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117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884  
[www.putnamdevelopmentauthority.com](http://www.putnamdevelopmentauthority.com)

## **Agenda**

**Monday, August 13, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

### **Opening**

1. Call to Order

### **Minutes**

2. Approval of Minutes
  - a. July 9, 2018 Regular Meeting
  - b. July 9, 2018 Executive Session

### **Financials**

3. Approval of Financials - July 2018

### **Reports**

4. Economic Development Director Report - August 2018

### **Regular Business**

5. Sign OneGeorgia Grant Agreement
6. Update Bank Signor List
7. PDA Budget Update
8. SPLOST #9 Update
9. Interfor Announcement
10. Other Business

### **Closing**

11. Adjournment

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

**Backup material for agenda item:**

- 2. Approval of Minutes
  - a. July 9, 2018 Regular Meeting
  - b. July 9, 2018 Executive Session

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## Minutes

**Monday, July 9, 2018 ♦ 9:00 AM**

*Putnam County Administration Building – Room 204*

The Putnam Development Authority met on Monday, July 9, 2018 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 204, Eatonton, Georgia

### *PRESENT*

Chairman Bill Sharp  
Member Patty Burns  
Member Joshua Daniel  
Member Eugene Smith  
Member Ed Waggoner

### *OTHERS PRESENT*

Attorney Kevin Brown (arrived at 9:19 a.m.)  
Economic Development Director Terry Schwindler  
County Clerk Lynn Butterworth

### **Opening**

#### 1. Call to Order

Chairman Sharp called the meeting to order at approximately 9:04 a.m. (Copy of agenda made a part of the minutes.)

### **Minutes**

#### 2. Approval of Minutes

- a. June 11, 2018 Regular Meeting
- b. June 19, 2018 Called Meeting

**Motion to approve the June 11, 2018 Regular Meeting Minutes.**

**Motion made by Member Smith, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

**Motion to approve the June 19, 2018 Called Meeting Minutes.**

**Motion made by Member Daniel, Seconded by Member Smith.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

**Financials**

3. Approval of Financials - June 2018

**Motion to approve the June 2018 Financials**

**Motion made by Member Daniel, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

**Reports**

4. Economic Development Director Report - July 2018

EDD Schwindler reported the following: (copy of report made a part of the minutes)

- Website visitor sessions and pages viewed per session
- Website analytics
- Project status - 8 projects added
- Projects by Industry - 5 commercial/retail, 2 manufacturing, 1 hospitality
- Project source – 2 existing industry, 6 local referrals
- Company located – LaLore Café, 113 Harmony Crossing
- Company relocated – Ace Hardware, 1022 Lake Oconee Parkway
- Company update – ViziTech USA – now offering design, web, & social media services
- Project update – South Industrial Park – Pad Ready Sites Project – OneGeorgia Grant for \$446,552 awarded
- Project update – Medical Center at Harmony Crossing
- Business & Industry contacts - 18 MTD, 141 YTD
- Social media - 309 likes on Facebook, 43 followers on LinkedIn, 110 followers on Instagram, 17 followers on Twitter
- Events attended and upcoming events
- Regional Think-Tank Workshop at CGTC Warner Robbins – June 15<sup>th</sup>
- UFP Job Fair – July 19<sup>th</sup>

**Regular Business**

5. Sign Letter of Intent for project "Philly"

EDD Schwindler explained that this is the standard approved tax abatement schedule and a non-binding letter of intent. The final will need to be approved by Board of Commissioners.

**Motion to authorize the Chairman to sign the non-binding letter of intent for project Philly**

**Motion made by Member Smith, Seconded by Member Burns.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**  
(Copy of letter made a part of the minutes.)

6. Other Business

None

Meeting was recessed at approximately 9:42 a.m.

Meeting was reconvened at approximately 9:50 a.m.



**Executive Session**

7. Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4, if necessary, for Personnel, Litigation, or Real Estate

**Motion to enter Executive Session for real estate purposes.**

**Motion made by Vice Chairman Waggoner, Seconded by Member Smith.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

Meeting closed at approximately 9:51 a.m.

8. Motion to reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

**Motion to reopen the meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting.**

**Motion made by Vice Chairman Waggoner, Seconded by Member Smith.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

Meeting reopened at approximately 10:31 a.m. (Copy of affidavit made a part of the minutes.)

9. Action, if any, resulting from the Executive Session

Real Estate Matter #1

**Motion to counter the offer for real estate matter #1 as discussed in Executive Session and authorize EDD Schwindler to make and explain the offer.**

**Motion made by Member Daniel, Seconded by Vice Chairman Waggoner.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

Real Estate Matter #2

During the Executive Session, Member Burns disclosed a potential conflict of interest as she is the broker for the seller. She stepped out of the room to allow for board discussion.

**Motion to authorize counsel to work with owner to modify documentation appropriately, at the owner's expense, for real estate matter #2.**

**Motion made by Vice Chairman Waggoner, Seconded by Member Daniel.**

**Voting Yea: Vice Chairman Waggoner, Member Daniel, Chairman Sharp**

**Voting Abstain: Member Smith**

**No vote: Member Burns**

**Closing**

10. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Member Smith, Seconded by Chairman Sharp.**

**Voting Yea: Vice Chairman Waggoner, Member Burns, Member Daniel, Member Smith**

The meeting adjourned at approximately 10:36 a.m.

ATTEST:

Lynn Butterworth  
County Clerk

Bill Sharp  
Chairman



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The draft minutes of the July 9, 2018 Executive Session are available for Board Member review in the Clerk’s office.

**Backup material for agenda item:**

3. Approval of Financials - July 2018

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Putnam County, GA

# Income Statement 9

## Account Summary

For Fiscal: 2018 Period Ending: 07/31/2018

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 101 - GENERAL FUND</b>					
<b>Expense</b>					
<a href="#">101-75201-511100</a>	65412	65412	5031.4	52829.72	12582.28
<a href="#">101-75201-512101</a>	7564	7564	637.77	6299.91	1264.09
<a href="#">101-75201-512201</a>	5004	5004	379.24	4005.65	998.35
<a href="#">101-75201-512401</a>	6845	9004	0	9004	0
<a href="#">101-75201-512701</a>	215	207	0	207	0
<a href="#">101-75201-512901</a>	220	220	0	0	220
<a href="#">101-75201-521203</a>	35000	35000	1300.14	11574.94	23425.06
<a href="#">101-75201-521206</a>	5500	5500	100	200	5300
<a href="#">101-75201-521220</a>	20000	20000	0	0	20000
<a href="#">101-75201-521301</a>	2600	2600	67.75	2333.95	266.05
<a href="#">101-75201-522201</a>	3500	3500	0	0	3500
<a href="#">101-75201-522205</a>	300	300	16.29	153.83	146.17
<a href="#">101-75201-522321</a>	350	350	0	0	350
<a href="#">101-75201-523101</a>	6500	6500	0	2345	4155
<a href="#">101-75201-523201</a>	1200	1200	86.85	778.82	421.18
<a href="#">101-75201-523215</a>	100	100	0	97.94	2.06
<a href="#">101-75201-523301</a>	4500	4500	0	8.12	4491.88
<a href="#">101-75201-523401</a>	500	500	0	0	500
<a href="#">101-75201-523501</a>	6550	6540	0	3032.07	3507.93
<a href="#">101-75201-523601</a>	2550	2550	0	250	2300
<a href="#">101-75201-523701</a>	2950	2950	0	1045.83	1904.17
<a href="#">101-75201-523920</a>	1000	970	0	0	970
<a href="#">101-75201-531101</a>	550	550	0	370.3	179.7
<a href="#">101-75201-531110</a>	1500	1500	0	0	1500
<a href="#">101-75201-531231</a>	550	550	43.91	590.91	-40.91
<a href="#">101-75201-531301</a>	1500	1500	0	1116.68	383.32
<a href="#">101-75201-531401</a>	50	90	0	84.95	5.05
<a href="#">101-75201-531601</a>	1500	1500	0	848.63	651.37
<b>Expense Total:</b>	<b>184010</b>	<b>186161</b>	<b>7663.35</b>	<b>97178.25</b>	<b>88,982.75</b>
<b>Fund: 101 - GENERAL FUND Total:</b>	<b>184010</b>	<b>186161</b>	<b>7663.35</b>	<b>97178.25</b>	<b>88,982.75</b>
<b>Total Surplus (Deficit):</b>	<b>-184010</b>	<b>-186161</b>	<b>-7663.35</b>	<b>-97178.25</b>	<b>-88,982.75</b>

**Putnam Development Authority**  
**Balance Sheet**  
As of July 31, 2018

	Jul 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Checking-FMB	260,254.74
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	108,873.00
10600 · Certificate of Deposit-24251	81,890.80
<b>Total Checking/Savings</b>	451,068.54
<b>Other Current Assets</b>	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
<b>Total Other Current Assets</b>	29,253.50
<b>Total Current Assets</b>	480,322.04
<b>Fixed Assets</b>	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Building	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11400 · Mach & Equip (Haband)	350,000.00
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
<b>Total Fixed Assets</b>	4,033,737.20
<b>Other Assets</b>	
12001 · Note Receivable-Lease Purch Aar	-53,536.07
12005 · Note Rec-Aaron	330,083.48
<b>Total Other Assets</b>	276,547.41
<b>TOTAL ASSETS</b>	<b>4,790,606.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
11360 · Accum Depr-Building	352,083.00
11420 · Accum Depr-Mach & Equip	350,000.00
18050 · Accrued Payroll	667.00
<b>Total Other Current Liabilities</b>	702,750.00
<b>Total Current Liabilities</b>	702,750.00
<b>Total Liabilities</b>	702,750.00
<b>Equity</b>	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	656,245.18
Net Income	63,687.27
<b>Total Equity</b>	4,087,856.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,790,606.65</b>

**Putnam Development Authority**  
**Reconciliation Detail**  
 10001 · Checking-FMB, Period Ending 07/17/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						254,857.52
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	06/20/2018			X	2,698.61	2,698.61
Deposit	07/09/2018			X	2,698.61	5,397.22
Total Deposits and Credits					5,397.22	5,397.22
Total Cleared Transactions					5,397.22	5,397.22
Cleared Balance					5,397.22	260,254.74
Register Balance as of 07/17/2018					5,397.22	260,254.74
<b>Ending Balance</b>					<b>5,397.22</b>	<b>260,254.74</b>

**Putnam Development Authority**  
**Deposit Detail**  
 June through July 2018

Type	Num	Date	Name	Account	Amount
Deposit		06/20/2018		10001 · Checking-FMB	2,698.61
				12001 · Note Receivable-Lease Pur...	-1,728.28
				45000 · Interest	-970.33
TOTAL					-2,698.61
Deposit		07/09/2018		10001 · Checking-FMB	2,698.61
				12001 · Note Receivable-Lease Pur...	-1,765.34
				45000 · Interest	-933.27
TOTAL					-2,698.61
General Journal	cd int	07/21/2018		10300 · Certificate of Deposit 42072	338.24
				45000 · Interest	-338.24
TOTAL					-338.24



**Putnam Development Authority**  
**Profit & Loss YTD Comparison**  
 July 2018

	<u>Jul 18</u>	<u>Oct '17 - Jul 18</u>
<b>Income</b>		
<b>44500 · Grants</b>		
44530 · Tri County	0.00	5,800.00
<b>Total 44500 · Grants</b>	0.00	5,800.00
<b>45000 · Interest</b>	1,271.51	11,183.27
<b>46400 · Other Types of Income</b>		
46430 · Miscellaneous Revenue	0.00	46,704.00
<b>Total 46400 · Other Types of Income</b>	0.00	46,704.00
<b>Total Income</b>	1,271.51	63,687.27
<b>Expense</b>	0.00	0.00
<b>Net Income</b>	<u>1,271.51</u>	<u>63,687.27</u>

**Putnam Development Authority**  
**Reconciliation Summary**  
10050 · One Georgia Funds, Period Ending 07/15/2018

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	<u>Jul 15, 18</u>
Beginning Balance	50.00
Cleared Balance	50.00
Register Balance as of 07/15/2018	50.00
Ending Balance	50.00

**Backup material for agenda item:**

## 4. Economic Development Director Report - August 2018

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# Economic Development Director July Report

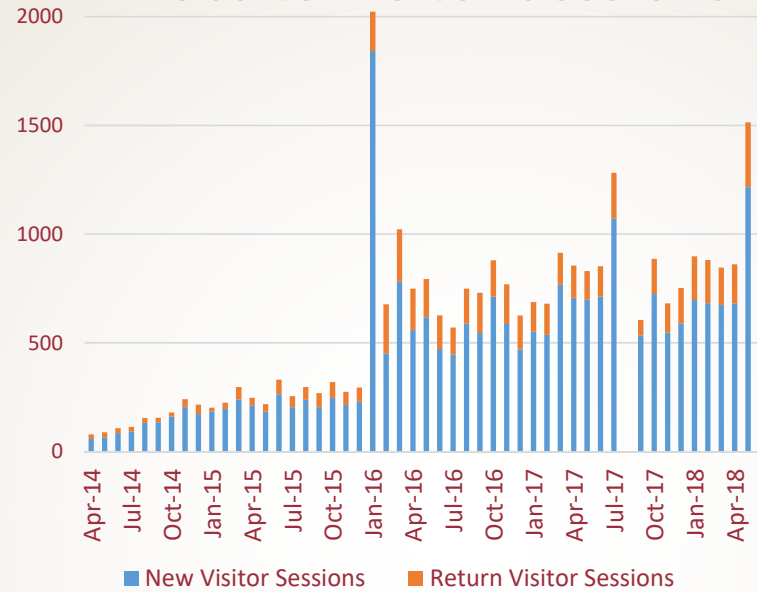
August 13, 2018



Putnam Development Authority

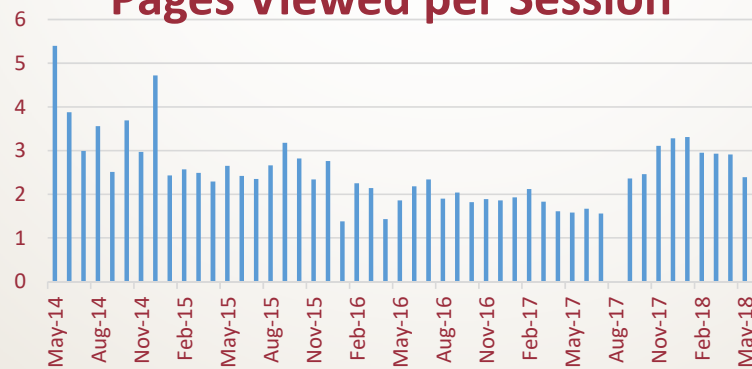
ideas. development.. growth...

