

**Oxford Mayor and Council
Work Session
Monday, July 21, 2025 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda**

1. **Mayor's Announcements:**
2. **Committee Reports:** The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and the Sustainability Committee.
3. ***Review of July 4th Activities:** The staff and Council volunteers met to review July 4th and these notes are from that meeting.
4. **Discussion with the Oxford Historical Cemetery Foundation on the Management of the Oxford Cemetery**
5. ***General Conditions Resolutions for the Community HOME Improvement Program (CHIP) Grant:** The City has received a \$500,000 grant for the rehabilitation of owner-occupied homes that are within the low-to-moderate income range. These documents are part of the agreement to accept these funds and begin this program.
6. ***Discussion of THE Event, LLC's Management of The Old Church:** Staff recently met with THE Event, LLC and they are still interested in both the management of The Old Church as a venue and the rehab of the contract. Is this something we should continue to pursue?
7. ***Consideration of Taking Next Steps for a Personal Transportation Vehicle (Golf Cart) Ordinance for Oxford**
8. ***Other Business:** Questions or concerns on the a) City Manager Update or the b) Police Department Update.
9. **Work Session Meeting Review:** Mayor Eady will review all the items discussed during the meeting.
10. **Executive Session:** An Executive Session could potentially be held for Land Acquisition/Disposition, Addressing Pending or Potential Litigation, and/or Personnel.

***Attachments**

Individuals with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, are requested to contact City Hall at 770-786-7004 so as to allow the City to make reasonable accommodations for your concerns.

July 4, 2025 Parade Debrief

- Keep 15 officers, worked well
- Check In went well
- Need to tell participants early that their floats need to be done before checking in, have their people all together before coming to check in
 - Can finalize last details on float at green space before check-in
- Maybe more walkie talkies?
- Water was too much soaking people
- Candy continues to be thrown even after multiple efforts to stop this.
 - Candy is cancelled for next year
 - Instead, can we set up a table at the park to give away candy and flags?
- No lewd music, only clean, playing during the parade – slingshots. Could we require any music to be patriotic?
 - Volume needs to be low or off during line up, so volunteers can be heard
- Look into getting a Newton County Community Band to play on a float with a small brass ensemble
- Local National Guard to present colors?
- Move big tent closer to side of field
- Do a sign for the sponsors instead of mayor thanking everyone
- Could we get an American flag at the park for the duration of events? The color guard takes theirs with them.

**CITY OF OXFORD 2025-114 CHIP Program
LANGUAGE ACCESS PLAN (LAP)**

**Grantee: CITY OF OXFORD
CHIP Grant Number: 2025-114
Target Areas: Properties within
Census Tracts 1004, 1001.01 and 1001.02
Prepared by: Rhonda Gilbert, Grant Administrator
Gilbert+Associates, Inc.
678-447-5425
gilbertassoc@outlook.com**

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- 1) S1601 2023 American Community Survey 5-year estimates
- 2) Population table

CITY OF OXFORD LANGUAGE ACCESS PLAN (LAP)

I. Introduction

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

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

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

For purposes of this Language Access Plan (LAP) known as "the Plan", Limited English Proficient (LEP) persons or LEP homeowners mean individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. Such persons may be eligible to receive language assistance with respect to a particular services, benefit, or encounter.

To prepare this plan, the CITY OF OXFORD used HUD's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the Community Home Investment Program (CHIP);
2. The frequency with which LEP persons encounter HUD funded programs;
3. The nature and importance of the HUD funded programs and services provided by the CITY OF OXFORD to the LEP population;
4. The resources available to the CITY OF OXFORD and overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

SAFE HARBORS

In accordance with HUD Safe Harbors for LEP, the CITY OF OXFORD will translate written Community Improvement documents for groups that are at least 5% of the population eligible (and

more than 50 persons) or 1,000 persons, whichever is less. If there are fewer than 50 persons in a language group that reaches the 5% trigger above, the CITY OF OXFORD will not translate the vital Community Improvement written materials but provides written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

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

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

II. Meaningful Access: Four Factor Analysis

The Four- Factors are as follows:

Factor 1: The number or proportion of LEP persons in the service area who may be Served or are likely to require CITY OF OXFORD's services.

We have determined the number of LEP persons eligible to be served or likely to be encountered by the CITY OF OXFORD is 5% or less of the eligible population or beneficiaries and less than 1,000 in number. (See attached Census data and tables)

Total Population 18 years old and over – 1,514

Total LEP Population 18 years old and over LEP population – 37

Percent LEP .02%

Factor 2:

The frequency with which LEP persons encounter CITY OF OXFORD services.

The CITY OF OXFORD staff reviewed the frequency with which CITY OF OXFORD Board Members, Executive Director, office staff and maintenance staff have, or could have, contact with

LEP persons. This includes documenting phone inquiries or office visits. To date, the CITY OF OXFORD has had no requests for interpreters and no requests for translated program documents. The CITY OF OXFORD Board Members, Executive Director, office staff and maintenance staff have had very little contact with LEP persons.

Frequency of Interaction: Annually

For Project Applications/awards:

- a. When notifying the public about potential or ongoing grants and activities
- b. When surveying income in the target area
- c. When determining preliminary eligibility for housing and/or other activities

For Homeowner Rehabilitation/Reconstruction:

- a. When notifying the public about the grant award and activities
- b. When seeking applicants to participate in the program When seeking qualified contractors
- c. When working with homeowners selected for assistance
- d. When seeking qualified contractors

Factor 3:

The nature and importance of services provided by the CITY OF OXFORD to the LEP population.

