement - Assistant County Manager
7. Termination of Animal Rescue and Adoption Contract - County Manger
8. Land Development Code Discussion - County Manager

OLD BUSINESS

NEW BUSINESS

COUNTY MANAGER'S REPORT

9. County Manager's Report - County Manager

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

EXECUTIVE SESSION

10. Executive Session to discuss litigation and personnel matters

ADJOURNMENT

REMINDERS

November 27, 2024 3:00 PM - non-emergency county offices closed for Thanksgiving Holiday

November 28 & 28 - non-emergency county offices closed all day

December 3, 2024 - 6:00 PM - Budget Public Hearing and Regular Commission Meeting -
1601 North Columbia Street, Suite 220

December 17th - 6:00 PM - Regular Commission Meeting - 1601 North Columbia Street, Suite,
220

December 23, 2024 - 3:00 PM - non-emergency offices closed for Christmas Holiday

December 24 & 25, 2024 - non-emergency offices closed for Christmas Holiday

BALDWIN COUNTY BOARD OF COMMISSIONERS
PUBLIC HEARING - LAND DEVELOPMENT CODE
NOVEMBER 5, 2024
1601 North Columbia Street, Suite 220
5:00 PM

MINUTES

PRESENT

John Westmoreland, Chairman
Kendrick Butts
Sammy Hall
Emily C. Davis
Henry Craig

OTHERS PRESENT

Dawn Hudson
Brandon Palmer
Cindy Cunningham
Bo Danuser
Steve Owens
Greg Mahan
Kelsey May
Taylor Pass

CALL TO ORDER

Commission Chairman John Westmoreland called the meeting to order at 5:00 PM.

PUBLIC HEARING

Commissioner Hall stated the building codes were adopted in 1992 and needed updating. He further stated that a committee of 8 reviewed the Land Development Code and that the codes were updated to fit this day and time. He stated that the changes were not significant.

Building Official Greg Mahan addressed the commission and gave a report on the changes that were made to the code regarding subdivisions, he stated that most of the changes were for clarification; adding sidewalk requirements was the biggest change.

Building Official Steve Owens, addressed the commission and gave a report discussing the aesthetic requirements for commercial and industrial buildings.

There was a discussion about making the major corridors entering Baldwin County neater and enacting policies that encouraged development and having a good plan for all development.

There was a discussion about Section 16-49 (j) entitled Gated Subdivisions and whether or not county tax dollars should maintain public roads in gated subdivisions that limited access to the all citizens. There was a discussion about the time gated communities were opened to public access and times they were closed.

PUBLIC COMMENT

The following people were recognized to addressed the Board:

Nikki Meeks of 146 Meeks Road stated that the county should not pay for private roads. She commented that there was no prayer at the beginning of this meeting. Ms. Meeks handed out newspaper articles to commissioners. Ms. Meeks asked that the stop sign on Meek Road have blinking lights on it.

Desiree Liggins of 103 Pine Ridge Road read the definition of public streets and private roads. She stated that citizens should not pay to maintain private roads.

ADJOURNMENT

Commissioner Butts made a motion to adjourn at 5:28 PM. Commissioner Davis seconded the motion and the motion passed unanimously.

The meeting was adjourned at 5:28 PM.

Respectfully submitted

John Westmoreland
Commission Chairman

Cynthia K. Cunningham
County Clerk

Baldwin County Board of Commissioners
Regular Meeting
November 5, 2024
1601 North Columbia Street, Suite 220
6:00 PM

MINUTES

PRESENT

John Westmoreland, Chairman
Kendrick Butts
Sammy Hall
Emily C. Davis
Henry Craig

OTHERS PRESENT

Dawn Hudson
Brandon Palmer
Cindy Cunningham
Bo Danuser

CALL TO ORDER

Chairman John Westmoreland called the November 5, 2024 regular commission meeting to order at 6:00 PM.

INVOCATION

The invocation was delivered by Commissioner Sammy Hall.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Kendrick Butts.

APPROVAL OF MINUTES

Commissioner Hall made a motion to approve the minutes of the Baldwin County Board of Commissioners for the October 1, 2024 work session, regular meeting, and executive Session; the October 8, 2024 called meeting and executive session; the October 14, 2024 work session; the October 15, 2024 public hearing, called meeting and executive session, and the October 21, 2024 called meeting. The motion was seconded by Commissioner Kendrick Butts and the minutes were approved unanimously.

PRESENTATIONS

Courtney L. Bentley, new Director for Communities in Schools of Milledgeville and Baldwin County, gave a presentation for Communities in Schools. She shared what they had done over the past school year and presented the Commissioners an annual report. She stated that their purpose was to surround students with support, empowering them to stay in school and achieve in life. Site coordinators were stationed in all the school to determine what students needed to be successful. The program improved attendance, behavior, academics, promotions to next grade level, and all of their participants stayed in school.

ADMINISTRATIVE/FISCAL MATTERS

Amendment to the Agenda

Commissioner Craig made a motion to remove Item 16, the appointment of the Baldwin County Board of Assessors member from the agenda. After discussion Item 15 calling for a performance review of the Baldwin County Board of Assessors was the intended item for removal.

Commissioner Craig made a motion to remove Item 15 to call for a performance review of the Baldwin County Board of Assessors from the agenda and reinstall Item 16 to make an appointment to the Baldwin County Board of Assessors. Commissioner Butts seconded the motion and it was approved unanimously.

Proposed Septic and Water Fees

Colin Duke of the Baldwin County Health Department gave a presentation on proposed septic and water fee increases. He stated that the increased fees would only cover 65% of their costs and a public hearing at the Health Department on August 27, 2024 from 4:30 to 5:30. The Board of Health approved the fees on September 12, 2024 and Mr. Duke stated he was coming before the Commission to approve the new fees.

Chairman Westmoreland asked for questions or comments.

Commissioner Hall asked if the money collected stayed in Baldwin County. Mr. Duke responded that it stayed in their budget. Commissioner Davis asked when the fees would go into effect. Mr. Duke responded that they would go into effect 30 days after approval.

Commissioner Craig made a motion to adopt the septic and water fees. Commissioner Butts seconded the motion and the motion was approved unanimously.

Georgia Work Force Innovation and Opportunity Act Apprenticeship Navigator Grant

Assistant County Manager Dawn Hudson explained the WIOA Apprenticeship Navigator grant stating the grant award was for \$50,000 with no match required.

Commissioner Davis made a motion to accept the grant funds and to authorize the chair to sign all grant documents.

Chairman Westmoreland asked for questions or comments.

Commissioner Craig stated the State and Federal Government provided resources for retraining individuals seeking new job opportunities and provided additional money to the technical school system for training; this affected many citizens in Baldwin County and was important.

Commissioner Hall asked for program details. Ms. Hudson responded that the businesses had to have a registered apprenticeship programs, the businesses hired individuals for on the job work training as well as educational training.

Commissioner Butts seconded the motion and the grant was approved unanimously.

Federal Transit Administration Title 6 Program

Assistant County Manager Dawn Hudson explained that the County had to update the Title 6 notification for their Federal Transit Program. There were minor changes mostly to the notice the county had to make.

Commissioner Butts made a motion to adopt the changes to the Title 6 Program.

Chairman Westmoreland asked if there were questions of comments. There were none.

Commissioner Davis seconded the motion and the motion passed unanimously.

Authorize Sale of Surplus Property located at 136 Felton Drive

County Attorney Brandon Palmer stated the parcel was less than one acre and was put out to bid. There was a single bid in the amount of \$1,300.

Commissioner Butts made a motion to accept the bid of \$1,300. Commissioner Davis seconded the motion and the motion passed unanimously.

Dyer Construction – Real Time Crime Center

County Attorney Palmer stated that this was the contract for construction of the Real Time Crime Center with Dyer Construction in the amount of \$339,045. There was a discussion including that the bid award was approved, and approval of the contract was requested.

Chairman Westmoreland recognized Desiree Liggins of 103 Pine Ridge Road for comment. Ms. Liggins questioned how people below poverty level could have access to the program because there were people in Milledgeville that would install a camera. There was a discussion about only using cameras that were already in place and working with organizations to provide cameras to low income houses.