## Website Visitor Sessions



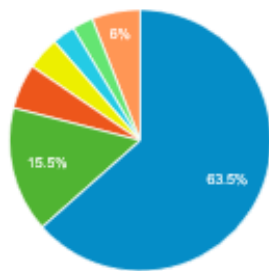
Jul Summary	
Sessions	1133
Users	955
New Visitor Sessions	917
Return Visitor Sessions	216
% New Sessions	88.33
Page views	2969
US Pages per session	2.67
US Avg Session Duration	1:24
US Bounce Rate	32.75%

## Pages Viewed per Session



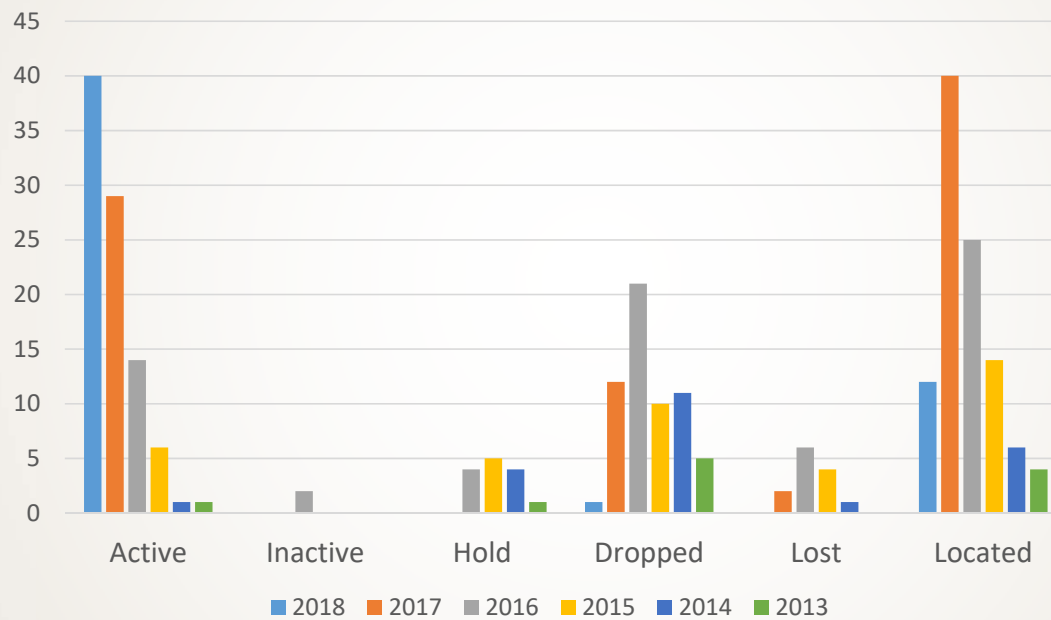
# Website Analytics

Sessions by Source



Source	Sessions	Page	Pageviews
google	719	/index.php/employment-opportunities/	252
(direct)	176	/home	224
m.facebook.com	63	/index.php/2016/01/14/legacy-housing-ltd-now-hiring-employees-in-eatonton-g-a/	169
l.facebook.com	46	/index.php/3078-2/ available sites	146
news.google.com	32	/index.php/2018/01/30/company-profile-ms-stellas-welcomes-soul-food-lovers/	69
bing	29	/index.php/2018/07/16/company-profile-mercier-beaucoup/	49
we-pingz-for-you.info	18	/index.php/2018/06/14/83-days-pilot-filmed-in-eatonton/	46
eatonton.com	14	/index.php/2018/04/20/cosmo-cabinets-has-grand-opening/	43
yahoo	10	/index.php/2018/07/13/ace-hardware-moves-to-new-location/	40
business.eatonton.com	5	/index.php/3078-2/?current_page=2	40

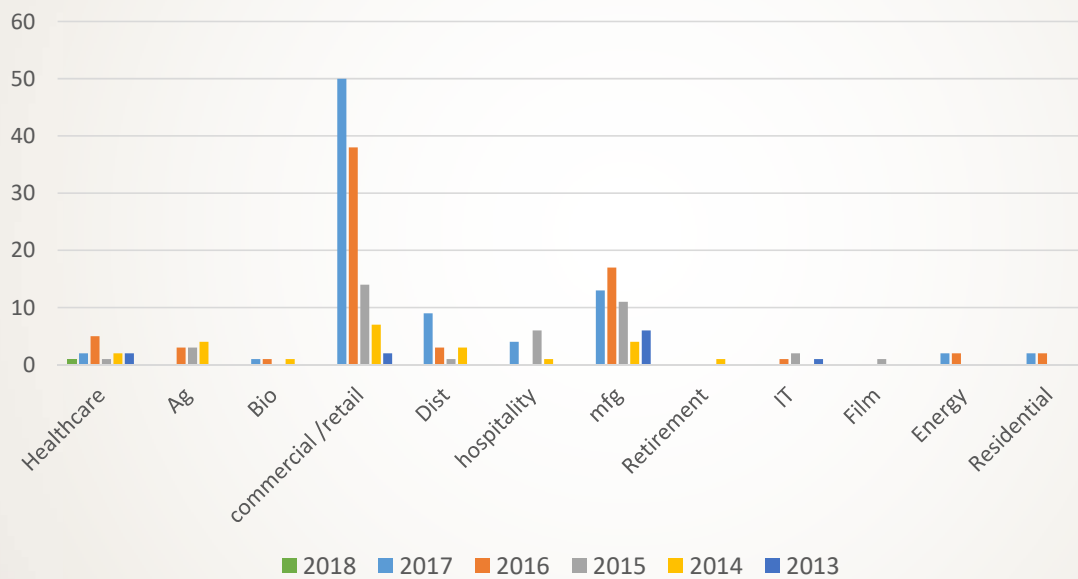
# Project Status



<b>Active</b>	<b>91</b>
<b>Inactive</b>	<b>2</b>
<b>Hold</b>	<b>14</b>
<b>Dropped</b>	<b>60</b>
<b>Lost</b>	<b>13</b>
<b>Located</b>	<b>101</b>
<b>Open Projects</b>	<b>107</b>
<b>TOTAL Projects</b>	<b>280</b>

8 Projects Added

# Projects by Industry

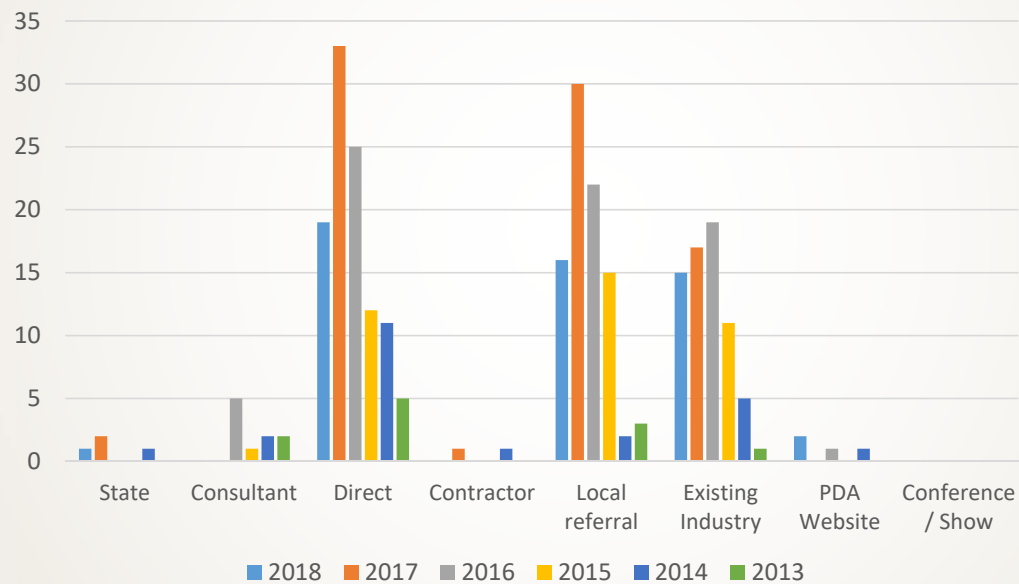


<b>Healthcare</b>	<b>13</b>
<b>Ag</b>	<b>11</b>
<b>Bio</b>	<b>3</b>
<b>Commercial /Retail</b>	<b>142</b>
<b>Dist</b>	<b>19</b>
<b>Hospitality</b>	<b>12</b>
<b>Mfg</b>	<b>62</b>
<b>Retirement</b>	<b>1</b>
<b>IT</b>	<b>4</b>
<b>Film</b>	<b>3</b>
<b>Energy</b>	<b>4</b>
<b>Residential</b>	<b>6</b>
<b>Total</b>	<b>280</b>

New (4 Manufacturing, 3 Commercial/Retail, 1 Residential)



## Project Source



State	4
Consultant	10
Direct	105
Contractor	2
Local referral	88
Existing Industry	67
PDA Website	4
Conference /Trade Show	0
<b>Total</b>	<b>280</b>

New (3 direct, 2 existing industry, 2 referrals, 1 PDA website)

## Project Announced

### Interfor Equipment Upgrade & Mill Modernization

Work is expected to begin in late 2019 and the upgrades will modernize technology, increase efficiency, and boost production.

*Investment is expected to be well in excess of \$50 million and will retain 125 jobs.*



## Project Update

### Medical Center at Harmony Crossing

Bldg 1500 - University Cancer & Blood Center - open August

Bldg 1600 - Lake Country Pharmacy - open December



# Project Update

## Lakeview Senior Gardens

Estimated completion October/November 2018



## Business & Industry: 20 Company Contacts, 161 YTD

Name	Company	Topic	
Lisa	Carson	Cosmo Cabinets	discussed training
Nicole	Hanson	UFP	discussed next Job Fair
Stew	Aaron	Cotton Warehouse	discussed selling buildings
Daryl	Malcom	GroTec	site visit
Stan	Martin	BlueStem Brands/Haband	site visit
Kerry	Talbert	BlueStem Brands/Haband	site visit
Lisa	Carson	Cosmo Cabinets	site visit
Tom	Boyda	Cosmo Cabinets	site visit
Howard	Sneed	Legacy Molding & Lamination	site visit
Allen	Mountjoy	Legacy Molding & Lamination	site visit
GDEcD	Candice	Scott	discussed projects
Nicole	Hanson	UFP	site visit
Ashley	Holton	UFP	site visit
Walt	Rocker III	Tytan	discussed new machine shop
Jacob	Fried	F5 Hauling Services LLC	discussed water main break
Mike	Crackamire	JDA Enterprises	discussed warehouse space
Gene	Adams	OceanLink	discussed warehouse space
Ashley	Holton	UFP	UFP Job Fair
Mike	Crackamire	JDA Enterprises	discussed project
Stephanie	Yarbrough	Womble Bond Dickinson	discussed project



## Social Media

- 312 Followers on Facebook
- 43 Followers on Linked-In
- 114 Followers on Instagram
- 16 Followers on Twitter





## Events Attended

Jul 18	EPTAH Meeting
Jul 19	UFP Job Fair
Aug 7	LOABA Meeting
Aug 10	MGEA Meeting

# UFP Job Fair July 19th

17 Attendees



LEARN.  
GROW.  
ACHIEVE.

Universal Forest Products®

*Come on in.  
We're family!*

**THURSDAY, July 19, 2018**  
**4:00 PM - 7:00 PM**

**PUTNAM COUNTY ADMINISTRATION BUILDING**  
**117 Putnam Drive, Eatonton, GA 31024**

### Full-time Positions Available

We'll train you and treat you well. Full-time employees get to share in our success and are eligible to receive a solid benefits package. When we do well and meet our goals, we have a long history of providing rewards and even profit-sharing bonuses.

Full-time employee benefits package can include:

- Medical insurance
- Dental insurance
- Life and disability insurance
- 401k retirement plan
- Paid holidays and vacations
- Educational reimbursement and in-house training programs

So when you consider starting a job at Universal Forest Products, don't just think about today; think about where you want to take your career and how you want to provide for yourself and your family for years to come. And remember, there's opportunity here at the companies of Universal Forest Products. A pre-employment drug test will be conducted for qualified applicants.

**We Are Currently Seeking:** **SAW OPERATOR (up to \$12/hr)**  
**ASSEMBLER II (up to \$13/hr)**  
**FORKLIFT OPERATOR (up to \$14/hr)**  
**2ND SHIFT SUPERVISOR (up to \$17/hr)**



**EMPLOY  
GEORGIA!**

For more details, please submit an email to [SWAT@gdol.ga.gov](mailto:SWAT@gdol.ga.gov) or contact Chantea.Smith@gdol.ga.gov or 404-416-2845

Please visit our website at:  
[www.ufpi.com/careers](http://www.ufpi.com/careers)  
for more information about our current open positions in Eatonton and other locations.

Georgia  
**DOL**  
DEPARTMENT OF LABOR





## Upcoming Events

Aug 15	EPTAH Meeting
Aug 20	GEDA Meeting
Aug 21	GA COC Congressional Luncheon in Macon
Sep 4	LOABA Meeting

**Backup material for agenda item:**

## 5. Sign OneGeorgia Grant Agreement

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

July 9, 2018

B.W. "Bill" Sharp, Chairman  
Putnam Development Authority  
117 Putnam Avenue  
Eatonton, Georgia 31024

Re: OneGeorgia Equity Award #18gq-117-3-4903

Dear Chairman Sharp:

Congratulations on the selection of your project as a recipient of a \$446,552 OneGeorgia Equity Award. These funds are budgeted to assist in the site preparation and infrastructure improvements within the Eatonton-Putnam Industrial Park.

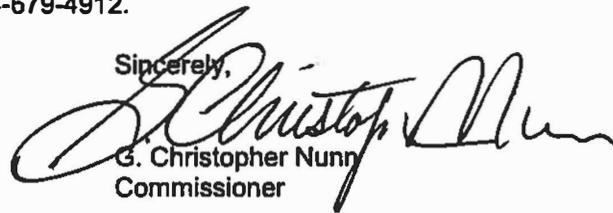
Enclosed are the Statement of Award, Statement of Special Conditions, and Approved Budget that have been placed on the award. Also enclosed are the forms with instructions to be used in the administration of your project.

Please note your acceptance of this contract document makes you responsible for adherence to all award requirements. After careful study of both Statements of Conditions, please acknowledge your acceptance by signing all copies of the Statement of Award, Statement of General Conditions, Statement of Special Conditions, and the Approved Budget. Once signed, the original copy (white) of the Statement of Award, original Statement of Special Conditions, original Statement of General Conditions, and Approved Budget, must be returned to the **OneGeorgia Authority, Georgia Department of Community Affairs, 60 Executive Park South, NE, Atlanta, Georgia 30329.**

The pink copy of the Statement of Award and copies of other award documents should be retained for your files. The award does not become effective until we receive all executed copies. Also, the Vendor Management Bank Account Form, signature card necessary for drawing down funds and the agreement to provide independent audit reports should be returned with your executed documents.

If you have any questions concerning this award, please do not hesitate to contact Anna Hensley, OneGeorgia Executive Director at 404-679-4912.

Sincerely,

  
G. Christopher Nunn  
Commissioner

CN/bc

Enclosures as stated

cc: Terry Schwindler– Putnam Development Authority, Tonya Mole – DCA (by email)

**Within 30 Days of Award:**

- \_\_\_\_\_ Carefully read and review ALL information received.
- \_\_\_\_\_ Execute TWO sets of Original Award Documents (white and pink).
- \_\_\_\_\_ Return the **white** set of Original Award Documents to DCA.
- \_\_\_\_\_ If applicable, the recipient should begin clearing Special Conditions.
- \_\_\_\_\_ Review and complete ALL Financial/Administrative forms.
- \_\_\_\_\_ Return original of all forms along with a voided check from a non-interest bearing, separate checking account to DCA. Do not complete Section 3 on the Vendor Management Form. A sample is included for your convenience.

**Prior to Drawdown of Funds:**

- \_\_\_\_\_ Submit documentation to clear special conditions that reference "prior to drawdown."
- \_\_\_\_\_ Verify clearance of pre-drawdown special conditions and fund availability.
- \_\_\_\_\_ Ensure progress report has been filed within the past 6 months. Progress Reports are due on a semi-annual basis. Email executed reports to [oed@dca.ga.gov](mailto:oed@dca.ga.gov).

**To initiate Drawdown of Funds:**

- \_\_\_\_\_ Time your request so that you have a 10 to 14-day window before funds are needed.
- \_\_\_\_\_ Complete "Request for Drawdown of Funds" per instructions.
- \_\_\_\_\_ Compare Budget Breakdown to your draw request for line item codes and allowable amounts.
- \_\_\_\_\_ Review drawdown request for acceptable authorized signatures.
- \_\_\_\_\_ Attach cost documentation that has been reviewed, reconciled and initialed as accepted by the recipient as to accuracy and completeness.
- \_\_\_\_\_ Submit an electronic copy of the draw request along with legible copies of sufficient cost documentation to [oed@dca.ga.gov](mailto:oed@dca.ga.gov).

**To close-out Grant:**

- \_\_\_\_\_ Complete any remaining Special Conditions listed that must be cleared prior to close-out and final drawdown of funds.
- \_\_\_\_\_ Complete final drawdown request for remaining funds.
- \_\_\_\_\_ Complete in detail the Project Final Report; additional supporting documentation may be attached.
- \_\_\_\_\_ Provide timely independent audit report each fiscal year of the project. A Source and Application of Funds Schedule and a Project Cost Schedule for all OneGeorgia funds must be included in the audit report.
- \_\_\_\_\_ Retain grant documents for 3 years after close out process.

Progress Reports, Draw Requests, and Special Condition documentation may be emailed to [oed@dca.ga.gov](mailto:oed@dca.ga.gov).

Please include the grant award number and type of documentation in the subject line, e.g., 17gq-xxx-x-xxxx – Special Condition #4 or Draw #1

Hard copy documentation is also accepted at:  
OneGeorgia Authority, Georgia Department of Community Affairs, P.O. Box 15481, Atlanta, GA 30333

# Georgia Department of Community Affairs

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## Statement of OneGeorgia Equity Fund Award

Recipient: Putnam Development Authority

Date of Award: 6/20/2018

Equity Funds: \$446,552

Award Number: 18gq-117-3-4903

Type Grant

Award Period: From 6/20/2018 To 12/20/2019

An award is hereby made in the amount and for the period shown above as authorized under O.C.G.A. 50-34-1 et seq. and by resolution of the Board of the OneGeorgia Authority, to the Recipient indicated above, in accordance with the plan set forth in the application submitted by the Recipient and subject to any attached revisions and conditions.