The nature of our program is Rehabilitation of Owner-Occupied Housing Units. The importance and the impact of our program will benefit our community by advocating for affordable housing and offering solutions to affordable housing without discrimination. Access to services or information would be very important for the LEP individual. There is no geographic concentration of LEP individuals in the CITY OF OXFORD. The overwhelming majority of the population, 96.8%, speak only English.

As a result, there are few social, service, professional, and leadership organizations within the CITY OF OXFORD that focus on outreach to LEP individuals. The CITY OF OXFORD and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on services and attendance at Council meetings. If there is a community of limited English proficient households within any targeted areas, the CITY OF OXFORD will reach out to these households in the language that they speak to ensure that adequate notification is achieved. Upon client request, the CITY OF OXFORD will provide oral interpreters using bi-lingual employees or qualified contract interpreters.

Nature of the Program(s): Infrastructure and/or Owner-Occupied Housing Rehabilitation, Assistance.

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

Factor 4:

The resources available to the CITY OF OXFORD, and overall costs to provide LEP assistance.

The CITY OF OXFORD reviewed its available resources that could be used for providing LEP assistance, including which of its documents would be most valuable to be translated if the need should arise. An “I Speak” card/poster will be made available to determine needed language translations. A notice will be posted in all ads for GA DCA/HUD programs regarding who to contact should language assistance be needed. Language translation, if needed, would be provided through the available bilingual staff and/or the Language Line Solutions (800-752-6096) for which the CITY OF OXFORD would pay a fee.

The following resources are available at no costs to the recipient.

- Oral interpretation services
- Bilingual staff available upon request.
- Telephone service lines interpreters.
- Written translation services.
- Notice to staff and sub-recipients of the availability of LEP services.
- Referrals to community liaisons proficient in the language of LEP Persons.
- Provide I “I speak” card.

III. Language Assistance

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

How the CITY OF OXFORD staff may identify an LEP person who needs language assistance:

Language Assistance Measures-Although there is a very low percentage in the CITY OF OXFORD service area of LEP individuals, that is, persons who speak English “not well” or “not at all”, it will strive to offer the following measures:

1. The CITY OF OXFORD staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:

- Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
 - Language interpretation will be accessed for all other languages through a telephone interpretation service.
3. Language Identification Cards/Posters will be used as necessary to determine a client's language needs.

IV. Staff Training

Language Access Coordinator or Contact Person:

Mr. Bill Andrews will be the language access plan coordinator/contact person. His contact information is as follows:

Bill Andrew, City Manager

Phone: (770) 786-7004

Email: bandrew@oxfordgeorgia.org

City Hall

110 W. Clark Street

Oxford, GA 30054

<http://www.oxfordgeorgia.org>

How the Community Improvement staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- CITY OF OXFORD staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- CITY OF OXFORD staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the CITY OF OXFORD sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

The following training will be provided to all Community Improvement staff:

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

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

V. Translation of Documents

No written translation is required

Monitoring and Updating LAP Plan

Evaluation and revision process:

This language access plan shall be evaluated and revised, if needed, every five years using American Community Survey Census Data, or when it is clear that higher concentrations of LEP individuals are present in the CITY OF OXFORD. Updates will include the following:

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

VI. Dissemination of Centerville's LAP Plan

Signs will be posted at CITY OF OXFORD Buildings notifying LEP persons of the LEP Plan and how to access language services.

VII. Records

The CITY OF OXFORD will maintain records in the CITY OF OXFORD administrative office regarding its efforts to comply with Title VI LEP obligations. These records will be reviewed periodically and open to the public in an effort to improve service.

VIII. Complaints and Appeals

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

Bill Andrew, City Manager
Phone: (770) 786-7004
Email: bandrew@oxfordgeorgia.org
City Hall
110 W. Clark Street
Oxford, GA 30054
<http://www.oxfordgeorgia.org>

or

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

United States[®]
Census
Bureau

Language Spoken at Home

Note: The table shown may have been modified by user selections. Some information may be missing.

DATA NOTES	
TABLE ID:	S1601
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2023
DATASET:	ACSST5Y2023
PRODUCT:	ACS 5-Year Estimates Subject Tables
UNIVERSE:	None
MLA:	U.S. Census Bureau, U.S. Department of Commerce. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, https://data.census.gov/table/ACSST5Y2023.S1601?q=s1601+oxford+georgia+ . Accessed on 18 Jul 2025.
FTP URL:	None
API URL:	https://api.census.gov/data/2023/acs/acs5/subject
USER SELECTIONS	
TABLES	S1601
GEOS	Oxford city, Georgia
EXCLUDED COLUMNS	
	None
APPLIED FILTERS	
	None
APPLIED SORTS	
	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None

Table: ACSST5Y2023.S1601

VALUE COLUMNS	None
WEB ADDRESS	https://data.census.gov/table/ACSST5Y2023.S1601?q=s1601+oxford+georgia+
TABLE NOTES	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official source of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units and the group quarters population for states and counties.</p> <p>Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p> <p>Source: U.S. Census Bureau, 2019-2023 American Community Survey 5-Year Estimates</p> <p>ACS data generally reflect the geographic boundaries of legal and statistical areas as of January 1 of the estimate year. For more information, see Geography Boundaries by Year.</p> <p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.</p>

Table: ACSST5Y2023.S1601

	Users must consider potential differences in geographic boundaries, questionnaire content or coding, or other methodological issues when comparing ACS data from different years. Statistically significant differences shown in ACS Comparison Profiles, or in data users' own analysis, may be the result of these differences and thus might not necessarily reflect changes to the social, economic, housing, or demographic characteristics being compared. For more information, see Comparing ACS Data.
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.
	Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself.N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available.median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin of error is not appropriate because the corresponding estimate is controlled to an independent population or housing estimate. Effectively, the corresponding estimate has no sampling error and the margin of error may be treated as zero.
COLUMN NOTES	
	None

City of Oxford
Section 3 Plan Resolution

Whereas, the City of Oxford, Inc. has been awarded a Community Housing Investment Program (CHIP) grant from the Georgia Department of Community Affairs.