Commissioner Butts made a motion to award the contract for construction to build the Real Time Crime Center to Dyer Construction. Commissioner Davis seconded the motion and the motion passed unanimously.

A copy of the contract is on file in the Commissioners Office.

Dyer Construction – Pickleball Courts

County Attorney Palmer stated the Commission had already authorized awarding the contract to Dyer Construction to build the pickleball courts in the amount of \$1,302,732.

Chairman Westmoreland recognized Desiree Liggins of 103 Pine Ridge Road for comment. She stated the same business was not supposed to be used consecutively and she felt there were not enough children that needed a million dollars' worth of pickleball courts. She asked the commission to reconsider.

Commissioner Butts made a motion to accept the contract with Dyer Construction to install the pickleball courts as presented. Commissioner Craig seconded the motion.

Chairman Westmoreland asked for discussion.

Commissioner Craig stated project utilized grant money; no general fund dollars were going to this project. This bid was put out across the state Dyer was the lowest bid.

Chairman Westmoreland called for the vote and the motion passed unanimously.

A copy of the contract is on file in the Commissioners office.

Georgia Power Company – Pickleball Court Lighting

County Attorney Palmer stated the bid with Georgia Power was previously approved, and approval of the Georgia Power Contract in the amount of \$204,970 for lighting the pickleball court is requested.

Commissioner Craig made a motion to approve the contract with Georgia Power for lighting at the pickleball courts. Commissioner Butts seconded the motion and the motion passed unanimously.

Commissioner Craig stated grant funds were used for this project.

Desiree Liggins addressed the commission expressing her displeasure with the construction of pickleball courts.

Sam Hall and Sons – Harrisburg Park Streetscape

County Attorney Palmer stated the board previously awarded the bid for the Harrisburg Streetscape to Sam Hall and Sons in the amount of \$1,129,838. A motion to approve the contract was requested.

Commissioner Butts made a motion to approve the contract with Sam Hall and Sons for the Harrisburg Park Streetscape. Commissioner Davis seconded the motion.

Commissioner Hall stated that for the record he had no connection to Sam Hall and Sons.

The Commission voted unanimously to approve the contract with Sam Hall and Sons as presented.

A copy of the contract is on file in the Commissioners Office.

Appointment to the Baldwin County Board of Assessors

Commissioner Emily C. Davis stated that Ms. Sheila Beckford had to be reappointed to the Baldwin County Board of Tax Assessors for District One due to training requirements.

Commissioner Craig made a motion to appoint Sheila Beckford to the Baldwin County Board of Tax Assessors representing District 1. Commissioner Butts seconded the motion and the motion was approved unanimously.

Termination of Fire Station Rental Agreement

County Attorney Palmer presented a resolution to terminate the Fire Station Rental Agreement dated May 21, 2024 between Baldwin County and the Department of Behavioral Health and Developmental Disabilities. He stated that the station was no longer needed and all personnel and equipment had been removed; Mr. Tobar would provide the written notice.

Commissioner Hall made a motion to terminate the contract with the State of Georgia and to approve the resolution. Commissioner Davis seconded the motion and the resolution was approved unanimously.

A copy of the resolution is hereby attached and made an official part of the minutes at pages _____ and _____ .

Moratorium on Subdivision and Commercial Developments

County Attorney Palmer presented a resolution to enact a moratorium on commercial development and residential subdivisions for a period not to exceed 60 days while the county considered changes to its Land Development Code; the Commissioners were still considering changes, they needed to enact the moratorium.

Chairman Westmoreland recognized Desiree Liggins of 103 Pine Ridge Road to address the Commission regarding her thoughts on the Land Development Code.

Commissioner Butts made a motion to approve the resolution to establish a moratorium on subdivision and commercial development. Commissioner Hall seconded the motion and the motion passed unanimously.

A copy of the resolution is hereby attached and made an official part of the minutes at pages ____ and ____ .

OLD BUSINESS

Commissioner Davis asked for a budget update. Ms. Hudson responded that there would be a budget public hearing at the next meeting. There was a brief discussion about the budget public hearing and that any questions could be addressed then.

NEW BUSINESS

Commissioner Butts questioned having time clocks in one department and not having them in all departments. He stated that he would like to discuss this along with looking at the employee handbook to address items that were not being fair and equal to all employees.

Commissioner Davis asked for clarification on the distance requirements for signs and for playing music at polling places. There was a discussion about pop up DJs near polling places and what was permissible on government grounds and in public parks. Mr. Palmer responded that he would research the question.

Chairman Hall announced County Manager Carlos Tobar was absent because he was attending his son's ceremony at Georgia College and State University.

PUBLIC COMMENT FOR NON-AGENDA ITEMS

Rhonda Kelly of 143-B Admiralty Way addressed the Commission. She thanked the Commissioners for passing the Short-Term Rental Ordinance. She requested the application fee be set at \$350 or greater to sustain the enforcement of the ordinances. She requested that the address of the applications being licensed for the short-term rentals be posted on the county website because it would help identify those not licensed by the County.

There was a discussion about the legality of keeping a data base for short term vacation rentals.

Desiree Liggins of 103 Pine Ridge Road addressed the Commission regarding feral cats in her neighborhood and discussed the short comings of the animal shelter. She asked what happened to money that was not used in the budget.

Nikki Meeks of 146 Meek Road addressed the Commission. She stated that she echoed the animal control comments made by Ms. Liggins. She asked if there was any decision on the transportation for the recreation department for Coach Barry. She commented on some of the actions of the Commission. Ms. Meeks discussed the drunken participants of the Deep Roots Festival and that she attended trying to get people to go to church.

Maurice Liggins of 103 Pine Ridge Road and property located at 127 Sydney Butts Road addressed the commission. He stated the he was in the Army for 20 years and he and his wife wanted liberty and justice for all. He charged the elected officials to take all areas of Baldwin County into consideration when making decision.

REMINDERS

Chairman Westmoreland reminded everyone that November 11th was Veterans Day, November 19th at 6:00 PM was the next Commission meeting, on November 28th and 29th offices would be closed for Thanksgiving holidays, the ribbon cutting for the Real Time Crime center would be in the morning, November 6th, at 9:00 AM at the 911 Center.

Chairman Westmoreland recognized the veterans that were attending the meeting and asked them to stand. He thanked them for their service; there was applause in honor of the service men and women.

EXECUTIVE SESSION

Commissioner Craig made a motion to go into Executive Session at 6:56 PM to discuss personnel matters. Commissioner Davis seconded the motion and the motion was approved unanimously.

The commissioners moved into Executive Session at 6:56 PM.

Commissioner Butts made a motion to return to open session at 7:39 PM. Commissioner Davis seconded the motion and the Commissioners returned to open session at 7:39 PM.

ADJOURN

Commissioner Hall made a motion to adjourn at 7:41 PM. Commissioner Butts seconded the motion and the motion was approved unanimously.

The meeting was adjourned at 7:41 PM.

Respectfully submitted

John H. Westmoreland
Chairman

Cynthia K. Cunningham
County Clerk

Baldwin County
Housing Policies & Procedures
Community Development Block Grant (CDBG)
24b-y-005-1-6371

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11. Rehabilitation Advisors Job Description and Duties
12. Federal Systematic Alien Verification for Entitlements (Save) Program
13. Historic Preservation (Programmatic Agreement)
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INTRODUCTION

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

SOURCES OF FUNDING

Baldwin County has received a grant in the amount of \$TBD, of which \$304,394 will be used for housing rehabilitation and housing reconstruction activities. At the time of CDBG application submittal, the county is not proposing any reconstruction activities. These funds are awarded by the Georgia Department of Community Affairs to remove blight and revitalize substandard housing within the County’s Oconee Heights Community as identified as the 2024 CDBG Target Area.

TARGET AREA IDENTIFICATION

The project activity location is the Oconee Heights target area, Baldwin County, Georgia.

PROGRAM GOALS AND OBJECTIVES

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

OBJECTIVE: Provide decent, safe, and sanitary housing to low- and moderate-income people who do not now occupy such 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.