This award is subject to all applicable laws, rules, regulations and conditions prescribed by the OneGeorgia Authority's Equity Fund Regulations and Guidelines as well as all applicable provisions contained in state law. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State and the OneGeorgia Authority consistent with the purposes and authorization of O.C.G.A. 50-34-1.

This award shall become effective on the beginning date of the award period shown above, provided that within thirty (30) days of the award execution date (below), the properly executed original Statement of Equity Fund Award and any attached properly executed revisions and condition statements are returned to the OneGeorgia Authority, Georgia Department of Community Affairs, 60 Executive Park South, NE Atlanta GA 30329.

For the  
**ONEGEORGIA AUTHORITY**  
By The Georgia Department of Community Affairs



Commissioner

- This award is subject to the approved budget and general conditions. (attached)
- This award is subject to special conditions. (attached)

07/09/18

Date Executed

I, Billy Wayne Sharp, acting under my authority to contract on behalf of the recipient, hereby signify acceptance for the recipient of the above described Award on the terms and conditions stated above or incorporated by reference therein.

Date of Acceptance: August 13, 2018

Authorized Signature

Chairman

Title (typed)

**Georgia Department of Community Affairs**  
**Statement of OneGeorgia Equity Fund General Conditions**

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

1. Unless otherwise stated, upon approval of the OneGeorgia Authority, up to 90% of the total award may be drawn down as soon as the award documents are properly executed, special conditions (if any) cleared, and appropriate cost documentation submitted. Draws will be processed on an as-needed basis but no more than twice per week. The final 10% will only be paid after completion of the OneGeorgia portion of the project, satisfactory submission of the interim or final report (depending on overall project status) and copies of cancelled checks, bank statements and/or other appropriate documentation related to the OneGeorgia-funded activities of the project.
2. Recipient's internally adopted procurement procedures must meet applicable state and local requirements (e.g., HB 1079). The procedures will be adhered to and proper documentation shall be maintained in the program file so as to document such adherence.
3. Drawdowns for construction costs and/or professional services shall be disbursed to the recipient subject to OneGeorgia's approval of copies of vendor invoices or paid invoices, properly completed drawdown forms and, if applicable, properly completed certification forms (e.g. AIA or similar). If force-account labor is used, recipient shall provide cost documentation that is certified by the appropriate local government official. This information should include, but not be limited to, the number of labor and/or machinery hours and their hourly rates. All invoices must clearly display either the name of the project, or the OneGeorgia award number.
4. Drawdowns for machinery and/or equipment shall be disbursed to the recipient based on approved unpaid or paid vendor invoices. All invoices must show the recipient as the "bill-to" entity or else be accompanied by secondary documentation (e.g., bill of sale) that indicates title to and ownership of the subject machinery and/or equipment has been transferred to the recipient. All invoices must clearly display either the name of the project, or the OneGeorgia award number.
5. Drawdowns for land acquisition must demonstrate the acquisition cost (e.g., purchase option and/or sales contract). Within 45 days of drawdown, documentation evidencing the land acquisition (i.e., executed settlement statement and a properly recorded deed evidencing the recipient's fee simple title to the land) must be forwarded to the OneGeorgia Authority. If the land was acquired with interim financing, the recipient must submit evidence of secured interim financing (i.e., executed loan papers). In such a case, within 45 days of drawdown, the recipient must provide OneGeorgia with evidence that the interim financing has been paid off (i.e., satisfied or paid promissory note and release of any security interest in the land) and a copy of the recorded deed evidencing the recipient's fee simple title to the land.
6. The recipient agrees to provide for the balance of funding for any cost overruns that exceed award amount.
7. The recipient certifies that all assets financed with OneGeorgia funds will be publicly owned property and that appropriate documentation evidencing such ownership will be available for OneGeorgia review.
8. The recipient certifies that before engaging in any land-disturbing activity and before acquiring real property, it will comply with the Environmental Policy Act (O.C.G.A. § 12-16-1 et seq.) and any other applicable laws and regulations.
9. The recipient certifies that the project is in compliance with the applicable local government's Comprehensive Plan, as approved by the State, is consistent with the applicable community's adopted Service Delivery Strategy and is in compliance with the State's rules governing Developments of Regional Impact. Furthermore, the appropriate local government is a Qualified Local Government as certified by the State.

Date of Acceptance: August 13, 2018

Chairman

Title (typed)

Billy Wayne Sharp

Name (typed)

Authorized Signature

**Georgia Department of Community Affairs**  
**Statement of OneGeorgia Equity Fund General Conditions**

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

10. Where applicable, the recipient agrees to obtain approval from the Georgia Environmental Protection Division for the project's plans and specifications as required. The recipient also agrees to obtain all pertinent permits (e.g. soil disturbance, erosion control, etc.).
11. The recipient certifies that no applicable state laws, rules, regulations or applicable local ordinances shall be violated in carrying out this project and expending OneGeorgia funds.
12. The recipient certifies that no conflicts of interest exist with regard to this project. For more information about what constitutes a conflict of interest, consult the OneGeorgia Recipient's Manual.
13. The recipient certifies that without limitation of any other condition, OneGeorgia funds shall not be used to pay the cost of entertainment. Entertainment costs are defined as: "costs of amusements, social activities and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities." This definition includes meal/beverage expenses incurred for meetings which could reasonably have been conducted at a place of business and which did not require the provision of a meal.
14. All applications as well as supporting documentation submitted to the OneGeorgia Authority shall be subject to the provisions governing Georgia Open Records requests. All records pertinent to the OneGeorgia project, whether financial or programmatic, shall be maintained by the recipient for a minimum of three years from the date of formal grant close-out.
15. Local government recipients shall maintain their accounting records in accordance with the *Uniform Chart of Accounts For Local Governments in Georgia*, as mandated under state law (O.C.G.A. § 36-81-3), and all recipients shall undergo an annual financial audit conducted in accordance with Generally Accepted Government Auditing Standards. A Source and Application of Funds Schedule and a Project Cost Schedule for all OneGeorgia funds must be included in the audit report. The recipient shall submit to the OneGeorgia Authority copies of all audits that cover all or part of the award period.
16. Development Authorities with powers set forth in Chapter 62 of Title 36 of the Official Code of Georgia Annotated must adhere to O.C.G.A. § 36-62-7 and any other applicable law or regulation when selling or leasing assets funded in whole or in part with OneGeorgia funds.
17. The OneGeorgia award will remain "open" until the entire project (including activities funded by other sources) is complete. After project completion, OneGeorgia will conduct a close-out site visit of the project to determine the project's consistency with objectives and goals stated in the application. The site visit will also consist of a quantitative measure of the public benefits (e.g. jobs created, private investment). If OneGeorgia funds are used for a "soft" project (e.g. feasibility study), a copy of the OneGeorgia-funded project should be forwarded to the OneGeorgia Authority for review upon completion. If either the site visit or project review is determined to be satisfactory, an award close-out letter will be issued to the recipient.
18. The recipient will be responsible for submitting semi-annual progress reports to the OneGeorgia Authority for the term of the award. These reports are due June 30 and December 31 of each year. Recipients who are not up-to-date on their semi-annual reporting requirements may not be eligible to draw and/or receive funds from the OneGeorgia Authority.

Date of Acceptance: August 13, 2018  
  
\_\_\_\_\_  
Authorized Signature

Chairman  
Title (typed)  
Billy Wayne Sharp  
Name (typed)



**Georgia Department of Community Affairs  
Statement of OneGeorgia Equity Fund General Conditions**

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Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

- 19. The Recipient, by signing these Conditions, is certifying that it will comply with the requirements of O.C.G.A. § 50 -36 entitled "Verification of Lawful Presence Within United States" and verify the lawful presence in the United States of any natural person 18 years of age who has applied for state or local public benefits, as defined in 8 U.S.C. Section 1621, or for federal public benefits, defined in U.S.C. Section 1611, that is administered by an agency or a political subdivision of this state.
- 20. The Recipient, by signing these conditions, is certifying that it will comply with the requirements of O.C.G.A. § 13 -10-91 under Article 3 entitled "Security and Immigration Compliance." This requires, among other things, that every public employer, including, but not limited to, every municipality and county, will register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. For more information, including a link to the Homeland Security website and the I-9 Form requirements for all new employees, see the OGA Recipient Manual and Forms Page at: <http://www.onegeorgia.org>
- 21. The OneGeorgia Authority expects that all assets constructed, improved and/or purchased with OneGeorgia funds will be used for the approved use for no less than five years from the award date. OneGeorgia should be contacted immediately if there is a proposed change in use. OneGeorgia will require repayment of the award in the event a facility and/or asset is converted to an ineligible use or from public ownership.
- 22. For EDGE projects only: the recipient certifies that in accordance with Section 413-2.05(6) of the EDGE regulation, it will be accountable for this state EDGE expenditure made in partial consideration of assisting the recipient in fulfilling its mission as outlined in its EDGE application, local inducement resolution and local development agreements.
- 23. The EDGE/REBA program generally requires all Special Conditions to be cleared before funds can be drawn down. **Requests for drawdown of EDGE/REBA funds must be accompanied by adequate supporting cost documentation (including approved pay request(s) and/or invoices), certified by the Authority to demonstrate local oversight, and copies provided of cancelled checks or EFT payment verification for the cost documentation being submitted. No funds will be paid without complete documentation to support the drawdown request.**

Date of Acceptance: August 13, 2018

Chairman

Title (typed)

Billy Wayne Sharp

Name (typed)

Authorized Signature



# Statement of Special Conditions

Recipient Putnam Development Authority

Award\_No 18gg-117-3-4903

01. Prior to drawdown of funds, the recipient must submit for OneGeorgia Authority approval final executed copies of the bid specifications and tabulations and contract(s), for the proposed project. (Please submit all required documents at one time.)

Date of Acceptance: August 13, 2018

\_\_\_\_\_  
Authorized Signature

Billy Wayne Sharp

\_\_\_\_\_  
Name (typed)

Chairman

\_\_\_\_\_  
Title (typed)

# Georgia Department of Community Affairs

## OneGeorgia Equity Fund Approved Budget

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

Activity Code		Activity Budget
G70-1101-I	Site Preparation	\$148,081
G70-1401-I	Water	\$35,360
G70-1402-I	Sewer	\$34,600
G70-1405-I	Streets	\$161,450
G70-1414-I	Public Infrastructure (other)	\$2,400
G70-2101-I	General (other)	\$64,661
<b>Budget Total</b>		<b>\$446,552</b>

**Project Description**

The Putnam Development Authority is seeking \$446,552 to assist in site preparation and infrastructure improvements within the South Eatonton-Putnam Industrial Park. The park is 309 acres with 116 acres available for development. This project proposes site preparation and infrastructure improvements on the front 50 acres of the available land to create a pad-ready site. These enhancements will help create fifty acres of Georgia Ready for Accelerated Development (GRAD) certified site to market toward prospective industries. Proposed improvements include water extension, sewer extension, site clearing and road construction. There are currently no pad-ready sites in Putnam County and the Development Authority has chosen to develop the site within South Eatonton-Putnam Industrial Park due to its location near existing manufacturing and distribution facilities. This project includes a local investment of \$436,270, including \$336,270 from the Putnam Development Authority and \$100,000 in SPLOST dollars from Putnam County.

Date of Acceptance: August 13, 2018

\_\_\_\_\_  
 Authorized Signature  
**Billy Wayne Sharp**  
 \_\_\_\_\_  
 Name (typed)  
**Chairman**  
 \_\_\_\_\_  
 Title (typed)

Statement of OneGeorgia Equity Fund Award

Recipient: Putnam Development Authority

Date of Award: 6/20/2018

Equity Funds: \$446,552

Award Number: 18gq-117-3-4903

Type Grant

Award Period: From 6/20/2018 To 12/20/2019

An award is hereby made in the amount and for the period shown above as authorized under O.C.G.A. 50-34-1 et seq. and by resolution of the Board of the OneGeorgia Authority, to the Recipient indicated above, in accordance with the plan set forth in the application submitted by the Recipient and subject to any attached revisions and conditions.

This award is subject to all applicable laws, rules, regulations and conditions prescribed by the OneGeorgia Authority's Equity Fund Regulations and Guidelines as well as all applicable provisions contained in state law. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State and the OneGeorgia Authority consistent with the purposes and authorization of O.C.G.A. 50-34-1.

This award shall become effective on the beginning date of the award period shown above, provided that within thirty (30) days of the award execution date (below), the properly executed original Statement of Equity Fund Award and any attached properly executed revisions and condition statements are returned to the OneGeorgia Authority, Georgia Department of Community Affairs, 60 Executive Park South, NE Atlanta GA 30329.

For the ONEGEORGIA AUTHORITY By The Georgia Department of Community Affairs

[Handwritten Signature]

Commissioner

07/09/18 Date Executed

- ☑ This award is subject to the approved budget and general conditions. (attached)
☑ This award is subject to special conditions. (attached)

I, Billy Wayne Sharp, acting under my authority to contract on behalf of the recipient, hereby signify acceptance for the recipient of the above described Award on the terms and conditions stated above or incorporated by reference therein.

Date of Acceptance: August 13, 2018

Authorized Signature Chairman Title (typed)



**Georgia Department of Community Affairs**  
**Statement of OneGeorgia Equity Fund General Conditions**

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

1. Unless otherwise stated, upon approval of the OneGeorgia Authority, up to 90% of the total award may be drawn down as soon as the award documents are properly executed, special conditions (if any) cleared, and appropriate cost documentation submitted. Draws will be processed on an as-needed basis but no more than twice per week. The final 10% will only be paid after completion of the OneGeorgia portion of the project, satisfactory submission of the interim or final report (depending on overall project status) and copies of cancelled checks, bank statements and/or other appropriate documentation related to the OneGeorgia-funded activities of the project.
2. Recipient's internally adopted procurement procedures must meet applicable state and local requirements (e.g., HB 1079). The procedures will be adhered to and proper documentation shall be maintained in the program file so as to document such adherence.
3. Drawdowns for construction costs and/or professional services shall be disbursed to the recipient subject to OneGeorgia's approval of copies of vendor invoices or paid invoices, properly completed drawdown forms and, if applicable, properly completed certification forms (e.g. AIA or similar). If force-account labor is used, recipient shall provide cost documentation that is certified by the appropriate local government official. This information should include, but not be limited to, the number of labor and/or machinery hours and their hourly rates. All invoices must clearly display either the name of the project, or the OneGeorgia award number.
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6. The recipient agrees to provide for the balance of funding for any cost overruns that exceed award amount.
7. The recipient certifies that all assets financed with OneGeorgia funds will be publicly owned property and that appropriate documentation evidencing such ownership will be available for OneGeorgia review.
8. The recipient certifies that before engaging in any land-disturbing activity and before acquiring real property, it will comply with the Environmental Policy Act (O.C.G.A. § 12-16-1 et seq.) and any other applicable laws and regulations.
9. The recipient certifies that the project is in compliance with the applicable local government's Comprehensive Plan, as approved by the State, is consistent with the applicable community's adopted Service Delivery Strategy and is in compliance with the State's rules governing Developments of Regional Impact. Furthermore, the appropriate local government is a Qualified Local Government as certified by the State.

Date of Acceptance: August 13, 2018

Chairman  
Title (typed)  
Billy Wayne Sharp  
Name (typed)

\_\_\_\_\_  
Authorized Signature



**Georgia Department of Community Affairs**  
**Statement of OneGeorgia Equity Fund General Conditions**

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

10. Where applicable, the recipient agrees to obtain approval from the Georgia Environmental Protection Division for the project's plans and specifications as required. The recipient also agrees to obtain all pertinent permits (e.g. soil disturbance, erosion control, etc.).
11. The recipient certifies that no applicable state laws, rules, regulations or applicable local ordinances shall be violated in carrying out this project and expending OneGeorgia funds.
12. The recipient certifies that no conflicts of interest exist with regard to this project. For more information about what constitutes a conflict of interest, consult the OneGeorgia Recipient's Manual.
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14. All applications as well as supporting documentation submitted to the OneGeorgia Authority shall be subject to the provisions governing Georgia Open Records requests. All records pertinent to the OneGeorgia project, whether financial or programmatic, shall be maintained by the recipient for a minimum of three years from the date of formal grant close-out.
15. Local government recipients shall maintain their accounting records in accordance with the *Uniform Chart of Accounts For Local Governments in Georgia*, as mandated under state law (O.C.G.A. § 36-81-3), and all recipients shall undergo an annual financial audit conducted in accordance with Generally Accepted Government Auditing Standards. A Source and Application of Funds Schedule and a Project Cost Schedule for all OneGeorgia funds must be included in the audit report. The recipient shall submit to the OneGeorgia Authority copies of all audits that cover all or part of the award period.
16. Development Authorities with powers set forth in Chapter 62 of Title 36 of the Official Code of Georgia Annotated must adhere to O.C.G.A. § 36-62-7 and any other applicable law or regulation when selling or leasing assets funded in whole or in part with OneGeorgia funds.
17. The OneGeorgia award will remain "open" until the entire project (including activities funded by other sources) is complete. After project completion, OneGeorgia will conduct a close-out site visit of the project to determine the project's consistency with objectives and goals stated in the application. The site visit will also consist of a quantitative measure of the public benefits (e.g. jobs created, private investment). If OneGeorgia funds are used for a "soft" project (e.g. feasibility study), a copy of the OneGeorgia-funded project should be forwarded to the OneGeorgia Authority for review upon completion. If either the site visit or project review is determined to be satisfactory, an award close-out letter will be issued to the recipient.
18. The recipient will be responsible for submitting semi-annual progress reports to the OneGeorgia Authority for the term of the award. These reports are due June 30 and December 31 of each year. Recipients who are not up-to-date on their semi-annual reporting requirements may not be eligible to draw and/or receive funds from the OneGeorgia Authority.