And

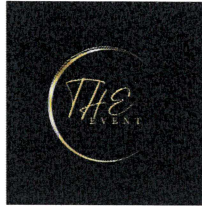
The CHIP Grant is designed to assist low- and moderate-income individuals with their housing needs. A Section 3 Plan has been prepared for the City of Oxford, and the City of Oxford hereby approves the Section 3 Plan for the purpose of administering the 2025-114 CHIP Program.

Signed this _____ day of _____, 2025

David S. Eady, Mayor

Attest:

Bill Andrew, City Manager



An NNT Experience Company

Property Management Agreement

This Property Management Agreement, hereinafter referred to as the "Agreement," is executed on [Effective Date] by and between the **City of Oxford**, henceforth referred to as the "Owner," and **The NNT Experience, LLC (holding company for THE Event, LLC)**, hereinafter referred to as the "Agent," collectively referred to as the "Parties."

Pursuant to this Agreement, the Owner exclusively appoints the Agent to oversee the property management at **1101 Wesley St, Oxford, GA 30054**. The Agent hereby accepts this responsibility and agrees to manage the aforementioned property.

The Agent agrees to perform the following duties:

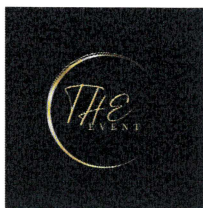
- Day-to-day operations
- Marketing and sales of the facility
- Event scheduling and booking
- Venue tours
- Supervision of event staff, cleaning staff, and groundskeeping staff
- Negotiation of contracts with potential clients
- Guidance and direction to the City of Oxford regarding upgrades and major repairs to the facility
- Fiscal management

FINANCIAL TERMS

Management Fee: The property owner agrees to pay the manager a monthly fee. The fee will be calculated as [Percentage]% of the total gross rental income from the Property. However, if the rental income is insufficient, the fee will be a minimum of \$_____.

Additional Fees: Particulars regarding any supplementary fees pertaining to the management of the property are outlined below:

Budget Item	Total Cost
CRM	



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Accounting System	
Monthly Maintenance Cleaning	
Marketing Material/ Advertisement (Social Media/ Local Press)	Initial City of Oxford investment. Will work into the budget once bookings become more consistent.

Per Event:

Budget Item	Total Cost
Post Event Cleaning	
Day of Attendant/Coordinator (duration of event)	Hourly rate
Grounds Keeping and Maintenance	City of Oxford

The agent's duties include overseeing the leasing and day-to-day operations of the property, which involves advertising the property, conducting property viewings, and ensuring that lease agreements are properly executed. Additionally, the agent is responsible for collecting rent and managing financial obligations from prospective tenants, which includes conducting credit checks and ensuring timely payment. The agent is also tasked with providing monthly accounting reports to the owner, detailing the rent received and paid expenses, and maintaining transparency and financial oversight.

Moreover, the agent is responsible for the overall maintenance and necessary improvements to the property to ensure it remains in good condition. This involves promptly addressing any repair needs and coordinating any renovations or upgrades as required. If employees are involved in the property management, the agent is responsible for their employment, supervision, and overall management to ensure smooth operations.

Furthermore, the agent plays a crucial role in notifying the owner of any required repairs or improvements, providing detailed reports and recommendations for necessary actions. Additionally, the agent may engage in labor and incur expenses as needed to carry out these maintenance and improvement tasks, ensuring the property retains its value and appeal.



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Considering the services provided, the Owner hereby agrees to indemnify and hold the Agent harmless from any and all debts, charges, demands, claims, and/or lawsuits arising from the services rendered. The Agent will provide monthly invoices to the Owner detailing the services provided. The agreed form of payment will be ACH (automatic clearing house), and it is understood that payment shall be made within 15 days of the invoice date.

This legal agreement will come into effect on the date it is signed and will remain in force until the specified [End Date]. Termination of the agreement may occur if either party violates the terms, fails to resolve an issue within the agreed-upon [Timeframe], or if the premises remain unrented for the agreed-upon [Timeframe].

This Agreement is binding on the Agent and the Owner, as well as their successors, and will be governed by the laws of the state of Georgia.

Any amendments to this Agreement must be in writing and signed by both Parties. The Parties agree not to assign any responsibilities in this Agreement to a third party without written consent from both Parties.

In the event of any dispute arising from this Agreement, the involved parties agree to resolve it through either arbitration, mediation, or negotiation in accordance with the laws of Georgia.

This Agreement represents the complete agreement and understanding among all the Parties involved, and it supersedes all prior agreements. This ensures that any disagreements will be handled efficiently and fairly, allowing the involved parties to reach a resolution while adhering to the legal framework provided by Georgia.

Should any provision of this Agreement be void and unenforceable, the remaining provisions will continue to be enforced as intended by the Parties.

The undersigned parties mutually agree to the terms and conditions as set forth in this legally binding agreement, including but not limited to the obligations, rights, and responsibilities outlined herein.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

City of Oxford
Per:



An NNT Experience Company

(Seal)

Officer's Name: _____

The NNT Experience

Per:

(Seal)

Officer's Name: _____



An NNT Experience Company

GENERAL CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this _____ day of _____, _____.