OWNER PORTION REQUIREMENTS

- * Based on family size, families with gross annual incomes that fall below the poverty level will be required to provide a one-time payment of \$500 toward the cost of rehabilitation/reconstruction.
- * Based on family size, families with gross annual incomes that exceed the poverty level but fall below 50% limits (very low) will be required to provide a one-time payment of \$750 toward the cost of the rehabilitation/reconstruction.
- * Based on family size, families with gross annual incomes that exceed 50% limits but fall below the low-income limit will be required to provide a one-time payment of \$1,000 toward the cost of the rehabilitation/reconstruction.

Because this housing program involves substantial rehabilitation, Baldwin County requires that before a construction contract is executed, the homeowner that intends to sign the CDBG legal documents or his/her representative must attend a Home Owner’s Counseling Course and provide a certificate of course completion to the Baldwin County Clerk or contact Ms. Rhonda Gilbert, Grant Administrator, at 678-447-5425 to make arrangements to provide the certificate.

The Course will be scheduled and is mandated for all homeowners or their representative to attend specific dates as offered by the following entity, but other options may be available and will be considered on a case-by-case basis:

Baldwin County will host a housing fair and will notify all participating homeowners as to the date, time and location.

FAIR HOUSING POLICY

Baldwin County 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 the Baldwin County Government Building.
- 3. Records will be kept on everything the County does in the area of fair housing related to this project.
- 4. Fair Housing logos will be placed on all documents related to this program.

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 is attached as Exhibit 1 to this document. The standards that have been adopted by the local government and will be followed by this program supersede these minimum property standards. All work to be performed on housing units will be in compliance with the most recent International Residential Codes for 1 and 2-family dwellings and all amendments. (International Building Code) as well as the following codes:

- *International Building Code*National Electric Code
- *International Mechanical Code*Ga. State Energy Code
- *International Fire Prevention Code
- *International Gas Code
- *International Plumbing Code

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 the owner's portion of assistance.

MINIMUM STANDARDS OF APPRAISALS

Baldwin County will only use appraisers certified in accordance with the Real Estate Licensing Certification Act (see Exhibit 5) to appraise properties within the project activity location that are deemed to be worth a dollar amount that 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 Estate Appraiser Licensing and Certification Act of the Federal Regulation 49c FR Part 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 be related to or in business with anyone who has an interest in the property to be acquired.

CONDEMNATION POLICY AND AUTHORITY

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

APPEALS POLICY AND PROCEDURES

Baldwin County has developed an appeals policy and procedure for all applicable activities related to this CDBG project. The policy states that all persons submitting an application for assistance and receiving assistance under the Community Development Block Grant Program within the project activity location has the right to appeal any and all decisions for assistance and any types of assistance they may be eligible for. A copy of this policy and procedure is attached as Exhibit 8.

FINANCIAL PLAN

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

APPLICANT ELIGIBILITY REQUIREMENTS

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

REHABILITATION/RECONSTRUCTION ADVISOR

A rehabilitation/reconstruction advisor shall be utilized to perform housing activities in this program. That advisor shall have no less than five (5) years of experience. The duties to be performed by the advisor are attached as Exhibit 11 to these policies and procedures.

All persons receiving public benefits under this program will be required to sign an Affidavit verifying the status of the County public benefit application form. **(Ref. O.C.G.A 50-36-1)** See Attachments for copy of form.

EXCLUSIONS AND ADJUSTMENTS TO APPLICANT'S 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 the 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

Housing units will be reconstructed if they meet the criteria as established in the Housing Rehabilitation Feasibility Analysis.

TEMPORARY RELOCATION BENEFITS**Owner Occupied Units:**

Generally, under this grant program, temporary relocation will not be offered for owner-occupied housing units. However, if there is a special case where a family may not have someone to live with or may not be able to afford a temporary place to live while construction is underway, the Grant Administrator may allow temporary relocation. If temporary relocation is deemed necessary, this would only be allowed for the reconstruction activity.

Rental Rehabilitation Units:

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 by the Baldwin County project administrator.

A. U.R.A. - When necessary or appropriate, residential tenants who will not be required to move permanently but 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 (1) written above.

ELIGIBLE/INELIGIBLE CONTRACTOR REQUIREMENTS

Contractors will be deemed eligible by the Project Administrator and Baldwin County 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 by the State of Georgia.

INELIGIBLE CONTRACTORS

Baldwin County 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 Baldwin County 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/reconstruction to ensure that all housing goals and objectives are met. Sample contract is attached as Exhibit 7.

CONTINGENCY

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

BIDDING POLICY

Gilbert+Associates, 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 Exhibit 2: 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 Exhibit 6 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 2024 Baldwin County CDBG application. A map is attached to this document as Exhibit 14.

CODE VIOLATION: A violation of the Minimum State Housing Codes See MPS Exhibit 1.

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 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 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 at 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 any barriers which would hinder reasonable ingress or egress.

DEFAULT: Failure of a mortgage to perform in accordance with the terms of the 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 the period of affordability stated in the Owner Occupied Repayment Agreement which would be 5, 10 or 15 years based on the amount of CDBG funds spent on the unit.

DILAPIDATED: A substandard dwelling unit that does not meet the "Structural and/or Financial Feasibility" criteria of the Rehabilitation Feasibility Test.

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, 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 as 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 all 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; (saving 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/mod" 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 “Low and Moderate Income” as authorized by the HUD Section 8 for Bleckley County as revised.
(See Exhibit 10)

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 is 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 by Baldwin County and the property owner for security of housing rehabilitation/reconstruction 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 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 Exhibit 9 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 a 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 County shall have the right to change, modify or revoke all or any of this plan by a majority vote of the County Board of Commissioners (BOC), 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 BOC, 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.

HISTORIC PRESERVATION COMPLIANCE

All efforts will be performed to comply with historic preservation. Gilbert+Associates, Inc. will prepare and submit an environmental form to the HPD office to receive consultation for the rehab and/or demo of any structure that is 50 years or older at the time of the homeowner’s application for housing assistance.

ACQUISITION PROGRAM PROCEDURES, if applicable

Baldwin County 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.

General Information Notice: This notice will be mailed, or hand delivered stating the County’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) received 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 Summery 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".

Gilbert+Associates, Inc. and Baldwin County 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.

Should the owner disagree with the offer, they may present materials to the County which they believe are relevant in determining the value of the property and suggest modifications in the proposed terms. After review of said documents, if Baldwin County and Gilbert+Associates, Inc., believe that the owners offer is warranted, Gilbert+Associates, Inc. will reestablish "Just Compensation" and offer that amount to the owner in writing.

Waiver of Just Compensation/Appraisal: If the owner waives their rights to an appraisal and/or "Just Compensation" a WAIVER OF JUST COMPENSATION AND/OR APPRAISAL will be signed by the owner and retained for the purpose of removal of said purchase.

A Bill of Sale and Easement will be provided to the owner that shows the transfer of ownership to the County, and the right of easement for the purpose of removal of said purchase.

Closing Statement of Sale: A statement will be issued to the seller from the County showing the net purchase to seller and the total disbursements of the sale. Gilbert+Associates, Inc. will schedule a closing meeting and hold same. A statement of settlement costs and a bill of sale will be furnished by Gilbert+Associates, Inc. and all closing documents will be retained in the individual case file.

Power of Eminent Domain: If the power of eminent domain is exercised by the County, formal condemnation procedures will be instituted. An amount not less than the County's determination of "Just Compensation" for the property will be deposited with the court. The time of condemnation will not be advanced or negotiations deferred to compel an agreement on price.

Appeals Policies and Procedures: A written appeals policy and procedure statement will be provided to the recipient when they receive the preliminary acquisition notice.

Individual Case File: If an owner owns more than one property in the project area, a separate case file will be kept on each property purchased.

HOUSING REHABILITATION PROCEDURES

Baldwin County has contracted with Gilbert+Associates, Inc. to administer and give technical assistance in this CDBG program to ensure that all housing rehabilitation/reconstruction will comply with the following procedures.

All applicants for housing assistance will be provided a copy of the approved Appeals Policies and Procedures at the time of application. All applicants will have their rights explained to them at that time.