Date of Acceptance: August 13, 2018

Chairman  
Title (typed)

Billy Wayne Sharp  
Name (typed)

\_\_\_\_\_  
Authorized Signature

**Georgia Department of Community Affairs**  
**Statement of OneGeorgia Equity Fund General Conditions**

Recipient: Putnam Development Authority

Award Number: 18gq-117-3-4903

19. The Recipient, by signing these Conditions, is certifying that it will comply with the requirements of O.C.G.A. § 50-36 entitled "Verification of Lawful Presence Within United States" and verify the lawful presence in the United States of any natural person 18 years of age who has applied for state or local public benefits, as defined in 8 U.S.C. Section 1621, or for federal public benefits, defined in U.S.C. Section 1611, that is administered by an agency or a political subdivision of this state.
20. The Recipient, by signing these conditions, is certifying that it will comply with the requirements of O.C.G.A. § 13-10-91 under Article 3 entitled "Security and Immigration Compliance." This requires, among other things, that every public employer, including, but not limited to, every municipality and county, will register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. For more information, including a link to the Homeland Security website and the I-9 Form requirements for all new employees, see the OGA Recipient Manual and Forms Page at: <http://www.onegeorgia.org>.
21. The OneGeorgia Authority expects that all assets constructed, improved and/or purchased with OneGeorgia funds will be used for the approved use for no less than five years from the award date. OneGeorgia should be contacted immediately if there is a proposed change in use. OneGeorgia will require repayment of the award in the event a facility and/or asset is converted to an ineligible use or from public ownership.
22. For EDGE projects only: the recipient certifies that in accordance with Section 413-2.05(6) of the EDGE regulation, it will be accountable for this state EDGE expenditure made in partial consideration of assisting the recipient in fulfilling its mission as outlined in its EDGE application, local inducement resolution and local development agreements.
23. The EDGE/REBA program generally requires all Special Conditions to be cleared before funds can be drawn down. Requests for drawdown of EDGE/REBA funds must be accompanied by adequate supporting cost documentation (including approved pay request(s) and/or invoices), certified by the Authority to demonstrate local oversight, and copies provided of cancelled checks or EFT payment verification for the cost documentation being submitted. No funds will be paid without complete documentation to support the drawdown request.

Date of Acceptance: August 13, 2018

Chairman

Title (typed)

Billy Wayne Sharp

Name (typed)

Authorized Signature



# Statement of Special Conditions

Recipient Putnam Development Authority

Award\_No 18gg-117-3-4903

01. Prior to drawdown of funds, the recipient must submit for OneGeorgia Authority approval final executed copies of the bid specifications and tabulations and contract(s), for the proposed project. (Please submit all required documents at one time.)

Date of Acceptance: August 13, 2018

\_\_\_\_\_  
Authorized Signature

Billy Wayne Sharp

\_\_\_\_\_  
Name (typed)

Chairman

\_\_\_\_\_  
Title (typed)





<b>AUTHORIZED SIGNATURE CARD FOR DRAWDOWN OF FUNDS UNDER ONEGEORGIA AUTHORITY PROGRAM</b>	
<b>Name of Recipient:</b> Putnam Development Authority	<b>Award Number:</b> 18gp-117-3-4903
<b>SIGNATURES OF INDIVIDUALS AUTHORIZED TO DRAW ON THE CITED AWARD</b>	
<input type="radio"/> ONLY ONE SIGNATURE REQUIRED or <input checked="" type="radio"/> ANY TWO SIGNATURES REQUIRED	
<b>Typed Name and Signature</b> Billy Wayne Sharp	<b>Typed Name and Signature</b> Joshua Daniel
<b>Typed Name and Signature</b> Terry Schwindler	<b>Typed Name and Signature</b> Charles Edward Waggoner
I CERTIFY THAT THE SIGNATURES ABOVE ARE OF THE INDIVIDUALS AUTHORIZED TO DRAW PAYMENT UNDER THE GRANT CITED ABOVE:	
August 13, 2018	
SIGNATURE OF AUTHORIZING OFFICIAL <i>(Recipient)</i>	DATE

**INSTRUCTIONS:**

1. In order to expedite drawdowns, we request that you list at least two individuals who are authorized to initiate a drawdown.
2. Signature of Authorizing Official must have legal authority to sign on behalf of recipient.
3. Please make sure name is typed next to each individual signature
4. Funds will be sent via ACH wire transfer. You should also complete the Vendor Management Bank Account for automatic deposits.

Note: On all Requests for Drawdowns, please include a formal cover letter from the certifying representative that includes:

1. Recipient Name
2. Award ID#
3. Drawdown Request #
4. Dollar Amount of Funds Requested
5. Statement of Certification:

I have reviewed and certify that the attached invoices or listing and the cost documentation are for eligible expenses related to this Drawdown Request.



VENDOR MANAGEMENT FORM (TeamWorks)

The initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: \_\_\_\_\_ FEI/SSN/EMP ID NUMBER: \_\_\_\_\_

VENDOR NAME: Putnam Development Authority

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) \_\_\_\_\_

ADDRESS: 117 Putnam Drive

CITY: Eatonton STATE: GA ZIP CODE: 31024 COUNTRY: USA

PHONE NUMBER: 706-816-8099 FAX NUMBER: \_\_\_\_\_

CONTACT EMAIL: tschwindler@putnamdevelopmentauthority.com

PYMT REMIT EMAIL tschwindler@putnamdevelopmentauthority.com LOC # \_\_\_\_\_

PYMT REMIT EMAIL oed.drawpayments@dca.ga.gov LOC # \_\_\_\_\_

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # \_\_\_\_\_ BANK ACCOUNT # \_\_\_\_\_

- Check here if General Bank Account can be used by ALL State of Georgia agencies making payments
[X] Check here if this account can only be used for a SPECIFIC purpose 18gp-117-3-4903
(Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named above.

Billy Wayne Sharp (Vendor Printed Name) \_\_\_\_\_ (Vendor Signature) \_\_\_\_\_ 08-13-18 (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- New Vendor, Classification Change, Name Change, Bank Account Add, E-Payable, Add address, Change of Address, Bank Account Change, 1099 Code, FEI/TIN Change, Other, Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- Small Business, GA Based Business, Women Owned, Minority Business Certified, Minority Business Enterprise, Hispanic-Latino, African American, Native American, Asian American, Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: Denise Robinson Agency BU#: 42800 Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: denise.robinson@dca.ga.gov Phone: 404.679.5273 Fax #: 404.679.3143



VENDOR MANAGEMENT FORM (TeamWorks)

The Initiating Agency will submit this form to the Vendor Management Group for verification and approval. Agency must complete section 5 of the form to obtain approval.

SECTION 1 – VENDOR IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

VENDOR NUMBER: Leave Blank FEI/SSN/EMP ID NUMBER: Fill-In

VENDOR NAME: Enter the name of the account holder (Dev Authority, City, County, etc.)

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) Leave Blank

ADDRESS: Enter Street Address (Must Match Bank Information)

CITY: Enter City Name STATE: GA ZIP CODE: XXXXX COUNTRY: USA

PHONE NUMBER: Account Holder Phone Number FAX NUMBER: Account Holder Fax Number

CONTACT EMAIL: Email Address for award contact

PYMT REMIT EMAIL Email(s) for payment notification LOC #

PYMT REMIT EMAIL oed.drawpayments@dca.ga.gov LOC #

SECTION 2 – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK)

ROUTING # Enter bank routing number BANK ACCOUNT # Enter bank account number

[ ] Check here if General Bank Account can be used by ALL State of Georgia agencies making payments

[x] Check here if this account can only be used for a SPECIFIC purpose Enter Grant Award # (Indicate specific purpose for which this account can be used)

I authorize the State of Georgia to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or Individual named above. I understand it is the sole responsibility of the vendor or Individual to notify the State of Georgia of any changes to the bank account information.

Name of Person Authorized to Sign Form

(Vendor Printed Name)

(Vendor Signature)

(Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

- Checkboxes for: New Vendor, Classification Change, Name Change, Bank Account Add, E-Payable, Add address, Change of Address, Bank Account Change, 1099 Code, FEI/TIN Change, Other, Bank Account Delete

Documentation for Vendor Name/TIN changes must include at least one of the following: IRS documentation (tax documents, FEI issuance letter, etc); Confirmation from Secretary of State's office of legal name change OR a newly completed W-9 form provided by the vendor.

SIC CODES (CHECK ALL THAT APPLY)

- Checkboxes for: Small Business, GA Based Business, Women Owned, Minority Business Certified, Minority Business Enterprise, Hispanic-Latino, African American, Native American, Asian American, Pacific Islander

SECTION 4 – ADDITIONAL COMMENTS

SECTION 5 – STATE OF GEORGIA AGENCY CONTACT INFORMATION (OFFICE USE ONLY)

By my signature, I certify that all reasonable effort has been made to submit information that is accurate, true, and is associated with the vendor name and Tax ID listed above.

Requestor Name: Denise Robinson Agency BU#: 42800 Date:

Signature:

Email: denise.robinson@dca.ga.gov Phone: 404.679.5273 Fax #: 404.679.3143



## AGREEMENT TO PROVIDE INDEPENDENT AUDIT REPORT

Recipient Name Putnam Development Authority

Recipient Address 117 Putnam Drive, Eatonton, GA 31024

Contact person for information on independent audit Terry Schwindler

Phone # 706-816-8099 E-mail Address tschwindler@putnamdevelopmentauthority.com

Fiscal Year End of Recipient September 30

Month independent audit is generally available for review February

## REQUEST FOR COPY OF AUDIT REPORT

Recipient of OneGeorgia funds understands that a copy of the independent audit report, complete with schedules, attachments and accompanying letter from outside auditors, should be mailed to the address listed below for each fiscal year that OneGeorgia funds are received or expended by the recipient. Failure to provide timely audit information may result in sanctions against the recipient as outlined in the recipient's manual.

### Where to Mail Outside Audit Reports

OneGeorgia Authority  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Signature of Authorized Representative

\_\_\_\_\_

Typed Name of Representative

Billy Wayne Sharp Date August 13, 2018

# ONEGEORGIA AWARD PROCEDURES

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## **INTRODUCTION**

This instruction guide is for use by the local Recipient in the day-to-day administration of the OneGeorgia Award. Though not all-inclusive, it covers all the major areas of administration, provides both required and suggested forms and instructions, and it references applicable laws and regulations.

For more information or assistance, the Recipient is encouraged to contact the OneGeorgia Authority via telephone or email.

## **CHAPTER 1: GENERAL INFORMATION AND REQUIREMENTS**

### **CHAPTER 1, SECTION 1: AWARD AND ACCEPTANCE OF ONEGEORGIA FUNDS**

#### ***WHAT YOU SHOULD RECEIVE:***

Upon approval of an application for an Award, the OneGeorgia Authority (OGA) will present to the Recipient's certifying representative an original and one copy of the following Award Documents:

These 5 documents should be executed and returned to OGA within 30 days. Please retain a copy of these documents for your records.

- Statement of Award
- Statement of General Conditions
- Statement of Special Conditions (if applicable)
- Statement of Revisions (if applicable)
- Approved Budget Breakdown

In this package, the Recipient will also receive the following **Financial/Administrative forms**:

The first 3 documents and a VOIDED check from a dedicated (OGA/this project) account must be signed and returned to OGA along with the executed award documents and prior to submitting drawdown requests.

- Vendor Management Bank Account Form
- Authorized Signature Card for Drawdown of Funds
- Agreement to Provide Independent Audit Report
- Request for Drawdown of Funds
- Project Report Form

**IMPORTANT NOTE:**

The Recipient's certifying representative (Mayor, Chair of County Commission, Chair of Development Authority or other authorized official) should examine these documents closely and understand them before signing and dating all copies.

Once signed, the original copy of the Statement of Award, Statement of General Conditions, Statement of Special Conditions, Statement of Revisions (if applicable) and Approved Budget Breakdown must be returned to OGA within thirty (30) days of award as evidence of acceptance of the award.

The Recipient should retain the second copy of the Award documents listed above.

**CHAPTER 1, SECTION 2: OVERVIEW OF AWARD DOCUMENTS**

- A. **Statement of Award** will be signed by the Commissioner of the Georgia Department of Community Affairs for the OneGeorgia Authority.
- o Award ID Number is unique to the project; should be used on ALL correspondence.
  - o Award Period is length of time Recipient has to complete project. Extensions on this ending date may be granted if circumstances warrant such extension.
- B. **Statement of General Conditions** are applicable to all OneGeorgia awards. General Conditions are mostly "common sense," but bear additional emphasis:
- o **GC 01.** Unless otherwise stated, upon approval of the OneGeorgia Authority, up to 90% of the total award may be drawn down as soon as the award documents are properly executed, special conditions (if any) cleared and appropriate cost documentation submitted. Draws will be processed on an as-needed basis, but no more than once per week. The final 10% will only be paid after completion of the OneGeorgia portion of the project, satisfactory submission of the interim or final report (depending on overall project status) and copies of cancelled checks, bank statements and/or other appropriate documentation related to the OneGeorgia -funded activities of the project.
  - o **GC 02.** Recipient's internally adopted procurement procedures must meet applicable state and local requirements (e.g., HB 1079.) The procedures will be adhered to and proper documentation shall be maintained in the program file so as to document such adherence.
  - o **GC 03.** Drawdowns for construction costs and/or professional services shall be disbursed to the recipient subject to OneGeorgia's approval of copies of vendor invoices or paid invoices, properly completed drawdown forms and, if applicable, properly completed certification forms (e.g. AIA or similar.) If force-account labor is used, recipient shall provide cost documentation that is certified by the appropriate local government official. This information should include, but not be limited to, the number of labor and/or machinery hours and their hourly rates. All invoices must clearly display the name of the project and the OneGeorgia award number.
  - o **GC 04.** Drawdowns for machinery and/or equipment shall be disbursed to the recipient based on approved unpaid or paid vendor invoices. All invoices must show the recipient as the "bill-to" entity or else be accompanied by secondary documentation (e.g., bill of sale) that indicates title to and ownership of the subject machinery and/or equipment has been transferred to the recipient. All invoices must clearly display the name of the project and the OneGeorgia award number.

- **GC 05.** Drawdowns for land acquisition must demonstrate the acquisition cost (e.g., purchase option and/or sales contract.) Within 45 days of drawdown, documentation evidencing the land acquisition (i.e., executed settlement statement and a properly recorded deed evidencing the recipient's fee simple title to the land) must be forwarded to the OneGeorgia Authority. If the land was acquired with interim financing, the recipient must submit evidence of secured interim financing (i.e., executed loan papers.) In such a case, within 45 days of drawdown, the recipient must provide OneGeorgia with evidence that the interim financing has been paid off (i.e., satisfied or paid promissory note and release of any security interest in the land) and a copy of the recorded deed evidencing the recipient's fee simple title to the land.
- **GC 06.** The recipient agrees to provide for the balance of funding for any cost overruns that exceed award amount.
- **GC 07.** The recipient certifies that all assets financed with OneGeorgia funds will be publicly owned property and that appropriate documentation evidencing such ownership will be available for OneGeorgia review.
- **GC 08.** The recipient certifies that before engaging in any land-disturbing activity and before acquiring real property, it will comply with the Environmental Policy Act (O.C.G.A. § 12-16-1 et seq.) and any other applicable laws and regulations.
- **GC 09.** The recipient certifies that the project is in compliance with the applicable local government's Comprehensive Plan as approved by the State, is consistent with the applicable community's adopted Service Delivery Strategy and is in compliance with the State's rules governing Developments of Regional Impact. Furthermore, the appropriate local government is a Qualified Local Government as certified by the State.
- **GC 10.** Where applicable, the recipient agrees to obtain approval from the Georgia Environmental Protection Division for the project's plans and specifications as required. The recipient also agrees to obtain all pertinent permits (e.g. soil disturbance, erosion control, etc.)
- **GC 11.** The recipient certifies that no applicable state laws, rules, regulations or applicable local ordinances shall be violated in carrying out this project and expending OneGeorgia funds.
- **GC 12.** The recipient certifies that no conflicts of interest exist with regard to this project. No real or apparent conflict of interest shall be engaged in by any person or party (or any person or party with whom they have family or business ties) who is involved in any aspect of the OneGeorgia project.
- **GC 13.** The recipient certifies that without limitation of any other condition, OneGeorgia funds shall not be used to pay the cost of entertainment. Entertainment costs are defined as; "costs of amusements, social activities and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities." This definition includes meal/beverage expenses incurred for meetings which could reasonably have been conducted at a place of business and which did not require the provision of a meal.
- **GC 14.** All applications as well as supporting documentation submitted to the OneGeorgia Authority shall be subject to the provisions governing Georgia Open Records requests. All records pertinent to the OneGeorgia project, whether financial or programmatic, shall be maintained by the recipient for a minimum of three years from the date of formal grant close-out.
- **GC 15.** Local government recipients shall maintain their accounting records in accordance with the Uniform Chart of Accounts For Local Governments in Georgia as



mandated under state law (O.C.G.A. § 36-81-3), and all recipients shall undergo an annual financial audit conducted in accordance with Generally Accepted Government Auditing Standards. A Source and Application of Funds Schedule and a Project Cost Schedule for all OneGeorgia funds must be included in the audit report. The recipient shall submit to the OneGeorgia Authority copies of all audits that cover all or part of the award period.