CLIENT

City of Oxford 110 West Clark Street, Oxford, GA 30054
(the "Client")

CONTRACTOR

The NNT Experience 31 W 1st Ave, Mansfield, GA 30055
(the "Contractor")

A. BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

1. SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
 - Old Church Renovation 1011 Wesley St, Oxford, Ga. 30054
2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.



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3. TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days' written notice to the other Party.
5. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.
6. This Agreement may be terminated at any time by mutual agreement of the Parties.
7. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

8. PERFORMANCE

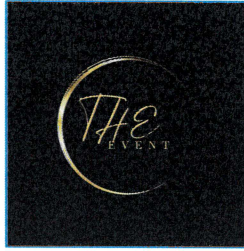
8. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

9. CURRENCY

9. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

10. COMPENSATION

10. The Contractor will charge the Client for the Services as follows (the "Compensation"):



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-
-
11. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

12. REIMBURSEMENT OF EXPENSES

12. The Contractor will be reimbursed for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services.
13. All expenses must be pre-approved by the Client.

14. CONFIDENTIALITY

14. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
15. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

16. OWNERSHIP OF INTELLECTUAL PROPERTY

16. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.



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17. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

18. RETURN OF PROPERTY

18. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

19. CAPACITY/INDEPENDENT CONTRACTOR

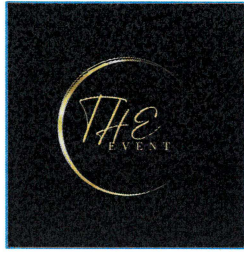
19. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

20. RIGHT OF SUBSTITUTION

20. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

21. In the event that the Contractor hires a sub-contractor:

- the Contractor will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Contractor.
- for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.



An NNT Experience Company

22. AUTONOMY

22. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

23. EQUIPMENT

23. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

24. NO EXCLUSIVITY

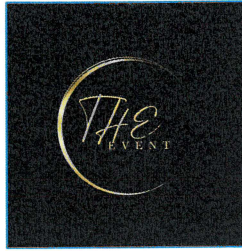
24. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

25. NOTICE

25. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

1. City of Oxford
110 West Clark Street, Oxford, Ga 30054
2. The NNT Experience
31 W 1st Ave, Mansfield, GA 30055, USA

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.



An NNT Experience Company

26. INDEMNIFICATION

26. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

27. MODIFICATION OF AGREEMENT

27. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

28. TIME OF THE ESSENCE

28. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

29. ASSIGNMENT

29. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

30. ENTIRE AGREEMENT

30. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

31. ENUREMENT



An NNT Experience Company

31. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

32. TITLES/HEADINGS

32. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

33. GENDER

33. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

34. GOVERNING LAW

34. This Agreement will be governed by and construed in accordance with the laws of the State of Georgia.

35. SEVERABILITY

35. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

36. WAIVER

36. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

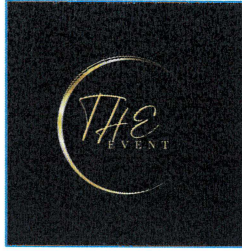
City of Oxford

Per:

(Seal)

Officer's Name: _____

The NNT Experience



An NNT Experience Company

Per:

(Seal)

Officer's Name: _____

PRAELUDE HOMES AND DEVELOPMENT

5/13/2024 (REVISED)



Proposal for
1011 Wesley Street

Oxford, GA

Projected start date: ASAP

Project Completion: 30-days



Introduction

Dear Customer,

Please accept this proposal for the updates and light renovations of your project.

At Praelude Homes & Development, we pride ourselves on excellence of construction and design; leveraging a combined 15+ years of residential and commercial experience alongside the utilization of the latest software and technology. This proposal includes details of your project and the scope of work. We hope it illustrates Praelude Homes & Development as your ideal construction partner and we will include a digital signature block to move forward with the project, should you wish.

If you have any questions, contact me, the Owner, directly.

Sincerely,

Felicia Gilmer, Broker/Owner

I. Project Summary for Phase 1-3

This proposal is for a proposed wedding event venue. The project consists of light renovations/changes and a few additions to be made at 1011 Wesley Street Oxford, GA. Our goal is to carry out the project in terms of preserving the history of the building while at the same time intertwining a gathering place for intimate celebrations. We are tasked with doing our best to produce the customer's desires and will do so by choosing a selection of materials and pieces that will signify the era of the 1800's.

The construction and design team will collaborate on detailed architectural drawings and renderings to be delivered to the customer as soon as estimates are approved. Following acceptance of agreed upon costs, the team will be prepared to collaborate with the owners to review their vision.

***Completing phases one, two, and three will entail the expertise of four of our crew, our builder, and our Project Manager. Each phase, we anticipate, will take 7 days to complete. However, we allow an extra week to account for the timing of permit approvals and the weather for parts of the project that are outdoors.**

II. Planning and Management

If contracted, the project will involve multiple contracting teams and our design team to put together plans and perform the light renovations and additions needed for the customer. PHD and our representative will detail and supervise the contractor's obligations and provide the customer with daily updates via our software system. Owners/Representatives will visually inspect and sign off on the work that has been completed prior to the work continuing. This process will continue throughout the project.

III. Construction Documentation

Prior to beginning construction/renovation, all required permits will be ordered, and copies will be provided to the owner and kept on file with us. Construction contracts will be agreed upon and provided for all parties to sign electronically. All materials and equipment needed will be ordered, picked up, delivered, and kept on-site. All contractors will be tasked with the work to be completed on a timeline basis.