1. Application for Housing Assistance

A. Determine of Priority Process:

Applications for housing assistance may be obtained by contacting either Mr. Carlow Tobar, Baldwin County Manager at 478-363-1976 or the Grant Administrator, Ms. Rhonda Gilbert, at 678-447-5425.

Application will be accepted on a “first come first serve” basis. Applicants submitting incomplete applications will be notified of the discrepancies and applications will be returned to the applicant for completion.

If a completed application is not returned within the established time frame, it will be returned to the bottom of the application list.

If more applications are submitted than can be handled in one bid-opening, handicapped and elderly will take priority.

B. Appeals Policies and Procedures

All applicants for housing assistance will be provided a copy of the approved Appeals Policies and Procedures at the time of application. All applicants will have their rights explained to them at this time.

2. Applicant Eligibility Requirements

A. Low and Moderate Income Requirements:

(i). Proof of Income - This will be verified through: a) the previous years tax returns; b) employment pay stubs and/of copy of check; c) verification of employment from employer or verification of income through AFDC/SSI/Social Security/VA or personal retirement plan.

(ii). Verification of Deposit - All bank accounts will be verified through the bank.

B. Property ownership - A copy of the Warranty Deed submitted by the applicant and title search through an attorney.

C. Proof of Property Insurance - Each owner receiving housing rehabilitation assistance will be required to provide proof of fire insurance prior to the initiation of construction. If insurance cannot be provided due to the condition of the unit, insurance must be provided after completion of the unit.

D. Paid Property Taxes - Applicants must submit a copy of paid property taxes that shows taxes are paid up-to-date.

E. Reside In Specific Targeted Area - Housing rehabilitation and reconstruction assistance will be provided to only those families who reside within the specific targeted area.

F. Proof that all utilities are paid and current, ie: water, sewer, trash, etc.

G. Lead Based Paint Notice - The owner will be required to sign a copy of the HUD “Lead Based Paint Warning Notice” that certifies that they have received a copy of this notice and are aware of lead base paint.

3. Initial Inspection

A. Feasibility Test - An economical and structural test will be performed on the housing unit to determine if it is cost feasible for rehabilitation. If the property is not cost feasible to rehabilitate, demolition and reconstruction of said unit will be evaluated and presented to the funding agency for consideration (unless reconstruction of a housing unit is already included in the approved CDBG application).

4. Reconstruction

Baldwin County is not budgeting funds for temporary relocation expenses as this is an optional program that the County is not mandating to the homeowners. It will be the responsibility of the homeowner to arrange living accommodation for the period of the construction contract which is typically 90 days.

5. Preparing the Work Write-Up and Cost Estimate

If housing units are feasible for rehabilitation, a work write-up is then prepared, indicating corrections of code violations by line item to ensure that minimum state codes are met. A cost estimate is then calculated from the work write-up by utilizing the Rehab Advisor’s “Local Cost Index”.

When the determination has been made to proceed, the Rehab Advisor will contact the owner to finalize and disclose each item of the work write-up.

6. Financing

Financial assistance will be provided for substantial rehabilitation and reconstruction via deferred payment loans, also known as owner-occupied repayment agreements. Homeowners will be required to enter into these agreements with Baldwin County. These deferred payment loans will be recorded at the Bleckley County Courthouse. Repayment agreements will be entered into as follows:

<u>CDBG Investment Per Unit</u>	<u>Length of Affordability Period</u>
Less than \$15,000	5 years
\$15,000 - \$40,000	10 years
More than \$40,000	15 years*

For all housing units that receive CDBG Funds that enter into a Deferred Payment Loan (DPL) agreement of 15 years, the loan agreement will specify that no funds will be forgiven during the first 5 years of the term.

7. Invitation to Bid

Bid packets (work write-ups without cost figures) are prepared by the Rehab Advisor and delivered to the County for dispersing to contractors. At the same time, the Rehab Advisor will send letters to qualified contractors informing them of where and when they may obtain a bid packet, and instructions for submitting bids. Bids are to be returned to Baldwin County offices in a sealed envelope with the name of the property owner job(s), the date of the bid opening, and the name of the contractor on the front of the envelope.

8. The Bid Opening

At the bid opening, the precise time will be synchronized with the contractors present. The Rehab Advisor will be present to answer questions concerning the work write-up.

The Project Administrator will preside over the bid opening. Each bid will be opened separately and read aloud. Minutes of the bid opening and a tabulation of all bids received will be recorded for documentation. The purpose of the bid process is to determine lowest bid. The homeowner has the right to reject any and all bids submitted. With homeowner's concurrence and acceptance of the low bid, the successful contractor will be mailed a bid acceptance letter.

Upon award of the contract, the Project Administrator will notify unsuccessful Contractors that they were not awarded the contract.

9. Determination of "Reasonableness" of Low Bid:

After all bids have been opened and recorded, the Rehab Advisor will then perform a "bid analysis" to determine if the bid falls within 20% above or below the Rehab Advisors cost estimate. This process will ensure that the "low" bid is of an adequate amount to perform the work that is prescribed in the work write-up. The rehab advisor and Gilbert+Associates, Inc. will negotiate with the lowest contractor for any bids that are over 20% of the estimated rehab cost provided by the Rehab Advisor. If negotiations fail to bring the contract price within 20% of the estimated cost, Baldwin County will consult with DCA staff on awarding the bid or rebidding the project.

a. Preconstruction Conference: The Program Administrator will schedule a meeting between the homeowner and the contractor to discuss the details of the contract and the construction of the unit to be rehabilitated/reconstructed. All aspects of the contract and each phase of construction will be reviewed at this time.

b. Contract Required: Rehabilitation/Reconstruction financed through this program shall be undertaken only through a written contract document between the contractor and the homeowner. The contract shall be signed by the homeowner and the contractor following approval of the grant/loan. The contract shall be initiated by a written "commencement notice" to be issued by the Rehab Advisor and no work shall commence until such notice is given. The contract shall contain a bid and proposal from the contractor, a work write-up, the Standard Specifications for Residential Rehabilitation, the Terms and Conditions for Rehabilitation Assistance, and a Contractors Warranty.

Upon the award of a construction contract for rehabilitation/reconstruction, the contractor shall execute three (3) original contract documents. An original contract will be distributed to the homeowner, the contractor and the owner's case file.

c. Disputes Between the Property Owner and the Contractor:

In the event a dispute occurs with respect to the rehabilitation/reconstruction work, the Project Administrator shall take appropriate action in accordance with the provisions of the construction contract. No legal action shall be instituted by the Project Administrator on behalf of either party in connection with the construction contract.

Such appropriate action shall include arbitration to assure the protection of both the property owner and the contractor. An Arbitrator shall be appointed by the County.

10. Inspection:

The contractor shall be required to promptly secure all necessary inspections and approvals required and permit reasonable inspection of all work by authorized inspectors.

It is the Rehab Advisor's responsibility to conduct inspections at 50% and 100% work complete and at any other time deemed necessary by Gilbert+Associates and Baldwin County. Periodic inspection reports will be made by the Rehab Advisor to show general progress of work along with any changes or deficiencies which may have occurred during the rehabilitation/reconstruction process.

11. Progress Payments:

A progress payment will be made available to the contractor after fifty percent (50%) of the scheduled work has been completed and at 100% completed. Contractors are permitted to request up to 3 payments and this will be determined on a project basis. In addition, the County will hold 10% retainage for all progress payments to be paid only at the time of final payment after satisfactory completion of all work.

12. Change Orders

Complexities involved during the initial inspection of a housing unit often times make it impossible to detect every hidden code violation. Rehab Advisor's will rarely certify that the housing unit in question will be brought up to minimum state codes when the initial work write-up has been completed. The alternative is to prepare a change order to be attached to the rehabilitation/reconstruction contract. This change order will describe the work necessary to reach MSC on the housing unit. The procedure for obtaining a reasonable amount to do the additional work is basically the same principle in securing a negotiated bid.