- **GC 16.** Development Authorities with powers set forth in Chapter 62 of Title 36 of the Official Code of Georgia Annotated must adhere to O.C.G.A. § 36-62-7 and any other applicable law or regulation when selling or leasing assets funded in whole or in part with OneGeorgia funds.
- **GC 17.** The OneGeorgia award will remain "open" until the entire project (including activities funded by other sources) is complete. After project completion, OneGeorgia will conduct a close-out site visit of the project to determine the project's consistency with objectives and goals stated in the application. The site visit will also consist of a quantitative measure of the public benefits (e.g. jobs created, private investment.) If OneGeorgia funds are used for a "soft" project (e.g. feasibility study), a copy of the OneGeorgia-funded project should be forwarded to the OneGeorgia Authority for review upon completion. If either the site visit or project review is determined to be satisfactory, an award close-out letter will be issued to the recipient.
- **GC 18.** The recipient will be responsible for submitting semi-annual project reports to the OneGeorgia Authority for the term of the award. These reports are due June 30 and December 31 of each year. Recipients who are not up-to-date on their semi-annual reporting requirements may not be eligible to draw and/or receive funds from the OneGeorgia Authority.
- **GC19.** The Recipient, by signing these Conditions, is certifying that it will comply with the requirements of O.C.G.A. 50-36 entitled "Verification of Lawful Presence Within United States" and verify the lawful presence in the United States of any natural person 18 years of age who has applied for state or local public benefits, as defined in 8 U.S.C. Section 1621, or for federal public benefits, defined in U.S.C. Section 1611, that is administered by an agency or a political subdivision of this state.
- **GC20.** The Recipient, by signing these conditions, is certifying that it will comply with the requirements of O.C.G.A. 13-10-91 of Article 3 entitled "Security and immigration Compliance". This requires, among other things, that every public employer, including, but not limited to, every municipality and county, will register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. For more information, including a link to the Homeland Security website and the I-9 Form requirements for all new employees, see the OGA Recipient Manual and Forms Page at <http://www.onegeorgia.org>.
- **GC 21.** The OneGeorgia Authority expects that all assets constructed, improved and/or purchased with OneGeorgia funds will be used for the approved use for no less than five years from the award date. OneGeorgia should be contacted immediately if there is a proposed change in use. OneGeorgia will require repayment of the award in the event a facility and/or asset is converted to an ineligible use or from public ownership.
- **GC 22.** For EDGE projects only: the recipient certifies that in accordance with Section 413-2.05(6) of the EDGE regulation, it will be accountable for this state EDGE expenditure made in partial consideration of assisting the recipient in fulfilling its mission as outlined in its EDGE application, local inducement resolution and local development agreements.

- o **GC 23.** The EDGE program generally requires all Special Conditions to be cleared before funds can be drawn down. Requests for drawdown of EDGE funds must be accompanied by adequate supporting cost documentation (including approved pay request(s) and/or invoices), certified by the Authority to demonstrate local oversight, and copies provided of cancelled checks or EFT payment verification for the cost documentation being submitted. No funds will be paid without complete documentation to support the drawdown request.
- C. Statement of Special Conditions, if applicable, will vary from award to award and may address a number of different issues.**
  - o Generally, Special Conditions will restrict drawdown of funds until necessary clearances have been obtained.
  - o The Recipient should be clearly aware of all Special Conditions attached to the award and should make every effort to clear them as promptly as possible.
  - o Clearance of Special Conditions is given by OGA by issuance of an Adjustment Notice after receipt and approval of evidence of compliance.
  - o Official notification of clearance of a Special Condition will be mailed to the Recipient and should be retained in the award files.
  - o Comments on specific Special Conditions:
    - i. Compliance with DRI regulations, if applicable
    - ii. Compliance with GEPA
    - iii. Compliance with State Procurement procedures
- D. Statement of Revisions will also vary from award to award and will list any changes made by OGA to the application.**
- E. Approved Budget will list each activity code, a description and an activity budget.**
  - o The total of all line item activity budgets will equal the amount of the award on the award document.
  - o Awardee should review the budget breakdown by line item as compared to request prior to execution and return of documents to OneGeorgia.
  - o These line items and corresponding amounts will be the maximum amount allowed for the project.
  - o In order for the drawdown requests to be handled as expeditiously as possible, it is important that the activity codes and amount requested on each drawdown be within the approved budget.

### **CHAPTER 1, SECTION 3: OVERVIEW OF ADMINISTRATIVE AND FINANCIAL FORMS**

- A. Vendor Management Bank Account Form**
  - o **Must be completed and returned with the following information:**
    - i. Award Recipient name on the Vendor Name line
    - ii. Award Recipient Federal ID#
    - iii. Award Recipient Email
    - iv. Account number established to receive only OneGeorgia funds for this project shown on the Specific Purpose Acct # line
    - v. Bank routing numbers for ACH transfer (same as on voided check)
    - vi. Typed name of Recipient's certifying representative on the Vendor Printed Name line
    - vii. Signature of Recipient's certifying representative on the Vendor Signature line
    - viii. Date of signature

- ix. Sections 2, 3 and 4 of the form will be completed by OneGeorgia
  - o Voided check from account opened to receive OneGeorgia funds only
    - i. A voided check, not a deposit slip, is required to set-up the funds transfer process.
- B. Authorized Signature Card for Drawdown of Funds**
- o The Recipient's certifying representative must have legal authority to sign on behalf of the recipient.
  - o Must be signed by at least two signatories (one of whom must be a local government employee) who are authorized to request payment of funds under the award agreement.
  - o Check the box designating either one (1) or two (2) signatures as required by local government procurement procedures.
  - o The Recipient's certifying representative should sign the card to certify that the individuals named are indeed authorized to request payment and that the signatures on the card are theirs. No erasures or corrections may appear on this form.
  - o NOTE: The Recipient's certifying representative may be a signatory as well as certify the signatures. If so, the certifying representative must sign the card separately as a signatory and as the certifying official.

## **CHAPTER 2: MAJOR APPLICABLE COMPLIANCE REGULATIONS**

### **CHAPTER 2, SECTION 1: APPLICABLE LAWS AND REGULATIONS**

Certain State laws and regulations are applicable in part or in whole to the OneGeorgia Authority programs. To assist Recipients in meeting applicable requirements, the OneGeorgia Authority provides guidance in the form of these procedures, on-site technical assistance and through the sponsorships of workshops and training conferences.

The applicable laws and regulations (classified in general by compliance area) include but are not limited to:

#### **General:**

- State of Georgia OneGeorgia Authority Program Regulations.
- Title 50, Chapter 18, Article 4, Official Georgia Code, Georgia Open Records Act.

#### **Acquisition/Relocation:**

- Georgia Real Estate Appraiser Licensing and Certification Act (OCGA Section 43-39-A-1 thru 43-39 A-27)
- The Georgia Relocation Assistance and Land Acquisition Policy Act of 1973.
- The Georgia Urban Redevelopment Law (OCGA, Section 36-61-1, et. seq.)

#### **Environmental:**

- Georgia Air Quality Act of 1978 (OCGA Section 12-9-1, et. seq.) to regulate air pollution and protect air quality.

- Shore Assistance Act of 1977 (OCGA Section 12-5-230, et. seq.)
- Georgia Hazardous Waste Management Act (OCGA 12-8-60, et. seq.)
- Georgia Health Code (OCGA 31-3-1, et. seq.) regulates individual sewerage treatment systems.
- Georgia Coastal Marshlands Protection Act of 1970.
- Georgia Groundwater Use Act of 1972 (OCGA Section 12-5-170, et. seq.)
- Georgia Safe Drinking Water Act of 1977 (OCGA Section 12-7-1, et. seq.)
- Georgia Erosion and Sedimentation Act of 1975 (OCGA Section 12-7-1, et. seq.)
- Georgia Solid Waste Management Act (OCGA Section 12-8-20, et. seq.) for collecting garbage or operating a landfill.
- Georgia Water Quality Control Act (OCGA Section 12-5-20, et. seq.)
- Georgia Environmental Policies Act (LOCGA Section 12-16-1, et. seq.)

**Other:**

- Georgia Handicap Accessibility Law (OCGA, Title 30, Chapter 3)

**CHAPTER 2, SECTION 2: EMPLOYMENT ELIGIBILITY VERIFICATION**

**Employment Eligibility Verification: USCIS Employment Eligibility Verification**  
(includes the I-9 Form and requirements for all new employees)

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**Guidance for OGA Recipients on Employment Eligibility Verification**

**Forward:** Consult with your local attorney regarding both O.C.G.A. §13-10-91, "Verification of New Employee Eligibility" and O.C.G.A. §50-36 "Verification of Lawful Presence within U.S." prior to undertaking an OneGeorgia Authority (OGA) project. As state laws, these apply to local governments regardless of whether or not an OGA project is being undertaken. As such, the laws have broad applicability to local government undertakings and reviewing these laws with your attorney is an appropriate first step in order to ensure compliance. Please note also that this information is current through the end of the 2012 legislative session.

**OGA Recipients and Employment Eligibility Verification:** O.C.G.A. § 13-10-91 and O.C.G.A. § 50-36 are state laws (summarized below) that may impact local government OGA projects. Because DCA is *not* the state agency charged with enforcement of these laws, we monitor for compliance on a limited basis and primarily to alert local governments to the implications of these laws on OGA projects. See the Sections below regarding monitoring. Note that the Georgia Department of Audits and Accounts (DOAA) is the primary enforcement agency for these laws and that DOAA has the responsibility for auditing compliance, regardless of whether or not the project or activity is funded with OGA dollars. In addition, because DCA has only a limited role in monitoring; so, DCA strongly encourages communities and development authorities to consult primary resources for addressing these laws' requirements. Primary resources include: 1) local government attorney; 2) Department of Audits and Accounts; 3) Department of Law; 4) either the Georgia Municipal Association (GMA) or the Association of County Commissioners Georgia (ACCG).

#### **Summary of O.C.G.A. 13-10-91**

There are two parts of this law that impact OGA Recipients: (1) This law requires all public employers to participate in the federal work authorization program (E-verify) to verify the employment eligibility of all newly hired employees. (2) This law also requires local governments to obtain affidavits from their contractors and subcontractors to verify participation in the E-verify system for their newly hired employees.

Note that there are other parts of this law not described here and all local governments should consult their attorney for assistance. GMA and ACCG have also posted extensive compliance assistance on their websites.

The requirement to obtain the applicable affidavits is based on O.C.G.A. §13-10-91(b)(1), which states, in part, "A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor...." The Department of Audits and Accounts requested the assistance of the Department of Law to draft the affidavits required by this Code section and these required affidavits are listed under the Section entitled *Links to Contractor and Subcontractor Affidavits*.

#### **Monitoring of O.C.G.A. 13-10-91**

DCA has included the following General Condition in all OGA Grant Awards:

**General Condition:** The Recipient, by signing these conditions, is certifying that it will comply with the requirements of O.C.G.A. 13-10-90 entitled "Security and Immigration Compliance." This requires, among other things, that every public employer, including, but not limited to, every municipality and county, will register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. For more information, including a link to the Homeland Security website and the I-9 Form requirements for all new employees, see the OGA Manuals and Forms Page at: <http://www.onegeorgia.org>.

DCA also monitors OGA public works contracts to insure that the Prime Contractor Affidavit requirement is met. Grant recipients should obtain the affidavits from all contractors and subcontractors as required by law. *Note that DCA's monitoring of its OGA or other Community Development and Finance Division (CDFD) grants is not intended to review compliance with all requirements of O.C.G.A. 13-10-91. Please contact your local attorney or GMA or ACCG for all compliance requirements. See the Section below entitled "Resources for OGA Recipients for O.C.G.A. 13-10-91 and O.C.G.A. 50-36" for additional information and forms.*

#### **Summary of O.C.G.A. 50-36**

One part of this law affecting OGA Recipients requires local governments to verify the lawful presence in the United States of any person making application for a state or local public benefit such as housing rehabilitation assistance or down payment assistance. For further information regarding the definition of a "public benefit", please review the Department of Law's website found under the Section entitled *Links to State of Georgia Agency Resources*.

Note that there are other parts of this law not described here and all local governments should consult with their local attorney for assistance. GMA and ACCG have also posted extensive compliance assistance on their website.



Please note that the Systematic Alien Verification of Entitlement (SAVE) affidavit for public benefits must be obtained for each and every public benefit the city or county issues. See the following web page for the affidavit: [http://www.audits.ga.gov/NALGAD/Files/OCGA\\_50-36-1xex2x.pdf](http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x.pdf). Public benefits include things like occupational tax certificates (business licenses), alcohol licenses, city employee health benefits, and contracts. This is all contracts, not just public works contracts. Starting on January 1, 2012, all persons including U.S. citizens applying for public benefits with the city or county will also have to provide a *secure and verifiable document* (see link below under *Links to State of Georgia Agency Resources*) before they can receive the public benefit. Currently and moving forward, any person who fills out the SAVE affidavit who checks either the Legal Permanent Resident blank or the Authorized Alien blank must be run through the SAVE program. This has an annual report which is due by January 1 of each year to the Department of Community Affairs.

**Monitoring of O.C.G.A. 50-36**

DCA has included the following General Condition in all OGA Grant Awards. The General Condition is applicable to OGA public benefit activities, if any:

**General Condition:** The Recipient, by signing these Conditions, is certifying that it will comply with the requirements of O.C.G.A. 50-36-1 entitled "Verification of Lawful Presence Within United States" and verify the lawful presence in the United States of any natural person 18 years of age who has applied for state or local public benefits, as defined in 8 U.S.C. Section 1621, or for federal public benefits, defined in U.S.C. Section 1611, that is administered by an agency or a political subdivision of this state.