IV. Project Closeout of Phase 1

The project will be renovated in a way that will be to contract specifications as well as refraining from altering the historic presence of the building and it's grounds. A final status report will be completed prior to documented project completion. Final walkthrough with Project Owner, General Contractor, and Praelude Owner/Representative will be scheduled for Project Owner written approval.

Expectations

The property will be delivered to the customer in turn-key condition on or before the project completion date. No major changes in the project will affect the historical presence of the buildings. No changes will be made without the owner's approval.

Project manager and owner or owner's representative will conduct an initial walk-through inspection with contractors before work begins and weekly until the project satisfies the customer and meets plan specifications.

In addition to the renovation/changes, we will be responsible for providing the following:

- *Weekly on-site customer and crew walkthrough
- *Proper daily waste removal
- *Customer daily digital updates
- *All tools, materials, and equipment are on-site daily

Below, you will find a detailed scope of work to deliver your turnkey project.

Scope of Work

Phase I

Permits

We will secure all required permits and plans before this project's start date. Copies of documentation will be provided to you for your records. [OBJ]

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 1 will only require renderings for the bridal suite to provide options to preserve space and include the needed lighting in the space.

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Remove vanities, sinks, doorknobs, grab bars, lighting covers/fixtures/sconces
- II. Remove and replace vent returns
- III. Remove coat racks and all things on the walls
- IV. Remove 18 canned light casings
- V. Demo and remove existing rear exterior stairs

Interior/Foyer

- I. Paint the entire foyer area and include the stairs on each end of the foyer and initial wall leading up the stairs

Exterior

- I. Re-install stair handrail
- II. Rebuild deck to code and plan specifications (plans drawn upon estimate acceptance)

Flooring

- I. Sand and finish flooring in groom's suite only

Interior Doors

- I. Remove all doorknobs and replace

Exterior Doors

- I. Paint the interior side of all doors in each interior room to be painted

Grooms Suite

- I. Install a 3x5 standard sized powder room in corner with pocket door; includes toilet, pedestal sink, electrical/vanity light, plumbing, bathroom door/hardware, vent system
- II. Cover insulation in corner of room and paint

Room across from Grooms Suite

- I. Paint entire room; walls, ceilings, trim, and doors
- II. Additional details TBD by owner/representative

Bridal Suite

- I. Paint entire room; walls, ceilings, trim, interior portion of doors
- II. Add 3-5 vanity light outlets
- III. Install 2 vanity cabinets
- IV. Repair exterior door threshold

Bathrooms #1

- I. Remove and replace sink with vanity and hardware, oval mirror, vanity light, and toilet with water efficient toilets
- II. Add additional switch for vent, separate from light
- III. Paint entire room; walls, trim, ceiling, and doors

- IV. Replace ceiling light and doorknobs

Bathrooms #2 (connected to bridal suite)

- I. Remove grab bars
- II. Remove and replace sink with vanity and hardware, oval mirror, vanity light and toilets with water efficient toilets
- III. Add additional switch for vent, separate from light
- IV. Paint entire room; walls, trim, ceiling, and doors
- V. Replace ceiling light and doorknobs

Bathroom Hallway

- I. Paint entire room; walls, ceiling, trim, and doors, if needed

Additions

- I. Add bathroom in the Grooms Suite as specified under “Grooms Suite”

Electrical

- I. Retrofit 18 ceiling lights with LED canned lights
- II. Replace all light fixtures throughout (owner/representative to choose fixtures)

Plumbing

- I. Reroute plumbing in bathroom addition in Groom’s Suite

Extras

- I. All misc. Items are to be accounted for in estimate and that includes faceplates, elegant scroll return vent covers, wall mud, unexpected items found, prep materials, ect.

Phase II

Permits

We will secure all required permits and plans before this project's start date.
Copies of documentation will be provided to you for your records. [OBJ]

Electrical, demolition, addition permits required

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 1 will only require renderings for the bridal suite to provide options to preserve space and include the needed lighting in the space.

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Demo and remove existing deck

Exterior

- I. Site preparation; if concrete, at least 4" thick or footings consider wood vs. concrete flooring
- II. Build 35' x 40' pavilion with TREK wood; consider wood flooring vs concrete flooring (will provide pricing on both options)
- III. Install stacked stone columns partially up the pole; consider faux stone for aesthetic purposes
- IV. Install 2 large outdoor ceiling fans with remote onto beams (elegant and chosen by owner)
- V. Install 12 sidewalk lights (solar)
- VI. Install complimentary color architectural shingle on pavilion

Electrical

- I. Install a 125amp breaker box to
- II. Install 6-10 outlets in the floor with covers; 1-2 30amp and the remaining 20amp on separate breakers

- III. Install 2 electrical wiring at each entry onto the pavilion for energy efficient lanterns (4 total)
- IV. Install solar lights alongside the walkway to pavilion
- V. Install 30amp 240-volt outlet to support a wide range of music equipment and instruments

Phase III

Permits

We will secure all required permits and plans before this project's start date. Copies of documentation will be provided to you for your records. [OBJ]

Plans/Renderings

Architectural drawings and renderings will be provided to customers with the opportunity to revise the vision, if necessary. Phase 3 will only require plans for the caterer's kitchen area

Dumpsters

- I. 7 x 12 dumpster (1)

Demolition

- I. Remove baseboard heaters (2)

Interior

- I. Paint the entire interior
- II. Install 8" baseboards around entire room
- III. Change faceplate and outlet covers
- IV. Clean and restore fireplace brick (2)
- V. Clean closet with breaker box