The rehab advisor shall prepare an itemized list of work to be performed or deleted. Justification for added or deleted items will be described in detail. The contractor will then price each item as requested on the change order and return it to the rehab advisor. The rehab advisor will then determine if the figures are justified by comparison to his Local Cost Index. Lastly, the rehab advisor will discuss the changes with the homeowner for final approval. With the homeowner's concurrence, the change order is prepared and executed.

13. Executing Close-Out

Final inspection will be made by the rehab advisor and/or the project administrator only when it has

been requested by the contractor and conducted on the assumption that all work has been complete. Reference to the work write-up along with any change orders will be used by the rehab advisor as a check-list for compliance to insure that all work has been completed. Any work items that do not meet specifications for residential rehabilitation will be listed and given to the contractor. After all items on the list have been corrected, the contractor may again request a final inspection.

14. Individual Case File

Separate files will be made for each individual project, and if an owner owns more than one parcel of property in the project area a separate file will be kept on each parcel of property.

RECONSTRUCTION PROCEDURES

The reconstruction procedures shall follow the same guidelines as the rehabilitation procedures with the following exceptions. All new reconstructions will be in compliance with the most recent International Residential Codes for 1 and 2 family dwellings and all amendments. (International Building Code) as well as the following codes:

- International Building Code
- National Electric Code
- International Gas Code
- International Mechanical Code
- Ga. State Energy Code
- International Plumbing Code
- International Fire Prevention Code

Reconstructed units will be built on the same lot as the existing housing unit. The contractor will be responsible for providing a set of plans that meet the criteria that is set forth in the Baldwin County New Construction Specifications. Housing Units will be 1,200 sf with the homeowner being able to elect as to having 2 or 3 bedrooms. Homeowners will be able to choose exterior color and interior color as specified in the new housing construction specifications.

Whereas, Baldwin County been awarded a Community Development Block Grant from the Georgia Department of Community Affairs. Item 4.

And

The Community Development Block Grant is for the purpose of assisting low- and moderate-income persons with their housing needs. Policies and procedures have been prepared by the Grant Administrator for Baldwin County and Baldwin County hereby approves the Policies and Procedures for the purpose of administering the 2024 Baldwin County Community Development Block Grant Program. Any amendments to the Policies and Procedures will be considered and adopted by County Council Resolution.

Signed this _____ day of _____, 2024

Chairperson

Attest: _____
County Clerk



RESOLUTION

ADOPTION OF UPDATED LANGUAGE ACCESS PLAN

WHEREAS, Baldwin County wishes to be in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance, and

WHEREAS, Baldwin County is in receipt of Housing and Urban Development (HUD) funding through the Community Development Block Grant (CDBG) program, and

WHEREAS, the Georgia Department of Community Affairs (DCA) has encouraged and provided guidance for the adoption of a Language Access Plan (LAP) for Limited English Speaking Persons (LEP),

LET IT THEREFORE BE RESOLVED, that Baldwin County has prepared and is updating its adopted Language Access Plan (LAP) related to the awarded FY 2024 CDBG funding of the Sewer Improvements, and

LET IT BE RESOLVED, that Carlos Tobar, County Manager has been named in the LAP as the LAP Coordinator, and

LET IT BE RESOLVED, that the LAP will be updated as new Census Data regarding LEPs is presented and/or a new CDBG or other Federal grant is awarded and requires the LAP to be updated or revised.

BE IT RESOLVED this _____ day of _____ 2024.

Chairman

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the _____ on the date so stated in said Resolution. I further certify that I am Cynthia Cunningham, County Clerk and that said Resolution has full force and effect the _____ day of _____ 2024.

ATTEST:

{SEAL}

County Clerk

Language Access Plan (LAP)

Baldwin County, Georgia

November 2024

Required by:

Georgia Department of Community Affairs

In Conjunction With

**The Award of Community Development Block
Grant (CDBG) Funds**

Baldwin County

1601 N. Columbia Street

Milledgeville, Georgia 31061

478-445-4791

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APPENDICES

- 1) “I Speak” Cards/ Poster
- 2) S1601 ACS 2018-2022 Estimates (or most recent)

Baldwin County LANGUAGE ACCESS PLAN (LAP)

Adopted January 1, 2020

Updated December 2022

Updated November 2024

I. GENERAL INFORMATION

Prepared By: Sara Thomas
 Allen-Smith Consulting, Inc.
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 Monroe, GA 30655
 (770) 207-0142
 sara@allensmithconsulting.com

List of Current Applicable Funded Grants/Programs (to be automatically amended as projects are funded):

1. Grantee: Baldwin County, GA
 CDBG Grant Number: #24b-y-005-1-371 (Funded FY 2024)
 Target Area: Vinson Highway SE, Marlon Street and Thompson Circle (Census Tract 9707.02: 1.6% LEP: Spanish, 1.6% LEP/ Target Area Tally Sheet revealed 9 Hispanic persons)

This *Language Access Plan* has been prepared to address Baldwin County's responsibilities as a recipient of federal financial assistance from Georgia Department of Community Affairs programs & grants funded by HUD as they relate to the needs of individuals with limited English language skills.

The plan has been prepared to ensure compliance with HUD's guidance and Title VI of the Civil Rights Act of 1964, and its implementing regulations. Under HUD's guidance, Baldwin County must take reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Baldwin County.

Baldwin County has developed this *Language Access Plan* to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided through programs funded by the Georgia Department of Community Affairs/HUD. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare this plan, Baldwin County used HUD’s four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Community Improvement programs;
2. The frequency with which LEP persons encounter HUD funded programs;
3. The nature and importance of the HUD funded programs and services provided by Baldwin County to the LEP population;
4. The resources available to Baldwin County and overall cost to provide LEP assistance.

SAFE HARBORS

In accordance with HUD Safe Harbors for LEP, Baldwin County will translate written HUD related project documents for groups that are at least 5% of the population eligible (and more than 50 persons) or 1,000 persons, whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger above, Baldwin County will not translate the vital HUD related written materials, but will provide written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

The size of the language group determines the recommended provision for written language assistance.

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the programs.

Baldwin County's staff reviewed the S1601 2018-2022 American Community Survey 5-year estimates and determined that of the population of 41,728 persons over 5 years of age, 1,702 persons in Baldwin County (4.1% of the total population) speak a language other than English. Of those 1,702 persons, 480 (1.0% of the total population & 28.2% of the population speaking a language other than English) have limited English proficiency; that is, they speak English less than "very well". In Baldwin County, of those persons who speak a language other than English, 794 speak Spanish, 209 speak Other Indo-European languages, 629 speak Asian and Pacific Island languages and 70 speak Other languages. *See Appendix 3 of this Plan for ACS Estimates.*

Language Spoken*	# of Residents Over 5 Years of Age*	Speaks English Less Than "Very Well"*
English	40,026 (95.9%)	N/A
Spanish	794 (1.9%)	234 (0.6%)
Other Indo-European	209 (0.5%)	26 (<0.1%)
Asian & Pacific	629 (1.5%)	220 (0.4%)
Other Languages	70 (0.2%)	0 (N/A)
Total	41,728 (100.0%)	480 (1.0%)

A review of the residents that were in Baldwin County's FY 2024 24b-y-005-1-6371 (funded FY 2024) reveals 51 Black persons, 14 Black/White persons and 20 White persons. Of those, there are 9 Hispanic people. This does not meet the threshold described above for translating vital documents or translated written notice of right to receive free oral interpretation of documents. Oral Interpretation Services are available for clients upon request. However, in the past, all our customers have provided their own translator with whom they are comfortable sharing personal information. Survey information for past projects are on file with the County. Individual surveys are confidential. However, the Grand Total Survey Tally Sheet is available for review.

1. Grantee: Baldwin County, GA
CDBG Grant Number: #24b-y-005-1-371 (Funded FY 2024)
Target Area: Vinson Highway SE, Marion Street and Thompson Circle (Census Tract 9707.02: 1.6% LEP: Spanish, 1.6% LEP/ Target Area Tally Sheet revealed 9 Hispanic persons)

2. The frequency with which LEP persons encounter HUD funded programs & services.

Baldwin County's staff reviewed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits, as well as public hearings and interactions during surveys. Over the past two years, Baldwin County staff has had no requests for interpreters and no requests for translated program documents.