*Note that DCA's monitoring of its OGA or other grants is not intended to review compliance with all HB 2 requirements. Please contact your local attorney or GMA or ACCG for all compliance requirements. See the Section below entitled "Links to OGA Monitoring Forms for HB 87 and HB 2" for OGA Monitoring Forms that address HB 2. Note that it will be especially important for all OGA housing Recipients to include on their application intake form the affidavit for public benefits at the following link: [http://www.audits.ga.gov/NALGAD/Files/OCGA\\_50-36-1xex2x.pdf](http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x.pdf).*

**Resources for OGA Recipients for O.C.G.A. §13-10-91 and O.C.G.A. §50-36**

**Links to State of Georgia Agency Resources**

DOAA Website: [http://www.audits.ga.gov/NALGAD/section\\_3\\_affidavits.html](http://www.audits.ga.gov/NALGAD/section_3_affidavits.html)

Department of Law Website: [http://law.ga.gov/00/channel\\_title/0,2094,87670814\\_167693491,00.html](http://law.ga.gov/00/channel_title/0,2094,87670814_167693491,00.html)

Secure and Verifiable Documents:

[http://law.ga.gov/vgn/images/portal/cit\\_1210/63/43/173963603Secure and verifiable document list %208.5.11.pdf](http://law.ga.gov/vgn/images/portal/cit_1210/63/43/173963603Secure_and_verifiable_document_list_%208.5.11.pdf)

DCA Public Benefits Reporting System: <http://www.dca.ga.gov/PBRegistration/LocalPBReg/Index.aspx>

GMA Website: <http://www.gmanet.com/MDR.aspx?CNID=68046>

ACCG Website: <http://www.accg.org/content.asp?ContentId=1778>

**Links to Contractor and Subcontractor Affidavits**

Contractor Affidavit under O.C.G.A. §13-10-91(b)(1):

[http://www.audits.ga.gov/NALGAD/Files/Section\\_3\\_Affidavit\\_-\\_OCGA\\_13-10-91xbx1x.pdf](http://www.audits.ga.gov/NALGAD/Files/Section_3_Affidavit_-_OCGA_13-10-91xbx1x.pdf)

Subcontractor Affidavit under O.C.G.A. §13-10-91(b)(3): [http://www.audits.ga.gov/NALGAD/Files/AG-x654040-v1-Second Subcontractor Affidavit under O C G A 247 13-10-91 b 3 .pdf](http://www.audits.ga.gov/NALGAD/Files/AG-x654040-v1-Second_Subcontractor_Affidavit_under_O_C_G_A_247_13-10-91_b_3.pdf)

Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4):

[http://www.audits.ga.gov/NALGAD/Files/Section\\_3\\_Affidavit\\_-\\_OCGA\\_13-10-91xbx4x.pdf](http://www.audits.ga.gov/NALGAD/Files/Section_3_Affidavit_-_OCGA_13-10-91xbx4x.pdf)

Public Benefits Affidavit: [http://www.audits.ga.gov/NALGAD/Files/OCGA\\_50-36-1xex2x.pdf](http://www.audits.ga.gov/NALGAD/Files/OCGA_50-36-1xex2x.pdf).

**Links to Federal Agency Resources**

**E-Verify Website:**

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

**SAVE Website:**

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=1721c2ec0c7c8110VgnVCM1000004718190aRCRD&vgnnextchannel=1721c2ec0c7c8110VgnVCM1000004718190aRCRD>

**CHAPTER 3: CASH MANAGEMENT**

**CHAPTER 3, SECTION 1: CASH DEPOSITORY**

Funds advanced under OGA Programs must be deposited as follows:

- A separate non-interest-bearing bank account must be established for each OneGeorgia award.
- No other funds should be deposited into this account.
- The separate bank account must be established in a financial institution covered by FDIC with any balance exceeding the FDIC covered amounts collaterally secured.
- Funds will be transferred to this cash account based on information provided by the Recipient from the Vendor Management Bank Account Form. The voided check serves as a confirmation of the transit information for the banking institution along with the bank account number established to receive OneGeorgia funds.

**CHAPTER 3, SECTION 2: PRIOR TO DRAWDOWN OF FUNDS**

Recipient’s administrative responsibilities before submitting drawdown requests:

- All award documents must be properly executed and returned to the OneGeorgia Authority prior to the Recipient’s initial drawdown of funds request.
- In addition to the award documents, Recipient must complete and return to OGA the following financial/administrative account set-up forms.
  - i. Authorized Signature Card for Drawdown of Funds
  - ii. Authorization Agreement for Automatic Deposits
  - iii. Agreement to Provide Independent Audit Report
  - iv. Voided check from the bank account established to receive OGA funds
- Any Special Conditions restricting drawdown of funds must have been satisfied by the Recipient and a project Adjustment Notice issued.

### CHAPTER 3, SECTION 3: DRAWDOWN REQUESTS – WHAT TO SUBMIT

Upon completion and return of award documents, administrative set-up forms and clearance of special conditions, Recipient may submit to OGA a Request for Drawdown of Funds whenever necessary, but not more frequently than weekly.

Each drawdown request must be accompanied by cost documentation supporting the request for funds. Examples of cost documentation include:

- Closing statements for real estate transactions
- Purchase Orders, Contracts or Invoices for materials, equipment rental, professional services, etc.
- Draw Requests for construction services or subcontractors
- Certified payrolls

### DO NOT SUBMIT A DRAWDOWN WITHOUT COST DOCUMENTATION

#### IMPORTANT NOTE:

All cost documentation submitted must be identified with the Project name, award number, date and description of services rendered or materials provided. It is suggested that all cost documentation be reviewed and initialed as approved by the Recipient prior to submission to the OneGeorgia Authority for processing.

### CHAPTER 3, SECTION 4: TIMING THE DRAWDOWN REQUEST

- Recipient should understand that once submitted a drawdown request may take up to ten (10) working days depending on the level of review necessary. (Detailed cost documentation for construction projects, closing statements involving real estate transactions may require more review time.)
- Contact person listed on the draw request will receive a fax from OGA to confirm draw request approval and expected date of funds transfer to local bank.
- Funds can generally be wired via ACH transfer to the Recipient's bank within two to three days after approval of draw request.
- The Recipient must minimize the time elapsing between the receipt of funds and their disbursement. A period of ten (10) working days or less shall be considered acceptable for any sum of over \$5,000.
- It is the Recipient's responsibility to anticipate cash needs and to submit draw requests to allow sufficient time for the receipt of funds.

#### IMPORTANT NOTE:

When a Recipient demonstrates an inability to establish procedures to minimize the time elapsing between cash advances and disbursements, cannot adhere to laws, regulations or special conditions, engages in the improper award and administration of contracts or is unable to submit reliable and/or timely reports, the OneGeorgia Authority may terminate advance



financing and/or require operation of the program on a reimbursement basis only, as well as take additional actions as described elsewhere in these procedures.

**CHAPTER 3, SECTION 5: INSTRUCTIONS FOR PREPARING DRAWDOWN REQUESTS**

The original and one copy of the Request for Drawdown of Funds form must be submitted to OGA each time a Recipient wishes to drawdown funds.

The certifying representative must include with each Request for Drawdown of Funds form a formal cover letter stating that he has reviewed the attached detailed cost documentation and certifies that the documents are an eligible expense related to the OneGeorgia project so designated. This information is required so that any lawyer or professional person may ascertain that the certifying representative did indeed review the invoices and approve the draw.

- Enter the name of the local government Award Recipient
- Enter the Award ID #
- Enter the contact name, e-mail address, telephone number and fax number of the person who prepares the Drawdown Request
- Enter the Drawdown Request Number. Drawdowns should be numbered consecutively, the first one being Number 1, the second one being Number 2, etc.
- The final drawdown should be indicated by checking the yes box when appropriate. Check the "no" box for all other draws.
- Column A - Enter the code of each approved activity as shown on the approved Budget Summary.
- Column B - Enter the budgeted dollars of each approved activity as shown on the approved Budget Summary.
- Column C - Enter all previous drawdowns received to-date by each approved activity.
- Column D - Enter all drawdowns previously requested by each approved activity, but not yet received.
- Column E - Enter all funds actually spent and disbursed by the Recipient by each approved activity.
- Column F - Enter drawdown balance on hand by each approved activity. These amounts are obtained by adding Columns C and D and subtracting that total from Column B.
- Column G - Enter the amount of the current drawdown requested by each approved activity.
- Type the names of individuals authorized to draw payment and date.
- Have individuals authorized to draw payment sign with original signatures. Signatures must be those listed on the Authorized Signature Card for Drawdown of Funds form.

**SUBMIT ORIGINAL REQUEST WITH COVER LETTER AND COST DOCUMENTATION ATTACHED TO:**

OneGeorgia Authority  
Georgia Department of Community Affairs  
P. O. Box 15481  
Atlanta, GA 30333

## CHAPTER 4: ACCOUNTING & FINANCIAL MANAGEMENT

### CHAPTER 4, SECTION 1: FINANCIAL MANAGEMENT SYSTEM

#### A. General Requirements:

Recipient’s financial management system must:

- Provide accurate, current and complete disclosure of the financial activities funded by OneGeorgia awards. OGA approved budgets reflect costs by activity code, as do the Request for Drawdown of Funds forms and the Project Report forms. Therefore, financial records should be established and maintained in such a manner as to facilitate the reporting and monitoring of expenditures and obligations by activity code.
- Maintain accounting records that clearly and adequately identify the source and application of all funds committed to OGA supported activities. Local contributions to the program and income applied to the program should also be clearly identified.
- Maintain sound internal accounting controls, effective control over and accountability for all funds, property and other assets, safeguarding these assets and insuring that they are used solely for authorized purposes.
- Provide comparison of actual expenditures to budgeted expenditures.
- Include procedures to minimize the time elapsing between the drawdown of funds from OGA and the disbursement of those funds by the Recipients. A period of ten working days or less shall be considered acceptable.
- Provide for audits made by qualified and independent audit firms of management systems and internal control procedures that have been established.
- Provide for source documents (appropriation ordinances, purchase orders, invoices, journal vouchers, cash receipts, bank deposit receipts, etc.) that support all financial transactions relating to OGA activities. These should be filed and maintained.
- Ensure that costs incurred in OGA activities are reasonable and allowable only under the following conditions:
  - The award has been properly accepted as described in Chapter 1, Section 1 of these procedures.
  - Costs are incurred on or after the date of the Award by OGA (unless pre-agreement cost approval is requested and approved by OGA.)
  - Costs for projects or activities are incurred only after all necessary conditions and required reviews have been completed and satisfied.
  - Costs are accounted for in accordance with generally accepted accounting principles and are not prohibited by Federal, State or local laws.
  - Costs are authorized in the award made by OGA.
  - Costs are incurred for activities eligible under the applicable OGA Program.

In order to meet these requirements, the following procedures are suggested.

#### B. Suggested Accounting Procedures, Records and Filing Format

The accounting issues that the recipient should address to comply with the state requirements are:

- Organization of the accounting system
- Fund structure and double entry bookkeeping
- Uniform Chart of Accounts
- Coding the chart of accounts, and
- Accounting records and files

### **Organization of the Accounting System**

One individual should be designated to oversee the financial transactions related to OGA program funding. This individual, serving as fiscal coordinator, should approve all purchase documents, contract invoices, payroll actions, etc., that affect OGA funds; however, this person should not perform the disbursing and recording functions which are typically accomplished by the accounting department.

The OGA accounting system should be designed to maximize internal control. The concept of internal control refers to policies and procedures of the jurisdiction designed primarily to safeguard assets such as cash, inventory and equipment.

The person designated as fiscal coordinator might be a member of the finance or accounting department or a member of the mayor's or city manager's staff. Where a community development department has been established, a fiscal coordinator may be designated within the department to perform these duties.

### **Fund Structure and Double Entry Bookkeeping**

A separate special revenue fund must be established in conformance with the Uniform Chart of Accounts (H.B. 491) requirements.

Records must also be available to allow for confirmation of required award match amounts and to support leverage amounts.

A complete set of general ledger and subsidiary accounts should be maintained for the fund. Accounting within this fund should be conducted on the double entry basis where Debit (DR) and Credit (CR) balances are maintained for each general ledger account and the sum of all debits equals the sum of all credits.

Assistance is available from OGA as needed to help recipients comply with these requirements.

### **Uniform Chart of Accounts**

In 1997, the Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting Act (H.B. 491.) Beginning in fiscal year ending in 2001, local governments must adopt and use a state published uniform chart in their accounting records; audited financial statements, including Comprehensive Annual Financial Reports (CAFRs), and reports to state agencies.

All transactions must be classified in conformity with the fund, balance sheet, revenue and expenditure classification descriptions contained in the state publication: Uniform Chart of Accounts for Local Governments in Georgia.

**Accounting Records and Suggested Files**

The first step in the accounting process is to establish the accounting records and files that should be maintained. These may include the following:

- o Open Purchase Orders File
- o Open Contracts File
- o Pending Payments File
- o Pending Receipts File
- o Cash Receipts Register
- o Cash Disbursements Register
- o General Journal
- o General Ledger
- o Fixed Assets Ledger
- o Cash Control Ledger
- o Expenditure Summary Report
- o Receivable and Payable Subsidiary Ledgers, and
- o Permanent Files

**In establishing the accounting records, the following steps are suggested:**

Establish the Open Purchase Orders File, which contains purchase orders that have been issued but not filled. These unfilled purchase orders should be filed in sequence according to purchase order number.

- o Establish the Open Contracts File with a section for each open contract. Contract summary forms, a copy of the contract, contract invoices and related correspondence should be filed in each section.
- o Establish the Pending Payments File, which contains all invoices and payment vouchers that have been approved for payment. The supporting documentation should be filed by due date with periodic reviews of the file to ensure timely payment.
- o Establish the Pending Receipts File, which contains documents to identify payments expected to be received. When the amounts are received, supporting documentation should be attached to the invoice or other form, the transaction should be recorded on the Cash Control Ledger and posted to the Receivables Subsidiary Ledger, and the funds should be deposited on a timely basis.
- o Establish the Cash Receipts Register. This register should be maintained to document all cash receipts.
- o Establish the Cash Disbursements Register. This register should be maintained to document cash disbursements.
- o General Journal Entries are prepared to record accounting transactions that do not involve cash receipts or disbursements. Journal entries should be prepared for adjustments and special actions such as OGA budget, year-end accruals, etc.

- Establish a General Ledger account for each general ledger account in the chart of accounts.
- Establish a Fixed Asset Ledger. This ledger should be maintained so as to record and control all fixed assets acquired in whole or in part using OGA funds.
- Establish a Cash Control Ledger. Enter the fiscal year at the top. A Separate Cash Control Ledger should be maintained for each fiscal year.
- Establish an Expenditure Summary Report page for each budget line item.
- Establish a Receivable and Payable Subsidiary Ledger if advances or loans are made or goods and services are purchased on account. A separate record should be established for each person who has received a loan or advance and for each individual vendor to whom money is owed.
- Establish the Permanent Files, which should parallel the organization of the aforementioned accounting records, files and reports.

### **SAMPLE FILING FORMAT**

- **Content**
- **Application File:**
  - Copy of Application
  - Correspondence regarding application
- **Award File:**
  - Award Statement
  - Special Conditions
  - Revisions
  - Correspondence
  - Adjustment Notices
- **Drawdown Information:**
  - Authorization Agreement for Automatic Deposits
  - Authorized Signature Card for Drawdown of Funds
  - Certification
  - Request for Drawdown of Funds
- **Reports:**
  - Annual Program Income Report
  - Project Report Form
  - Other required reports
- **Financial Expenditure Documentation:**
  - Invoices, Time Sheets, Contract Draws, Subcontract Draws, etc.
  - Approved payment forms
- **Financial Statements & Supporting Documentation:**
  - Monthly bank statements and bank reconciliations
  - Monthly financial statements
  - Close out documents
- **Audit Records:**
  - Independent Audit Report
  - Adjusting/closing audit entries

## CHAPTER 4, SECTION 2: AUDIT REQUIREMENTS

Recipients must contract for annual independent audits of their financial operations including compliance with local and state laws and regulations.

This audit should also include a Project Cost Schedule and a Source and Application of Funds Schedule.

A copy of all audit reports shall be provided by the Recipient to OGA no later than 30 days after issuance of the reports and no later than one year after the end of the audit period.