Caterer's Kitchen

- I. Design caterer's kitchen to include...
 - A. 28" x 48" food prep table with undershelving
 - B. 1 stainless steel side by side refrigerator
 - C. Install 4" - 6" floating shelves (4)
 - D. Install Standard 32" undermount sink
 - E. Install 72" Butcher block countertop (2); size and style tbd
 - F. Install 3-4 base cabinets; made from original wood

Electrical

- I. Install 4 recessed lights in the kitchen area
- II. Install 1 GFCI in each bathroom (2)

- III. Install 1 simple vanity light in each bathroom (2)
- IV. Install 1 flush mount ceiling in hallway between bathrooms, if necessary
- V. Install 3 pendent lights (OPTION) in kitchen area
- VI. Install new breaker box in closet and dedicated circuit to support commercial or standard fridge

Interior Doors

- I. Remove all doorknobs and replace
- II. Install interior doors (2) with hardware

Flooring

- I. Sand and refinish flooring
- II. Install 8" baseboards around entire room

Bathroom Addition (2)

- I. Install a 5x7 standard sized bathroom (2); includes toilet, pedestal sink, electrical/vanity light, new plumbing, vent system in each bathroom

Plumbing

- I. Install plumbing lines that will support a tankless water heater to save on costs and energy.

HVAC

- I. Install 2-3 ductless mini-splits and heat pump
- II. Install floor electric heaters in bathrooms (TBD by customer)

Extras

- I. All misc. Items are to be accounted for in estimate and that includes faceplates, elegant scroll return vent covers, wall mud, unexpected items found, prep materials, etc.

Highly Recommended items to complete

- I. Make sure foundation, height, size, and material are code compliant.
- II. Make sure there are enough AMPs to accommodate various type of band/dj equipment
- III. Make sure all stairs, handrails, and handicap accessible areas are constructed or installed to code; per building
- II. Trim trees hanging over property, parking pad, or sidewalks for safety.
- III. All electrical wiring and boxes must pass inspection including GFCI's where required. All inspections must be passed per the city guidelines.

Preliminary Overview

We are to deliver safe and functional spaces that are code compliant at the project's completion. It will be our pleasure to make changes per the customer's request although change orders are not recommended mid-project as this could affect final estimate pricing.

We are focusing on completing 3 phases of this project, consisting of a light renovation and a half-bathroom addition in the Groom's Suite in phase 1. This includes the removal and replacement of lighting, toilets, and vanities throughout 8 total rooms. We will also strip and stain the flooring in the Groom's Suite.

All doorknobs will be replaced with knobs that will appeal to the chosen aesthetics throughout the venue. All removals will take place prior to the prep for painting approximately 2000sf of space throughout.

The rear exterior stairs will be removed and constructed to code per the customer's vision.

Phase 2 will consist of building a code-compliant pavilion in the property's rear. The pavilion will be built to the specific specifications of the owners per the approved plans presented to them before the project begins.

Phase 3 will consist of the addition of plumbing and hvac in the most efficient way possible.

We would like to preserve Kitty's Cottage with the addition of a ductless hvac system and heat pump to acknowledge the small space and the history of the building. Water and energy efficiency will be the focus of using a tankless water heater. We will add 2 his/her bathrooms, and a functioning caterer's kitchen. All will be built to the plans approved by the owner before starting the project.

Finally, we will clean and/or treat the flooring to give it final touches in all phases to deliver a turnkey project to the customer.

This is a brief summary to give the owners a visual of the product we are prepared to deliver when all phases have been completed.

****Please feel free to let us know if you do not consent to any changes made in our scope of work or cost analysis and we will be glad to revisit.**

****It is our hope to secure the project so that you can continuously receive consistent service.**

****Safety recommendations are noted under highly recommended items.**

****All contractors are licensed and insured**

Owner/Landlord _____

Praelude Representative _____

Contractor/Subcontractor _____

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to

The Event
1011 Wesley Street
Oxford, GA 30054
Phase 1

Estimate details

Estimate no.: 1042
Estimate date: 05/09/2024
Expiration date: 05/18/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Dumpster	7 x 12 trailer (1), dump fees	1	\$475.00	\$475.00
2.	Permits	Stair and bathroom installation to code; admin work, inspections	1	\$1,300.00	\$1,300.00
3.	Renderings	Complimentary rendering for bridal suite	0	\$0.00	\$0.00
4.	Plans	Plans for the bathroom addition	1	\$1,200.00	\$1,200.00
5.	Demo	demo and remove 72" vanity x 1, sinks x 2, remove 8 doorknobs, remove 2 toilets, remove 2 bathroom grab bars, remove all lighting throughout, remove exterior stairs, demo small areas for electrical, remove furniture and debris from each room to store until after project	1	\$1,100.00	\$1,100.00
6.	Interior Painting	Sherwin Williams or Behr paint, primer, and prep, flat; based on 1500sf in 8 rooms; repair and apply mud for smoothness and level 5 finish; remove all outlet covers and reinstall, caulk and fill all nail holes, cover all windows and floors, material and labor; all colors TBD by owner	1	\$8,600.00	\$8,600.00
7.		Foyer walls, trim, and ceiling (bright white or colors TBD by owner) 620sf, paint 4 entry doors in to main sanctuary, stair			