Frequency of Interaction: Annually

For Project Applications:

- a. When notifying the public about the potential grant and activities
- b. When surveying income in the target area
- c. When determining preliminary eligibility for housing activities, if applicable

For Homeowner Rehabilitation/Reconstruction/Down-Payment Assistance, if applicable:

- a. When notifying the public about the grant award and activities
- b. When seeking applicants to participate in the program (See the CHIP Contract Condition Affirmative Marketing Plan for local methods to advertise the program to potential homeowners)
- c. When seeking qualified contractors
- d. When working with homeowners selected for assistance

3. The nature and importance of programs, activities or services provided by the Planning and Community Development Department to the LEP population.

Housing plays a critical role in maintaining quality of life. Baldwin County is committed to ensure access to safe, sanitary and affordable housing for our eligible clients. Outreach throughout the community helps to ensure an awareness of our programs. The majority of the County's population- 95.9% speak English. Other than English speaking individuals, County staff are most likely to encounter Spanish speaking LEP individuals through office visits, phone conversations and during surveys. Upon client request, Baldwin County will provide oral interpreters using bi-lingual employees or qualified contract interpreters. To date, all LEP individuals have provided their own interpreter-a child or friend.

Nature of the Program(s): Infrastructure and Housing

Importance of the Program(s): Denial or delay of access to services or information would not have serious or life-threatening implications for the LEP individual.

4. The resources available to Baldwin County, and overall cost to provide LEP assistance.

Baldwin County reviewed its available resources that could be used for providing LEP assistance, including which of its documents would be most valuable to be translated if the need should arise. An "I Speak" card/poster will be made available to determine needed language translations. A notice (see below) will be posted in all ads for GA DCA/HUD programs regarding who to contact should language assistance be needed. Language translation, if needed, would be provided through the available bi-lingual staff and/or the Language Line for which Baldwin County would pay a fee.

III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Planning and Development services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The Name of the individual at Baldwin County responsible for coordination of LEP Compliance is:

Carlos Tobar, County Manager
 Baldwin County
 1601 N. Columbia Street, Suite 230
 Milledgeville, GA 31061
 478-445-4791
 Email: ctobar@baldwincountyga.com

How the Planning and Community Development Department staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation services free of charge in languages LEP persons would understand;
- Add statement (see below) to public meeting and event notices concerning GA DCA/HUD programs;
- All Planning and Community Development Department staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year; and
- When Planning and Community Development Department staff conducts a Public Hearing, an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event (unless previously requested) it will help identify the need for future events; and

- Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

Language Assistance Measures-Although there is a small percentage in Baldwin County of eligible LEP households, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

1. The Planning and Community Development Department staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
 - Interpreters for the Spanish language if available will be provided within a reasonable time period; or
 - Language interpretation will be accessed through Language Line Solutions.
3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs.
4. The following statements will be added to public meeting and event notices concerning GA DCA/HUD programs:

"Baldwin County is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. For reasonable accommodation for persons with special needs relating to handicapped accessibility or foreign language should contact Carlos Tobar at 478-445-4791. He can be reached at this number or by email at ctobar@baldwincountygga.com. Persons with hearing disabilities may consider using the Georgia Relay Service, at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135."

IV. STAFF TRAINING

The following training will be provided to all Planning and Community Development Department staff:

- Information on the Title VI Policy and LEP responsibilities;
- Description of language assistance services offered to the public;
- Documentation of language assistance requests; and
- How to handle a potential Title VI/LEP complaint.

All contractors, subcontractors and sub-recipients performing work for or receiving federal funds for Community Development projects will be required to follow the Title VI/LEP guidelines.

V. TRANSLATION OF DOCUMENTS

- Baldwin County weighed the cost and benefits of translating documents for potential LEP groups.

The County has numerous bilingual (Spanish/English) employees who are used to translate when a language barrier is apparent. Due to the infrequency of the encounters with LEP individuals, Baldwin County's written materials are English-only. Any request for the language translation of the documents will be reviewed and accommodated if the accommodation is reasonable and necessary. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time no documents require translation.

- Due to the relatively small eligible local LEP population, the County does not have a formal outreach procedure in place at this time. Translation resources have been identified. When and if the need arises for LEP outreach, the County will consider the following option:

-When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then relevant documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population, if requested.

VI. MONITORING AND UPDATING THE LAP PLAN/TERM OF THE PLAN

Baldwin County will update the LAP Plan as required. At a minimum, the plan will be reviewed and updated every five years using American Fact Finder for census information, when a new HUD funded project is approved, or when it is clear that higher concentrations of LEP individuals are present in Baldwin County. Updates will include the following:

- The number of documented LEP person contacts encountered annually;
- How the needs of LEP persons have been addressed;
- Determination of the current LEP population in the service area;
- Determination as to whether the need for translation services has changed;
- Determine whether local language assistance programs have been effective and sufficient to meet the need;
- Determine whether the County's financial resources are sufficient to fund language assistance resources needed;
- Determine whether the County fully complies with the goals of this LAP Plan; and
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

TERM OF PLAN: This plan will remain in place for five (5) years from the date of adoption including all updates and revisions over the course of the five (5) years. A new plan will be prepared and adopted every five (5) years.

VII. DISSEMINATION OF BALDWIN COUNTY'S LAP PLAN

The LAP Plan will be on Baldwin County's website page and provided to anyone requesting the information.

VIII. RECORDS

Baldwin County will maintain records in the County Clerk's office regarding its efforts to comply with Title VI LEP obligations. These records will be reviewed periodically and open to the public in an effort to improve service.

IX. COMPLAINTS/FINDINGS

Any person who believes they have been denied the benefits of this LAP or that the County has not complied with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations may file a complaint with the County LAP Coordinator. The County LAP Coordinator may be the first point of contact for any complaints or appeals, but the DCA LAP Coordinator must be informed of all complaints and appeals. The LAP Coordinator will provide oversight of the complaint/appeal resolution process. To file a complaint, submit the written complaint to:

Carlos Tobar, County Manager
 Baldwin County
 1601 N. Columbia Street, Suite 230
 Milledgeville, GA 31061
 478-445-4791
 Email: ctobar@baldwincountyga.com

Or

DCA 504 Coordinator
 60 Executive Park South, N.E.
 Atlanta, Georgia 30329-2231
fairhousing@dca.ga.gov

X. AVAILABLE FEDERAL LEP RESOURCES

HUD's LEP Website:

<http://www.hud.gov/offices/ftheo/lep.xml>

Federal LEP Website:

<http://www.lep.gov/>

LEP and Title VI Videos:

<http://www.lep.gov/video/video.html>

"I Speak" Card:

<http://www.lep.gov/ISpeakCards2004.pdf>

APPENDICES

1. **“I SPEAK CARDS”/POSTER**
2. **S1601 American Community Survey (ACS) 2018-2022 Estimates — *Language Spoken at Home***

APPENDIX 1

“I SPEAK CARDS” I SPEAK POSTER

2004
Census
Test

United States
Census
2010

LANGUAGE IDENTIFICATION FLASHCARD

- | | | |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> | Խնդրում ենք նշում կատարելք այս քառակուսում,
եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> | ឈ្មួញក្នុងប្រអប់នេះ បើអ្នកអាច ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> | Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

- Cocher ici si vous lisez ou parlez le français. 13. French
- Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. 14. German
- Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά. 15. Greek
- Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen. 16. Haitian Creole
- अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। 17. Hindi
- Kos lub voj no yog koj paub twm thiab hais lus Hmoob. 18. Hmong
- Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. 19. Hungarian
- Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. 20. Ilocano
- Marchi questa casella se legge o parla italiano. 21. Italian
- 日本語を読んだり、話せる場合はここに印を付けてください。 22. Japanese
- 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. 23. Korean
- ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ. 24. Laotian
- Prosimy o zaznaczenie tego kwadratu, jeżeli postępuje się Pan/Pani językiem polskim. 25. Polish

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратикъ уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องดำทึบด้านหรือพูดภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish

A

Amharic
አኒ የምናገረው አማርኛ ነው።

Arabic
أنا أتكلم العربية

Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা বলতে পারি

Bosnian
Ja govorim bosanski

Bulgarian
Аз говоря български

Burmese
ကျွန်တော်/ကျွန်ုပ် ကို ချဉ်းတတ် ပဲတယ်

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)

Catalan
I parlo català

Croatian
Govorim hrvatski

Czech
Mluvim česky

D

Danish
Jeg taler dansk

Dari
من دری حرف می زنم

Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea

French
Je parle français

G

German
Ich spreche Deutsch

Greek
Μιλώ τα ελληνικά

Gujarati
હું ગુજરાતી બોલું છું

H

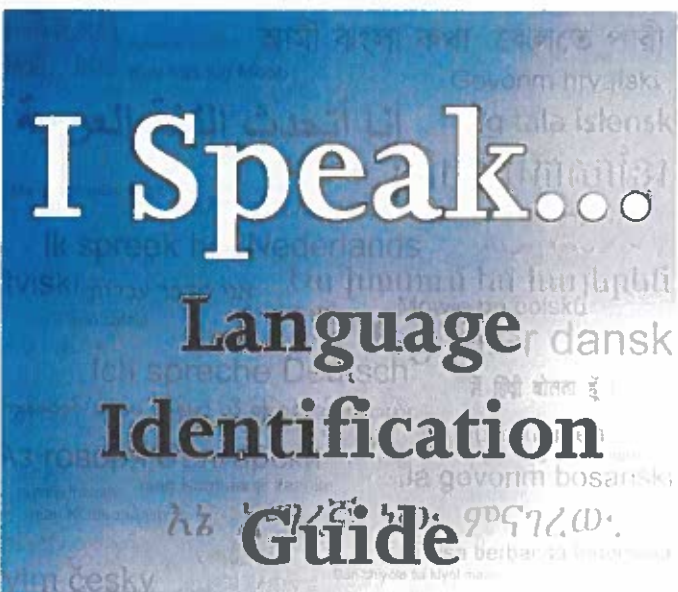
Haitian Creole
M pale kreyòl ayisyen

Hebrew
אני מדבר עברית

Hindi
मैं हिंदी बोलता हूँ।

Hmong
Kuv haib lus Hmoob

Hungarian
Beszélék magyarul



I

Icelandic
Ég tala íslensku

Indonesian
Saya berbicara bahasa Indonesia

Ilocano
Agsaonak ti Ilocano

Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Korean
한국어 합니다

Kurdish
min azanim Ba Kurdi Qsa bkam

Kurmanji
as zanîm eb kurmanji baxvim

L

Laotian
ຂອຍປາກາສາລາວ

Latvian
Es runāju latviski

Lithuanian
Aš kalbu lietuviškai

M

Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)

Mongolian
би монгол хэл ярьдаг

N

Norwegian
Jeg snakker norsk

P

Persian
من فارسی صحبت می کنم.

Polish
Mówię po polsku

Portuguese
Eu falo português do Brasil (for Brazil)

Eu falo português de Portugal (for Portugal)

Punjabi
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ ਹਾਂ।

Human trafficking is a form of modern day slavery and involves the use of force, fraud, or coercion to exploit men, women or children and subject them into some type of labor or commercial sex act. Any minor exploited for commercial sex is a victim of human trafficking, even if not induced by force, fraud, or coercion.

Trafficking victims can be any age, race, gender, or nationality. Victims can find themselves in a foreign country and may not speak the language.

Report human trafficking to the U.S. Department of Homeland Security (DHS) Immigration and Customs Enforcement (ICE) Homeland Security Investigations (HSI) Tip Line at 1-866-347-2423 or online at www.ice.dhs.gov/tips. The HSI Tip line is available 24/7 with language capability in over 300 languages and dialects. If calling from outside the United States, please call the non-toll free worldwide number of 862-872-6199.

To get help from the National Human Trafficking Resource Center (NHTRC) call 1-888-373-7888 or text HELP or INFO to BeFree (232733). The NHTRC is a national, toll-free hotline available to answer calls from anywhere in the country, 24 hours a day, 7 days a week, every day of the year with language capability in over 120 languages. The NHTRC is not a law enforcement or immigration authority and is operated by a non-governmental organization funded by the federal government.

To get digital copies of this poster or "I Speak" booklet, visit www.dhs.gov/blue-campaign or contact the DHS Blue Campaign at BlueCampaign@hq.dhs.gov.

R

Romanian
Vorbesc românește

Russian
Я говорю по-русски

S

Serbian
Ja govorim srpski

Sign Language (American)



Slovak
Hovorim slovenska

Slovenian
Govorim slovensko

Somali
Waxaan ku hadlaa af-Soomaali

Spanish
Yo hablo español

Swahili
Ninaongea Kiswahili

Swedish
Jag talar svenska

T

Tagalog
Marunong akong mag-Tagalog

Tamil
நான் தமிழ் பேசுகிறேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою

Urdu
میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad Cymraeg

X

Xhosa
Ndithetha isiXhosa

Y

Yiddish
איך רעד יידיש

Yoruba
Mo ńsọ Yorùbá

Z

Zulu
Ngiyasikhuluma isiZulu



www.dhs.gov/blue-campaign
Email: BlueCampaign@hq.dhs.gov
Report suspicious activity to
1-866-347-2423

APPENDIX 2

S1601 American Community Survey (ACS) 2018-2022 Estimates – Language Spoken at Home

Table: ACSST5Y2022.S1601

Baldwin County, Georgia					
	Total			Percent	
Label	Estimate	Margin of Error	Estimate	Margin of Error	
Population 5 years and over	41,728	±95	(X) 95.9%	(X)	
Speak only English	40,026	±230	95.9%	±0.6	
Speak a language other than English	1,702	±261	4.1%	±0.6	
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	794	±167	1.9%	±0.4	
5 to 17 years old	99	±98	0.2%	±0.2	
18 to 64 years old	572	±148	1.4%	±0.4	
65 years old and over	123	±101	0.3%	±0.2	
Other Indo-European languages					
Other Indo-European languages	209	±136	0.5%	±0.3	
5 to 17 years old	25	±42	0.1%	±0.1	
18 to 64 years old	118	±101	0.3%	±0.2	
65 years old and over	66	±55	0.2%	±0.1	
Asian and Pacific Island languages					
Asian and Pacific Island languages	629	±183	1.5%	±0.4	
5 to 17 years old	197	±108	0.5%	±0.3	
18 to 64 years old	400	±138	1.0%	±0.3	
65 years old and over	32	±54	0.1%	±0.1	
Other languages					
Other languages	70	±61	0.2%	±0.1	
5 to 17 years old	0	±30	0.0%	±0.1	
18 to 64 years old	70	±61	0.2%	±0.1	
65 years old and over	0	±30	0.0%	±0.1	
CITIZENS 18 YEARS AND OVER					

Table: ACSST5Y2022.S1601

Label	Percent of specified language speakers					
	Speak English only or speak English "very well"			Percent speak English only or speak English "very well"		
	Estimate	Margin of Error		Estimate	Margin of Error	
Population 5 years and over	41,248	±183		98.8%		±0.4
Speak only English	(X)	(X)		(X)		(X)
Speak a language other than English	1,222	±272		71.8%		±9.8
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	560	±163		70.5%		±14.8
5 to 17 years old	59	±94		59.6%		±51.6
18 to 64 years old	378	±163		66.1%		±19.4
65 years old and over	123	±101		100.0%		±30.9
Other Indo-European languages	183	±128		87.6%		±21.3
5 to 17 years old	25	±42		100.0%		±71.7
18 to 64 years old	105	±97		89.0%		±20.7
65 years old and over	53	±51		80.3%		±32.2
Asian and Pacific Island languages	409	±151		65.0%		±10.7
5 to 17 years old	197	±108		100.0%		±21.2
18 to 64 years old	180	±122		45.0%		±19.0
65 years old and over	32	±54		100.0%		±63.4
Other languages	70	±61		100.0%		±42.9
5 to 17 years old	0	±30		-		**
18 to 64 years old	70	±61		100.0%		±42.9
65 years old and over	0	±30		-		**
CITIZENS 18 YEARS AND OVER						