- A. Audits must include an examination of internal control systems established to ensure compliance with laws and regulations affecting the expenditure of OGA funds, financial transactions, accounts and financial statements and reports of Recipient organizations. These examinations are to determine whether:
  - o There is effective control over and proper accounting for revenues, expenditures, assets and liabilities.
  - o The financial statements are presented fairly in accordance with Generally Accepted Governmental Accounting Principles.
  - o The reports to OGA and claims for advances contain accurate and reliable financial data and are presented in accordance with the terms of applicable agreements.
  - o OGA funds are being expended in accordance with the terms of the award and those provisions of State law or OGA regulations that could have a material effect on the financial statements.
- B. In order to accomplish the purposes set forth above, a representative number of charges to the OGA award shall be tested. The test shall be representative of all cost categories that materially affect the award. The test is to determine whether the charges:
  - o Are necessary and reasonable for the proper administration of the program.
  - o Conform to any limitations or exclusions of the OGA award itself.
  - o Were given consistent accounting treatment and applied uniformly to both OGA assisted and other activities of the Recipient.
  - o Were net of applicable credits.
  - o Did not include costs properly chargeable to other programs.
  - o Were properly recorded (i.e., correct amount and date) and supported by source documentation.
  - o Were approved in advance if subject to prior approval.
  - o Were incurred in accordance with competitive purchasing procedures, if applicable.
  - o Were allocated equitably to benefiting activities.
- C. Audits should be made annually. If an acceptable annual audit is completed within a short period of time prior to close out of an OGA program, OneGeorgia will request payment documentation of the unaudited funds and then formally close the award.
- D. If the auditor becomes aware of irregularities in the Recipient organization, the auditor shall promptly notify OGA and Recipient management officials above the level of involvement. Irregularities include such matters as conflicts of interest, falsification of records and reports and misappropriation of funds or other assets.
- E. The annual audited financial statements shall include:



- Financial statements, including the schedule of expenditures of awards, including footnotes, of the Recipient organization.
- The auditor's report on the financial statement, which should:
  - Identify the statements examined and the period covered.
  - State that the audit was done in accordance with the Generally Accepted Government Auditing Standards.
  - Express an opinion as to whether the financial statements of the OneGeorgia Authority program are presented fairly in all material respects in conformity with the stated accounting policies.
  - Report on internal control related to the program, which shall describe the scope of testing of internal control and the results of the test.
  - Report on compliance which includes an opinion as to whether the audit is in compliance with laws, regulations and the provisions of contracts or award agreements which could have a direct and material effect on the program.
  - Include a schedule of findings and questioned costs for the program.
  - State the dollar Threshold used to distinguish between Type A and B programs.
  - Determine whether the audit qualifies as a low-risk audit.
- F. The auditor's reports on compliance and internal control should:
  - Include comments on weaknesses or noncompliance with the systems of internal control, separately identifying material weaknesses.
  - Report the scope of testing of internal control and the results of the tests, and where applicable, a separate schedule of findings and questioned cost.
  - Include statement that the audit is in compliance with laws, regulations and the provisions of contracts or award agreement that could have a direct and material effect on each major program according to State laws, and where applicable, a separate schedule of findings and questioned cost.
  - Provide a summary schedule of prior audit findings that report the status of all audit findings included in the prior audit's schedule of findings and questioned costs relative to Federal awards. The summary schedule shall also include audit findings reported in the prior audit's summary schedule of prior audit findings except audit findings listed as corrected. When audit findings were fully corrected, the summary schedule need only list the audit findings and state that corrective action was taken or,
  - A statement on planned actions taken by Recipient.
  - A Source and Application of Funds schedule and a Project Cost schedule for all OGA funds. The appropriate award numbers should also be shown.
  - Comments on the accuracy and completeness of financial reports and claims for advances or reimbursement to OGA.
  - Comments on corrective action taken or planned by the Recipient.
- G. Work papers and reports must be retained for a minimum of three years from the date of the audit report, unless the auditor is notified in writing by OGA of the need to extend the retention period. The audit work papers must be made available upon request of OGA or its designees.
- H. When an audit discloses significant findings, the Recipient will be called upon by OGA to take corrective action. Depending upon the nature of the inadequacies, drawdown of funds, final close out or subsequent award of an OGA program may be delayed or denied until corrective action has been taken.

## CHAPTER 4, SECTION 3: PROCUREMENT STANDARDS

The Recipient is the responsible authority under its contracts and without recourse to OGA regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in connection with any OneGeorgia program. Matters concerning violation of law are to be referred to such local or state authority as may have proper jurisdiction. However, Recipients are encouraged to contact OGA for assistance in any procurement matter.

- A. Recipients may use their own procurement regulations that reflect applicable State and local laws, rules and regulations if all procurements made with OGA funds meet the following standards:
- The Recipient must maintain written codes or standards of conduct to govern the performance of its officers, employees or agents in contracting with and expending OGA funds. Recipient's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. No employee, official or agent of the Recipient can participate in selection or in the award of administration of a contract supported by OGA funds if a conflict of interest, real or apparent, would be involved. Such conflict would arise when:
    - The employee, officer or agent
    - Any member of the immediate family
    - His or her partner, or
    - Any organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
  - Recipients may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
  - To the extent permissible by State or local law, rules or regulations, the Recipient's standards must provide for penalties, sanctions or other disciplinary actions to be applied for violations of such standards by either the Recipient's officers, employees, or agents or by contractors or their agents.
  - All Procurement transactions entered into by the Recipient regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition. The Recipient must be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade and conform to Sate Law (O.C.G.A. § 36-91-1 et seq.) as applicable.
  - Examples of what is considered to be restrictive of competition include, but are not limited to:
    - Placing unreasonable requirements on firms in order for them to qualify to do business;
    - Non-competitive practices between firms;
    - Organizational conflicts of interest; and
    - Unnecessary experience and bonding requirements.
  - Recipients must have written selection procedures that provide, as a minimum, the following procedural requirements:
    - Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in



competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, set forth minimum essential characteristics and standards to which it must conform to be satisfactory. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other important requirements of procurement. The specific features of the named brand that must be met by offerors must be clearly stated.

- Clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration must be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- Proposed procurement actions must be reviewed by Recipient officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis must be made of lease and purchase alternatives to determine which would be the most economical practical procurement. Consideration should be given to consolidated or breaking out to obtain a more economical purchase. To foster greater economy and efficiency, Recipients are encouraged to enter into State and local intergovernmental agreements for procurement or use of common goals and services.
- Recipients must perform some type of cost or price analysis concerning every procurement action including contract modifications and must only permit allowable costs to be included.
- Recipients must maintain records sufficient to detail the significant history of a procurement. These records must include, but are not necessarily limited to, information pertinent to rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.
- Recipients must maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.

#### **B. Methods of Procurement**

There are four methods of procurement that can be used by Recipients, if authorized by locally adopted standards:

- Small purchase procedures can be used for procurements under \$100,000 and require that price or rate quotations be obtained from an adequate number of qualified sources. Note that this method is not appropriate for procurement of administrative or professional services.
- Competitive sealed bids (formal advertising) where sealed bids are publicly solicited and a firm-fixed-price contract (lump-sum or unit price) is awarded to the responsible bidder

whose bid, conforming to all the material terms and conditions of the invitation for bids, is lower in price.

In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum the following:

- A complete, adequate and realistic specification or purchase description is available.
- Two or more responsible suppliers are willing and able to compete effectively for the awardee's business.
- The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally based on price.

If formal advertising is used for procurement under an award, the following requirements apply:

- Allow sufficient time (generally 30 days) prior to the date set for opening of bids, bids must be solicited from an adequate number of known suppliers. In addition, the invitation must be publicly advertised.
  - The invitation for bids, including specifications and pertinent attachments, must clearly define the items or services needed in order for bidders to properly respond to the invitation.
  - All bids must be opened publicly at the time and place stated in the invitation for bids.
  - A firm-fixed-price contract award must be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs must be considered in determining which bid is lowest.
  - Any or all bids may be rejected when there are sound documented business reasons that to do so would be in the best interest of the program.
- Competitive negotiation is a method of procurement where proposals are requested from a number of sources and the Request for Proposal (RFP) or Request for Qualifications (RFQ) is publicized. Negotiations must be conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Recipients should perform a systematic analysis of each contract item or task to assure adequate service and to offer reasonable opportunities for cost reductions. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If competitive negotiation is used for procurement under an award, the following requirements apply:
- Proposals must be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposals must be publicized and reasonable requests by other sources to compete must be honored to the maximum extent practicable. "Solicitation" requests by the Recipient must be specifically addressed to a list of more than one potential proposer identified by the City/County. To "publicize" the RFP, the Recipient must also offer the RFP

through publication in a newspaper with adequate circulation or publication by other means such that reasonable exposure to potential proposers can be expected.

- The Request for Proposal must identify all significant evaluation factors, including price or cost where required and their relative importance.
  - The Recipient must have mechanisms for technical evaluation of proposals received, for determinations of responsible offerors for the purpose of written or oral discussions, and for selection for contract award.
  - Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.
  - Recipients may use competitive negotiation procedures for procurement of Architectural/ Engineering professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.
  - If "competitive negotiation" is not successful, then the Recipient must receive "sole source" approval from OGA before contracting.
- Non-competitive or "sole source" procurement requires prior OGA approval and may be used when:
    - the item or service is available from only one source
    - urgent public need will not allow for the delay caused by advertising
    - although a number of bids were solicited, only one response was received.

All contracts must be made with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration may be given to such matters as contractor integrity, record of past performance, financial and other technical resources, or accessibility to other necessary resources.

Procurement records or files shall provide at least the following pertinent information: Justification for the use of negotiation instead of advertising, contractor selection, and the basis for the cost or price negotiated.

A system for contract administration must be maintained by the Recipient to assure contractor conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely follow-up of all purchases.

**C. CONTRACT REQUIREMENTS**

The Recipient must include, in addition to the provisions needed to define a sound and complete agreement, the following provisions in all contracts:

- Contracts other than small purchases must contain such contractual provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for appropriate sanctions and penalties.

- o All contracts in excess of \$10,000 must contain provisions for terminations "for convenience" by Recipient, including when and how termination may occur and the basis for settlement. In addition, all contracts must describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

**CHAPTER 4, SECTION 4: BONDING AND INSURANCE**

The minimum Bonding and Insurance requirements under state law are applicable to public works contracts valued over \$40,000 and require:

- A performance bond from contractors executed in connection with each contract.
- A payment bond on the part of the contractor for 100% of the contract price.
- All bonds shall be obtained from companies holding certificates of authority as acceptable sureties under state requirements.
- In addition, OGA requires that Recipients require adequate contractor's liability insurance from all contractors. A minimum coverage of \$25,000 property and \$50,000 bodily injury coverage should be required.

**CHAPTER 5: PROJECT ADMINISTRATION**

**CHAPTER 5, SECTION 1: MONITORING PROJECT PERFORMANCE AND COMPLIANCE**

- A. Recipients must constantly monitor performance to ensure that time schedules are being met, projected milestones are being accomplished, and other performance goals are being achieved in accordance with the approved application.
- B. All activities must be conducted in compliance with a host of state requirements.
- C. Problems, delays, or adverse conditions that will affect the Recipient's ability to meet its program objectives or its time schedules should be reported to OGA.
- D. The Authority will, at appropriate times during program activities, review Recipient's records to ensure that all applicable state requirements are being met. The Authority's emphasis will be on preventing and correcting problems before they develop into serious obstacles to program implementation. The completion and submission of a Project Report will be required semi-annually by the recipient.
- E. Instructions to complete Project Report Form
  - o Section I: General Information
    - Local Government Award Recipient Name: The legal name of the OneGeorgia award recipient.
    - Award ID #: Award number shown on the OneGeorgia award documents.
    - Sub-recipient Name: If applicable, the name of the company or organization that this project benefits.
    - Contact Person: The name of the person who is responsible for the day-to-day administration of the OneGeorgia award.
    - Telephone: The phone number of the contact person.
    - Email: The email address of the contact person.

- **Project Period:** The date the OneGeorgia award was made and the expiration date. If the project was extended, then use the most current expiration date.
- **Section II: Report Type and Extension**
  - **Semi-Annual:** To be submitted to OneGeorgia by June 30 and December 31 of each year.
  - **Progress:** Only required if the recipient requests the drawdown of more than 90% of the award AND has not yet submitted its first scheduled semi-annual report.
  - **Final:** Required at the conclusion of entire project.
  - **Is a project extension needed?:** Check either yes or no. If yes, provide the number of months (maximum of six months) needed starting from the existing project's expiration date. Provide justification for the extension request in Section III and attach any necessary documentation (e.g., a letter from the project engineer explaining the need for an extension)
- **Section III: Project Update/Narrative**
  - Use this space to describe the status of your project plus any changes since your most recent OneGeorgia report including status of construction, land acquisition, M&E purchase and installation, hiring, production, private and public investment, etc. For all reports, please provide a detailed narrative describing project accomplishment. Attach additional sheets if necessary.
- **Section IV: Source, Amount and Use**
  - **Complete Section IV only if this is a final report**
  - **Source:** The name of the source of funds (e.g., OneGeorgia, Local, Private, U.S. Economic Development Administration, etc.)
  - **Amount:** The dollar amount each "source" is providing for the project.
  - **Use:** The activity(ies) each source is funding. (e.g., water, sewer, road, etc.)
- **Section V: Direct and/or Indirect Benefits to Date**
  - **Proposed category to be completed from application as applicable**
  - **Jobs Retained Actual:** The number of jobs retained as a direct result of this project as of the date of this report.
  - **Jobs Created Actual:** The number of jobs created as a direct result of this project as of the date of this report.
  - **Public Funds Invested Actual:** (Not including OneGeorgia Funds) Total amount of public funds (e.g., federal, state and local) used in this project as of the date of this report.
  - **Private Funds Invested Actual:** The total amount of private funds used in this project as of the date of this report.
  - **Beneficiaries and/or Services Actual:** If applicable, briefly identify the number of beneficiaries (e.g., students enrolled, workers trained, etc.) and/or the services provided by the OneGeorgia funded program.
  - **Public Infrastructure Actual:** If applicable, briefly describe the public infrastructure being provided by this project.
- **Section VI: Signature**
  - **Type Name of the Certifying Representative, that official's title and date**
  - **Original signature of Certifying Representative and date project report form signed**

**CHAPTER 5, SECTION 2: IMPLEMENTATION TIMEFRAMES**

- A. Completion of program activities within the timeframes established in the approved application is extremely important.
- B. If program activities are significantly behind schedule and it appears that Recipient is unable to achieve program objectives, OGA may choose to exercise its right to recapture all unobligated funds after eighteen (18) months of award or to take other sanctions described in these procedures.
- C. However, if for reasons beyond the control of Recipient it appears that an extension beyond the approved award period, as shown on the Statement of Award, will be necessary, a written request for extension should be sent to OGA. A maximum of 6 months' extension is allowed.
- D. The extension request should outline the reasons for delay and specify the projected completion date.
- E. All approvals of extensions will be made in the form of an Adjustment Notice from OGA. The Recipient will receive an executed Adjustment notice as confirmation.

**CHAPTER 5, SECTION 3: PUBLIC RECORDS**

- A. Location of Program Records:
- B. Although Recipients may designate the location of program records, OGA must be officially informed of their location if different from the Recipient's normal place of business.
- C. In order to ensure citizen access to program records and if the location of the records is different from the Recipient's normal place of business, the following minimum information must be on file in a designated place within the locality and available for public inspection:
  - o Application
  - o Award documents including special/general conditions and budget
  - o Standard performance/financial reports
  - o Other pertinent information deemed appropriate by the Recipient, such as engineering plans
  - o The environmental review record.
- D. Public access to award records shall not be restricted unless the Recipient can demonstrate exception from disclosure under the Georgia Open Records Act (Title 50, Chapter 1B, Article 4, Georgia Code.)

**CHAPTER 5, SECTION 4: RETENTION OF RECORDS**

Financial records, supporting documentation for all transactions required by law, whether financial or programmatic, and all other records pertinent to a OGA program must be kept for 3 years from the date of issuance or notification by OGA that close out procedures are complete, except that:

- A. If any litigation, claim or audit is started before the expiration of the 3 year period, the records must be kept until all litigation, claims or audit findings involving the records have been resolved.
- B. Records for nonexpendable property must be kept for 3 years after final disposition of the property.



## CHAPTER 5, SECTION 5: PROGRAM AMENDMENTS, BUDGET REVISIONS, OTHER ADJUSTMENTS

Recipients must request a program amendment and receive prior approval from OGA in the following instances:

- A. If the addition of a new activity or deletion of an approved activity is proposed.
- B. If a decrease in excess of 10% in the scope of an approved activity is proposed.
- C. If a budget revision is proposed that will result in a transfer between approved activities or in a change in any activity's allocation of an accumulative amount in excess of 10% of the award.

A request for program amendment must provide sufficient narrative information to adequately explain and justify the proposed amendment. A revised budget reflecting the proposed changes should be submitted, if applicable. After review of the proposed changes OGA shall inform the Recipient of approval by using an Adjustment Notice. (All forms should reflect all award funds, breakdown of funds and beneficiaries, rather than that subject only to the amendment request.)

## CHAPTER 5, SECTION 6: CONFLICT OF INTEREST PROHIBITION

- A. **Conflicts prohibited.** No persons described below who exercise or have exercised any functions or responsibilities with respect to activities associated with OGA funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from an OGA-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
- B. **Persons Covered.** The conflict-of-interest provisions described in paragraph A above apply to any person who is an employee, agent, consultant, officer, or elected official, or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving or administering OGA funds.
- C. **Definition of Family or Business Ties.** OGA defines the meaning of the term "family or business ties" as follows:
  - o Family: "A group of people related by ancestry or marriage; relatives."
  - o Business: "The buying & selling of commodities and services; commerce, trade."
  - o Ties: "Something that connects, binds or joins; bond; link."
- D. **Exceptions:** Upon written request, OGA may grant an exception to the provisions of paragraph A above, on a case-by-case basis, before state funds are expended. Exceptions can only be granted when OGA determines that the exception will serve to further the purposes of a OneGeorgia Program and the effective and efficient administration of the program or project. To seek an exception, a written request for an exception must be submitted by the unit of local government to OGA which:
  - o Fully discloses the conflict or potential conflict of interest prior to the unit of government undertaking any action which results or may result in a conflict of interest, real or apparent; and
  - o Describes how the conflict of interest was publicly disclosed; and
  - o Includes a written opinion of the local government's attorney that the interest for which the exception is sought would not violate state or local law.