		edges and partial stair walls, interior door portion; room off of foyer			
8.		paint bottom of pulpit/elevated stage with 2 coats			
9.		Grooms suite walls, trim, ceiling, and door			
10.		Bridal suite walls, trim, ceiling, and door			
11.		Room across from groom's suite; walls, trim, ceiling, and door			
12.		Bathroom hallway walls, trim, ceiling, and door			
13.		Bathroom x 2 walls trim, ceiling, and door			
14.		Grooms suite powder room walls, trim, and ceiling Install new door/hardware			
15.	Electrical	Install 8" recessed can light retrofit; includes wiring and replacing existing areas as well as complete wiring in bathroom addition, install chandelier in foyer	16	\$275.00	\$4,400.00
16.	Services	Replace existing med to large no additional assembly required to mount customer supplied fixtures	9	\$225.00	\$2,025.00
17.	Services	Install new switch single; layout location and cut mounting hole. Mount junction box for switch. Add or modify mc wiring to the powered junction box. Connect switch and secure mc wiring to framing. Verify proper operation. Place switch and trim piece. Repower circuit and verify proper operation; 2 for new bath, 2 for hall baths, 1 for vanity in bridal suite	5	\$150.00	\$750.00
18.	Services	Bridal suite lighting chandelier x 2 per owner; Hang customer supplied chandeliers in suite swaging the chain for support extending cords with inline splice and heat shrink to installed ceiling outlet and plate.	2	\$525.00	\$1,050.00
19.	Services	Replace existing exhaust fan; disconnect wiring and install LED light/exhaust; for hall bath x 2	2	\$275.00	\$550.00
20.	Services	Install Light Fixture; install customer supplied light fixture, box, wiring, and hang fixture	1	\$125.00	\$125.00
21.	Services	Replace existing ceiling/vanity bathroom light; remove old light fixture and replace	4	\$150.00	\$600.00

with customer supplied fixture; hall bath
x 2, hallway, bridal suite

22.	Services	Install dedicated circuit from panel in 12/2 mc cable; run mc cable from panel to location of outlet to be powered 20 amp 12/2 mc cable; each circuit added in bridal suite will have the amps needed to not trip the breaker if multiple items are plugged in	4	\$500.00	\$2,000.00
23.	Services	Install New GFCI receptacle; Layout location and cut mounting hole. Mount electrical box. Add or modify wiring from existing circuit and fixture. Connect receptacle and secure wiring to framing. Place receptacle and trim piece. Repower circuit and verify proper polarity and operation; required for counter plugs for code compliance; hall baths x2 bridal suite x 2, bathroom addition x 1	5	\$195.00	\$975.00
24.	Services	Install standard outlet; install standard 15amp outlet on to general/local or dedicated circuit; per customer, needed lots of outlets; OPTION to use the GFCI receptacles only	2	\$150.00	\$300.00
25.	Services	Install new vanity light in bridal suite; install over counter in 4 separate areas includes wiring; OPTION to only have vanity lights x 2, seating x 2	4	\$175.00	\$700.00
26.	Bridal Suite	72" vanity x 2 and counter top; material cost OPTION: to install 1 elegant vanity counter with space to store lounge stools with back support under counter; please see additional options at the end of estimate;	2	\$1,500.00	\$3,000.00
27.	Groom's Suite Bathroom	Install of new floor to ceiling powder room in grooms suite includes one wall framing, insulation, drywall, plumbing connections, venting; plans will be provided to show how to optimize space	1	\$4,900.00	\$4,900.00
28.	Services	Pocket door and hardware for groom's suite bathroom addition; material only	1	\$500.00	\$500.00
29.	Services	18in rectangular pedestal sink and hardware for groom's suite; material only	1	\$125.00	\$125.00
30.	Services	Cover insulation in grooms suite with drywall; must determine opening for access; to discuss with customer; material only	1	\$250.00	\$250.00
31.	Hallway Bathroom	24" vanity in hallway bathrooms x 2: material only;	2	\$325.00	\$650.00

OPTION: vanity size is optional

32.	Services	frameless beveled edge mirrors x 7 (6 in bridal suite above counter and 1 in groom's suite powder room; material only	7	\$75.00	\$525.00
33.	Services	water efficient toilet x 3; material only; OPTION: do not replace toilets at all	3	\$100.00	\$300.00
34.	Services	sink hardware x 3; material only	3	\$35.00	\$105.00
35.	Flooring	Strip and stain/refinish grooms suite floor to match existing hardwoods in hall and throughout. 225sf, No repairs needed per the customer.	1	\$1,125.00	\$1,125.00
36.	Services	Repair door strip in bridal suite; wood transition plate and weather strip if needed	1	\$75.00	\$75.00
37.	Door Hardware	12 crystal diamond inside knobsets; brushed nickel; keeps historic feel; OPTION: get basic knobs	12	\$189.00	\$2,268.00
38.	Exterior	Remove exterior stairs and bring up to code; rebuild and paint or stain	1	\$3,200.00	\$3,200.00
39.	Services	12 elegant scroll register floor/ceiling vents; material only	12	\$28.00	\$336.00
40.	Cleaning	Professional cleaning of windows, construction dust and debris, toilets, and sinks	1	\$500.00	\$500.00
41.	Misc/Contigencies	faceplates, light bulbs unexpected costs and contingencies, ect.	1	\$4,945.00	\$4,945.00
42.	Options	*One sit under makeup bar for bridal suite (seats 2) *One large beveled mirror for one bridal makeup counter *One 6-vanity light across top of vanity mirror *3-way floor body mirror for opposite side of room in place of requested 2nd vanity in bridal suite *24" vanities in hall bathroom instead of 36"	1	\$0.00	\$0.00

Total **\$48,954.00**

Note to customer

This estimate is not final. Please refer to options listed so that we can
discuss changes that may be made to accommodate customer
budget.