Table: ACSST5Y2022.S1601

Label	Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	480	±172	1.2%	±0.4
Speak only English	(X)	(X)	(X)	(X)
Speak a language other than English	480	±172	28.2%	±9.8
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	234	±129	29.5%	±14.8
5 to 17 years old	40	±45	40.4%	±51.6
18 to 64 years old	194	±114	33.9%	±19.4
65 years old and over	0	±30	0.0%	±30.9
Other Indo-European languages	26	±44	12.4%	±21.3
5 to 17 years old	0	±30	0.0%	±71.7
18 to 64 years old	13	±22	11.0%	±20.7
65 years old and over	13	±22	19.7%	±32.2
Asian and Pacific Island languages	220	±82	35.0%	±10.7
5 to 17 years old	0	±30	0.0%	±21.2
18 to 64 years old	220	±82	55.0%	±19.0
65 years old and over	0	±30	0.0%	±63.4
Other languages	0	±30	0.0%	±42.9
5 to 17 years old	0	±30	-	**
18 to 64 years old	0	±30	0.0%	±42.9
65 years old and over	0	±30	-	**
CITIZENS 18 YEARS AND OVER				

Table: ACSST5Y2022.S1601

Baldwin County, Georgia					
Total			Percent		
Label	Estimate	Margin of Error	Estimate	Margin of Error	
All citizens 18 years old and over	35,054	±214	(X)	(X)	
Speak only English	34,039	±227	97.1%	±0.7	
Speak a language other than English	1,015	±252	2.9%	±0.7	
Spanish	574	±144	1.6%	±0.4	
Other languages	441	±170	1.3%	±0.5	

Table: ACSST5Y2022.S1601

Label	Percent of specified language speakers					
	Speak English only or speak English "very well"			Percent speak English only or speak English "very well"		
	Estimate	Margin of Error		Estimate	Margin of Error	
All citizens 18 years old and over	34,810	±269		99.3%	±0.3	
Speak only English	(X)	(X)		(X)	(X)	
Speak a language other than English	771	±288		76.0%	±13.0	
Spanish	420	±159		73.2%	±17.7	
Other languages	351	±183		79.6%	±13.0	

Table: ACSST5Y2022.S1601

Label	Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error
All citizens 18 years old and over	244	±122	0.7%	±0.3
Speak only English	(X)	(X)	(X)	(X)
Speak a language other than English	244	±122	24.0%	±13.0
Spanish	154	±109	26.8%	±17.7
Other languages	90	±43	20.4%	±13.0

Bo Danuser

From: sara@allensmithconsulting.com
Sent: Wednesday, November 6, 2024 1:41 PM
To: Carlos Tobar; Haly Hicks
Cc: 'Rhonda Gilbert'; Cindy Cunningham; Bo Danuser
Subject: Baldwin County 2024 CDBG - LAP

Carlos and Haly,
If you could, please send us the most recent LAP for the County and we will add the 2024 CDBG grant to it. Or if it is easier, please add the 2024 CDBG to the LAP on your end. Either way, We will have it ready for the November 19th meeting.
Thanks,
Sara

SARA THOMAS • GRANTS MANAGER
405 Nunnally Farm Road | MONROE, GEORGIA 30655
(770) 207-0142 (w) • (770) 207-0159 (f) • (770) 315-8531 (c)
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FIRE APPARATUS PURCHASE AGREEMENT

This agreement is made between FireLine, Inc. (representing E-One, Inc.)
725 Patrick Industrial Lane, Winder, Georgia, 30680 ("Company") and

Baldwin County Board of Commissioners	1601 North Columbia Street
(Legal Name)	(Address)
Milledgeville	Baldwin GA 31061 ("Buyer")
(City)	(County) (State) (Zip Code)

1. The Company agrees to sell and the Buyer agrees to purchase the fire apparatus and equipment described in the Company's Proposal and the Specifications Proposed, all in accordance with the terms and conditions of this Agreement. (Reference Sourcewell Contract Number 113021-RVG)
2. The apparatus shall be delivered F.O.B. Baldwin County FD, approximately 24-26 months from the date of the order.
3. Buyer agrees to pay a purchase price of **\$1,489,705.00**. Unless otherwise specified, this purchase price is exclusive of all Federal, State or local taxes of any nature.
4. Buyer agrees that the terms of payment are cash on delivery and acceptance.
5. The Company and the Buyer have caused this Agreement to be executed by their duly authorized representatives as of the date listed below.

Buyer: Baldwin County Board of
Commissioners

Company: FireLine, Inc.

Signed: _____

Signed: _____

By: _____

By: Ryan McDonel

Title: _____

Title: Fire Apparatus Sales Manager

Date: _____

Date: _____

Baldwin County Projects		Next Phase
Public Buildings		
Memorial Library	HUD released funds. MGRL and Board of Regents to sign contract.	Design to begin shortly.
Sewer & Water Infrastructure		
Galvanized Water Line Inventory and Replacement Project	Received \$150K grant to inventory galvanized water lines. Received \$700K grant for galvanized water line replacement.	Inventory project has begun. Construction is expected to happen in 2025.
Water Line Replacement	Work resumes on Log Cabin.	Expect completion by spring 2025.
Smith-Sibley Sewer Extension	EPA meeting held. Environmental underway.	Environmental process continues.
Sewer Line Replacement/Housing Rehab	Grant awarded for \$1.25 million; One million is for sewer rehabilitation; homeowners have signed documents. Expect housing rehab to begin Jan 2025.	Housing rehab to begin Jan 2025. Engineering continues for sewer rehab.
Transportation		
Road Resurfacing	Log Cabin repaving began Nov 19.	Repaving should be completed by Nov 27.
Fishing Creek Trail Completion	DNR provided Notice to Proceed. Project will now be bid out.	Construction should be complete by June 30, 2025.
Oconee Heights Streetscape	Submitted additional documents requested by USDOT on 10/30/24.	Awaiting FHWA contract.
Bridge Replacement	Preparing preliminary engineering reports to replace four bridges.	Application to be submitted in 2025.
Terminal Apron Expansion	Archaeological studies to take place first week of September.	Public Hearing 12/10/24 at 6 pm in Commissioners Chambers.
Lower Ramp Expansion	Archaeological studies to take place first week of September.	
Public Safety		
SO Real Time Crime Center	Contract awarded to Dyer Construction for \$339,045. Groundbreaking ceremony held.	Completion expected March 31, 2025.
SO Training Equipment	Final budget approved by Governor's Office of Planning & Budget.	Sheriff's Office to prepare requisition.
Cooper's Station Repairs	Road Department to relocate pipe by end of 2024.	Pipe relocation truck parking bay foundation repair.
Recreation		
Walter B Williams Ballfield Lights	Bids due November 22, 2024.	Expect completion by March 31, 2025.
Water Park/Aquatic Center	Second phase to be awarded either through change order.	Completion expected by Memorial Day 2025.
Pickleball Courts	Contract awarded to Dyer Construction for \$1,302,732. Staff working with Georgia Department of Corrections to build pavilion. Looking at different options for restrooms. Georgia Power for lighting awarded.	Expect completion by March 31, 2025.
Harrisburg Park Improvements	Contract awarded to Hall and Sons for \$1,129,838.	Project is expected to start winter 2025.
Oconee Heights Park at 123 Coombs Ave	Awaiting official notification about \$50K grant for playground equipment. GCSU has raised all other funds.	Playground equipment to be procured fall 2024.
Cooper's Park	Rain garden to be constructed fall 2024. Basketball courts will be resurfaced and splash pad built in 2025.	Full park improvements to be completed by 2030.
Housing		
2024 CHIP Grant	Received \$500,000 CHIP rehab grant; only county in state.	Await contracts from DCA.
2024 HUD PRO Housing Grant	Submitted application for \$1,577,000 to build 10 homes east of Vinson Hwy. Habitat for Humanity Milledgeville-Baldwin County would build the homes.	Awaiting HUD's decision.
Administrative		
Personnel Handbook	More edits being made to personnel handbook.	Board to approved updated Personnel Handbook.
District Based Land Use	Public hearing scheduled for Nov 5.	Draft of updated ordinance on the website.