- E. Factors to be considered for exceptions:** In determining whether to grant a requested exception after the OneGeorgia Recipient has satisfactorily met the requirements of the paragraph above, OGA will consider the cumulative effect of the following factors, where applicable:
- Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; Whether the person affected is a member of a group intended to be the beneficiary of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provide to the group or class;
  - Whether the affected person has withdrawn from his or her function or responsibilities, or the decision making process with respect to the specific assisted activity in question;
  - Whether the interest or benefit was present before the affected person was in a position as described in paragraph (B) above;
  - Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
  - Any other relevant considerations presented to OGA.

**NOTE:** If there are any questions regarding who may or may not be covered under the Conflict of Interest provisions above, please call OGA immediately to discuss such matters prior to entering into contracts or disbursing money.

**CHAPTER 5, SECTION 7: SANCTIONS**

Whenever OGA determines that a unit of local government who is a Recipient of any award funds has failed to comply with the requirements of the applicable program, including those requirements listed in these procedures, OGA shall notify the Chief Elected Official of the unit of local government of the noncompliance and shall request appropriate compliance action.

Noncompliance includes failure to implement the proposed project as described in the approved OGA application or violation of applicable laws or regulations. If, within a reasonable period, the local government fails or refuses to comply, then OGA may:

- Terminate payments to the Recipient.
- Require repayment of funds improperly spent.
- Reduce payments to the Recipient by an amount equal to the amount of such payments that were not expended in accordance with the requirements of the Program.
- Prohibit the city or county from participation in one or more future OGA competitions.
- Limit the availability of payments to programs or activities not affected by such failure to comply.
- Refer the matter to the Attorney General with a recommendation that an appropriate action be instituted, or
- Take such other action as may be provided by law or regulation.

**Opportunity for a consultation:** Prior to a reduction, withdrawal or adjustment of an award or other appropriate action taken pursuant to this section, the Recipient shall be notified of such proposed action and given an opportunity, within a reasonably prescribed time period, for an informal consultation.

#### **CHAPTER 5, SECTION 8: CONTINUED USE OF FACILITIES**

Generally, facilities constructed with OneGeorgia program funds are to be used for the approved use throughout the life of the facility.

- A. OGA should be contacted immediately if there is a proposed change in use.
- B. Certain OneGeorgia leases may contain purchase options that will be exercised as a condition of the award. Under these conditions, the Authority, in conjunction with the local governmental entity, is providing assistance to a business in the form of a long term capital lease with a purchase option in lieu of a perpetually owned public facility.

#### **CHAPTER 5, SECTION 9: CLOSE OUT PROCEDURES**

- A. Within 30 days of project completion, the Recipient should inform OGA that the award is ready for close out and advise OGA when the next annual audit is scheduled.
- B. The Recipient should complete a final drawdown request for remaining funds and submit along with the final project report.
- C. Submit final project report.
- D. OGA will conduct a review to ensure that any monitoring findings are resolved and that any excess grant funds have been refunded.
- E. After review and final resolution of any findings, OGA will notify the Recipient of conditional closeout pending receipt of an acceptable audit.
- F. A final closeout letter will be issued after the final audit accounting for all funds has been issued and accepted by OGA.

**Backup material for agenda item:**

## 6. Update Bank Signor List

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Bank accounts update 8/13/18

	current signors	remove	add
PDA Checking account #76058	Joshua Daniel Terry Schwindler Lynward Lindsey	Lynward Lindsey	Eugene Smith Charles Edward Waggoner Patty Burns
PDA OneGeorgia Checking account #771236	Terry Schwindler Lynward Lindsey Claud McIver	Lynward Lindsey Claud McIver	Joshua Daniel Eugene Smith Charles Edward Waggoner Patty Burns
PDA Safe Deposit Box #885	Eugene Smith Lynward Lindsey Kay Stevens	Lynward Lindsey Kay Stevens	Joshua Daniel Terry Schwindler Charles Edward Waggoner Patty Burns
PDA CD account #42072	Eugene Smith Lynward Lindsey Bill Wayne Sharp	Lynward Lindsey Bill Wayne Sharp	Joshua Daniel Terry Schwindler Charles Edward Waggoner Patty Burns
PDA CD account #24251	Eugene Smith Charles Giffin	Charles Giffin	Joshua Daniel Terry Schwindler Charles Edward Waggoner Patty Burns

## Backup material for agenda item:

### 7. PDA Budget Update

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.



## PUTNAM DEVELOPMENT AUTHORITY

Account	Account #	2016	2017	2018 YTD 7/30/18	2018 Budget	2019 Request	2019 Proposed	NOTES
Full-time Staff	101-75201-511100	60,026	64,808	52,830	65,412	67,221	67,221	1 - 3% Raise / Includes \$4,800 mileage pay
Insurance Benefits	101-75201-512101	6,355	6,869	6,300	7,564	7,686	7,686	
Social Security	101-75201-512201	4,561	4,920	4,006	5,004	5,143	5,143	
Retirement Contributions	101-75201-512401	5,642	8,514	9,004	9,004	9,005	9,005	
Workers Compensation	101-75201-512701	217	212	207	207	210	210	
Payroll Accrual	101-75201-512901	(1,644)	(168)	0	220	300	300	
<b>Personnel Expenditures Total</b>		<b>75,157</b>	<b>85,155</b>	<b>72,346</b>	<b>87,411</b>	<b>89,565</b>	<b>89,565</b>	
Accounting/Auditing	101-75201-521206	5,300	3,400	200	5,500	6,500	6,500	\$500 bookkeeping, \$6000 external audit
Legal Services	101-75201-521203	1,300	62,601	11,575	35,000	65,600	15,600	\$15,600 legal advisory work
Professional Services	101-75201-521220	18,926	15,900	0	20,000	90,000	40,000	\$40,000 SIP PROJECT engineering, surveying, assessments, etc
Computer Services	101-75201-521301	1,813	2,069	2,334	2,600	3,200	3,200	\$1,680 web, \$201 Office, \$50 A/V, \$1,200 net maint, \$69 software
Building & Ground Services	101-75201-522201	3,360	800	0	3,500	5,000	5,000	\$5,000 CGTC building services est.
Equipment Services	101-75201-522205	280	274	138	300	600	600	\$300 SIP PROJECT copies, \$300 copier maintenance & copies
Rental Expense	101-75201-522321	28	0	0	350	3,000	3,000	\$2,972 SIP PROJECT rentals, \$28 safe deposit box
General Insurance	101-75201-523101	5,376	5,854	2,345	6,500	6,550	6,550	\$2,300 E&O ins, \$3,900 CGTC bldg ins, \$350 land ins
Telecommunications	101-75201-523201	945	1,150	779	1,200	1,320	1,320	\$45/mo Desk phone, \$65/mo Cell
Postage	101-75201-523215	0	72	98	100	300	300	\$200 SIP PROJECT postage, \$100 postage
Advertising	101-75201-523301	720	3,250	8	4,500	19,625	4,625	GA Trend Ad \$4625/3 Site Selection Ads \$15000 / <b>Fund 15K fr Hotel Motel Tax</b>
Printing & Binding	101-75201-523401	9	12	0	500	1,500	1,500	\$1,500 SIP PROJECT printing
Travel	101-75201-523501	6,690	2,295	3,032	6,540	7,900	7,900	\$700GEDAf, \$1,000IEDC, \$5,500Pittcon, \$550GEDAs, \$150ICSC
Dues & Fees	101-75201-523601	2,857	12,749	250	2,550	2,750	2,750	\$750GEDA \$500IEDC \$400SEDC \$500GACoC \$100ICSC \$500MGEA

## PUTNAM DEVELOPMENT AUTHORITY

Account	Account #	2016	2017	2018 YTD 7/30/18	2018 Budget	2019 Request	2019 Proposed	NOTES
Education	101-75201-523701	0	1,010	1,046	2,950	1,400	1,400	\$550 GEDA fall, \$500 GEDA spring, \$350, ICSC
Miscellaneous Services	101-75201-523920	0	18,488	0	970	75,000	55,000	\$55,000 SIP PROJECT services
Office & General Supplies	101-75201-531101	440	556	370	550	1,000	1,000	\$450 SIP PROJECT general supplies, \$550 office & general supplies
Building & Ground Supplies	101-75201-531110	0	(131)	0	1,500	3,000	3,000	\$1,500 SIP PROJECT bldg supplies, \$1,500 CGTC bldg supplies
Electricity	101-75201-531231	472	503	591	550	700	700	\$700 electric for RETP sign
Meals For Special Events	101-75201-531301	639	1,032	1,117	1,500	3,500	3,500	\$2,000 SIP PROJECT meals, \$1,500 B&I meeting meals
Books & Periodicals	101-75201-531401	35	35	85	90	250	250	\$250 Periodicals, Messenger, GA County Guide, etc
Small Equipment	101-75201-531601	99	1,441	849	1,500	2,500	2,500	\$1,000 SIP PROJECT small equipment, \$1,500 small equipment
Capital Purchases	101-75201-542600	0	0	0	0	0	0	
<b>Operation Expenditures Total</b>		<b>49,289</b>	<b>133,360</b>	<b>24,816</b>	<b>98,750</b>	<b>301,195</b>	<b>166,195</b>	
<b>Putnam Development Authority Total</b>		<b>124,446</b>	<b>218,515</b>	<b>97,162</b>	<b>186,161</b>	<b>390,760</b>	<b>255,760</b>	

**Backup material for agenda item:**

## 8. SPLOST #9 Update

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

<u>County Projects</u>	<u>Estimated Costs</u>
Sheriff's Office Vehicles and Building Improvements	\$1,180,000.00
EMS Ambulances and Equipment	\$1,225,000.00
Fire Department Trucks and Equipment	\$1,775,000.00
Public Works Heavy Duty Trucks and Equipment	\$580,000.00
Putnam General Hospital	\$1,000,000.00
Recreation Dept Field Lighting and Building Improvements	\$500,000.00
Community Event Equipment	\$115,000.00
Golf Course Building and Equipment	\$100,000.00
Public Building Improvements	\$445,000.00
Oconee Springs Park Improvements	\$100,000.00
Roads	\$4,406,400.00

<u>City Projects</u>	<u>Estimated Costs</u>
Fire Vehicles	\$22,000.00
Fire Equipment	\$214,000.00
Gas Line Expansion	\$1,000,000.00
Gas Service Computer Equipment	\$35,000.00
Gas Service Vehicles	\$22,000.00
Gas Service Equipment	\$149,000.00
Police Vehicles	\$500,000.00
Police Equipment	\$50,000.00
Road Improvements	\$1,728,600.00
Road Department Vehicles	\$60,000.00
Road Department Equipment	\$430,000.00
City Shop Equipment	\$10,000.00
Building and Grounds Lawnmower	\$6,000.00
Building and Grounds Vehicles	\$22,000.00
Public Buildings	\$600,000.00
Blight Remediation	\$215,000.00
Broadband Feasibility Study	\$50,000.00
City Hall Improvements	\$20,000.00

**Ballot Question:**

**1% SPECIAL SALES TAX**

“( ) Yes ( ) No

Shall a special one percent sales and use tax be imposed in the special district of Putnam County upon the termination of the special one percent sales and use tax presently in effect, for a period of time not to exceed three years and for the raising of an estimated amount of \$16,560,000.00 for the purpose of completion of capital outlay projects as follows (1) (i) sheriff's office vehicles and building improvements, (ii) EMS ambulances and equipment, (iii) fire department trucks and equipment, (iv) public works heavy duty trucks and equipment, (v) Putnam General Hospital, (vi) recreation department field lighting and building improvements, (vii) community event equipment, (viii) golf course building and equipment, (ix) public building improvements, (x) Oconee Springs Park improvements, (xi) roads for Putnam County; (2) (i) fire vehicles, (ii) fire fighting equipment, (iii) gas line expansion, (iv) gas service computer equipment, (v) gas department vehicle, (vi) gas service equipment, (vii) police vehicles, (viii) police equipment, (ix) road improvements, (x) road department vehicles, (xi) road department equipment, (xii) city shop equipment, (xiii) building and grounds equipment, (xiv) buildings and grounds vehicle, (xv) public buildings, (xvi) blight remediation, (xvii) broadband feasibility study and (xix) improvements to City Hall for the City of Eatonton?

If re-imposition of the tax is approved by the voters, such vote shall also constitute approval of the issuance of general obligation debt of Putnam County, Georgia in the principal amount of \$5,000,000.00 for the purpose set forth in clause (1) above.”

## Backup material for agenda item:

### 9. Interfor Announcement

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.



## Interfor Corporation

Peachtree City, Ga

August 2, 2018

### **Interfor Invests in Eatonton Sawmill to Grow Southern Yellow Pine Lumber Business**

#### ***Investment to provide increased security for rural jobs in the Southeast***

**INTERFOR CORPORATION** ("Interfor" or the "Company"), one of North America's largest lumber manufacturers, announced its **Eatonton mill** will be part of Phase II of the Southern Investment Strategy approved by its Board today.

This announcement builds on Phase I of the Southern Investment Strategy, two strategic capital projects, announced in November 2017, at the Meldrim (Georgia) and Monticello (Arkansas) sawmills.

Combining Phases I & II, Interfor is undertaking major modernizations and rebuilds at five sawmills in its US South platform to modernize technology, increase efficiency and boost production. The total combined cost of Phases I & II is expected to be \$US305 million and the projects are designed to increase production capacity by approximately 425 million board feet per year and enhance product mix and grade outturns.

"Forestry has always been a key economic driver in Georgia, and Interfor's commitment to our state is significant," said Georgia Governor Nathan Deal. "Projects like this open the door for more opportunities for our workforce. The impact that Interfor will have in Georgia goes far beyond jobs and investment, and I look forward to their continued growth."

"We are capitalizing on embedded opportunities in the South," said Duncan Davies, President & Chief Executive Officer at Interfor. "That includes an attractive fiber basket, proximity to major end use markets, a supportive business environment, and sawmills with untapped potential."

This capital investment will also protect and improve jobs in Eatonton and the surrounding area. "Well capitalized and efficient mills are better able to weather changing markets. This capital investment means we're also investing in our people through internal training programs to build the skilled workforce we need to run these modern and efficient sawmills," said Davies.

"Interfor's decision to invest in Eatonton and protect nearly 125 jobs here is one that will have a long-lasting impact," Terry Schwindler, Economic Development Director of the Putnam



Development Authority, said. "We are pleased to know Interfor will continue to be an important partner in ushering economic growth and prosperity in our community."

"As a company, Interfor is committed to building value every day—by hiring, partnering and investing in local communities to grow our global business. This investment means the Eatonton sawmill will consume more timber which is good news for local loggers and timberland owners," said Bruce Luxmoore, Vice President, Southern Operations at Interfor. "We are excited to be investing in Eatonton and look forward to a long and strong partnership with the state and the local community."

"Having a global name like Interfor invest in our community is huge, and it is a testament to our ability to partner with world-class companies to get things done. We pledge to do whatever we can to make the Interfor-Eatonton lumber operation a tremendous success," added Schwindler.

The two other sawmills affected by the announcement are Thomaston (Georgia) and Georgetown (South Carolina) which will also see significant investment. The three projects combined will increase production capacity by approximately 275 million board feet per year, and enhance product mix and grade outturns. This is in addition to the two projects announced last fall at Meldrim (Georgia) and Monticello (Arkansas) sawmills. All capital investment projects are expected to be completed in various phases during 2019-2021.

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#### **FORWARD-LOOKING STATEMENTS**

This release contains information and statements that are forward-looking in nature, including, but not limited to, statements containing the words "designed", "will", "look forward", "capacity", "expected" and similar expressions. Such statements involve known and unknown risks and uncertainties that may cause Interfor's actual results to be materially different from those expressed or implied by those forward-looking statements. Such risks and uncertainties include, among other things: price volatility, availability of equipment and materials, competition, availability and cost of log supply, natural or man-made disasters, currency exchange sensitivity, regulatory changes, environmental impact and performance, labour disruptions, cyber-security measures, and other factors referenced in Interfor's Annual Report available on [www.sedar.com](http://www.sedar.com) and [www.interfor.com](http://www.interfor.com). The forward-looking information and statements contained in this release are based on Interfor's current expectations and beliefs. Readers are cautioned not to place undue reliance on forward-looking information or statements. Interfor undertakes no obligation to update such forward-looking information or statements, except where required by law.

#### **ABOUT INTERFOR**

Interfor is a growth-oriented lumber company with operations in Canada and the United States. The Company has annual production capacity of approximately 3.1 billion board feet and offers one of the most diverse lines of lumber products to customers around the world. For more information about Interfor, visit our website at [www.interfor.com](http://www.interfor.com).

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