Expiry
date

05/18/2024

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to

The Event
1011 Wesley Place
Oxford, GA
PHASE 3

Estimate details

Estimate no.: 1043

Estimate date: 05/17/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Dumpster	7 x 12 (1), dump fees	1	\$475.00	\$475.00
2.	Permits	Included	1	\$0.00	\$0.00
3.	Interior Painting	Sherwin Williams or Behr paint, primer, and prep; flat 650sf, paint ceiling, walls, interior doors, and trim as well as smooth walls. level 5 finish	1	\$3,375.00	\$3,375.00
4.	Electrical	4 recessed lights in ceiling, 2 flush mount lights in bathrooms, 2 vanity lights/switches, 2 GFCI, 1 dedicated commercial plug, wiring	9	\$115.00	\$1,035.00
5.	HVAC	Install 2 energy efficient 1-Ton ductless mini-splits; 2 floor heaters/heat pump in bathrooms	2	\$2,800.00	\$5,600.00
6.	Water Heater	Install 8-9 gallon energy efficient Rheem tankless water heater and water lines;	1	\$3,000.00	\$3,000.00
7.	Framing	framing for 5x6 bathroom (2); includes drywall, venting, toilets, pedestal sinks, mirrors, vanity lights	2	\$3,750.00	\$7,500.00
8.	Interior Doors	6-panel doors for bathrooms (2); knobs	2	\$575.00	\$1,150.00
9.	Cabinet Base	Victorian style or old world charm with original wood in caterers kitchen to keep	1	\$800.00	\$800.00

historic feel (option), 6 bottom cabinets;
hardware

10.	Prep Table	27" prep table for kitchen; stainless steel	1	\$300.00	\$300.00
11.	Countertops	Install butcher block or stainless steel	1	\$1,500.00	\$1,500.00
12.	Flooring	strip and refinish 650sf; no repairs needed	1	\$3,000.00	\$3,000.00
13.	Exterior	light pressure wash of stairs, porch, building and sidewalk	1	\$1,000.00	\$1,000.00
14.	Final cleaning	Professional cleaning of windows, construction dust and debris, toilets, counters, sinks, etc.	1	\$300.00	\$300.00
15.	Misc Items	Contingencies	1	\$2,000.00	\$2,000.00
Total					\$31,035.00

ESTIMATE

Praelude Homes & Development
P.O. Box 3212
Marietta, GA 30061

fgilmer@praeludehd.com
+1 (404) 548-0757



The Event

Bill to

The Event
1011 Wesley Street
Oxford, GA
Phase 2

Estimate details

Estimate no.: 1044

Estimate date: 05/21/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Demo	Demo the current decking	1	\$1,000.00	\$1,000.00
2.	Permits	Admin, permit for building deck, electrical	1	\$1,200.00	\$1,200.00
3.	Plans	detailed plans for city approval, must include electrical	1	\$2,500.00	\$2,500.00
4.	Electrical	4 standard outlets, 30amp 240volt outlet (1) in pvc, 3 dedicated circuits, 12 canned lights, 2 ceiling fans, 4 solar lights for posts, 12 solar sidewalk lights, 76" ceiling fans (2)	1	\$7,000.00	\$7,000.00
5.	Services	125amp electrical panel to support "Kitty's Cottage" and the pavilion	1	\$1,700.00	\$1,700.00
6.	Pavilion	Trex wood 6x6, bead board ceiling, faux brick for bottom of posts x 4, "picket" barrier, roof shingles and material, de	1	\$36,500.00	\$36,500.00
Total					\$49,900.00

Note to customer

-Concrete flooring would add \$8000 to total.
-We used the most cost efficient way to run electrical, customer can change.

1003ElaineCourt
McDonough, GA 30252
hillbrothersgc@gmail.com
770-527-3727

HILL BROTHERS GENERAL CONTRACTING Inc,

May 17, 2024

Wedding Chapel
1011 Wesley Street
Oxford Ga, 30054

Phase one

Grooms room

Install new 1/2 bath room, walls door, trims refinish floor

Match as can, paint matching existing.

Room two

Paint matching existing.

Rest Rooms

Change lights, remove existing sink, Install new Vanity

And sink. Paint match existing.

Brides Room

Remove existing Vanity with sink Cap off plumbing in wall.

Install new 7 ft dressing with Granite tops.

Install three Owner Furnished Mirrors

Install three wall lights owner furnished.

Install two owner Furnished Chandeliers.

Install 3 new 110 v outlets.

Install new base matching Existing.

Repaint Complete Room Matching existing.

Vestibule

Remove wall box, Revamp two sets double action door units as can

Install owner furnished Hardware entrance doors,

Install Base match existing, Paint Matching existing.

Back Door landing 6 by 6 Remove and replace with new

Stairs and Guard Rails

Total Quote.....\$30,463.00

Charles Hill

Approved Signature and Date _____

QUALITY JOBS FOR 42 YEARS

Chapter 10.18 MOTORIZED CARTS

Sections:

10.18.010 Findings; definition.

The city council finds that all streets located within the corporate limits of the city, other than the streets hereinafter specifically excepted, are designed and constructed so as to safely permit their use by motorized carts in combination with regular vehicular traffic. "Motorized cart" as used in this chapter is defined as an electric or gasoline powered motor vehicle, having no less than three wheels and an unladen weight of one thousand three hundred (1,300) pounds or less, commonly called a golf cart, which is not designed for speeds in excess of twenty miles per hour.

(Ord. dated 11/3/08 (part))

10.18.020 Registration; inspection certification.

- A. The owner of every motorized cart operated on the streets of the city shall cause such cart to be registered with the Covington Police Department within ten (10) days of the date of its purchase. Upon such registration, the Covington Police Department shall issue two numerical identification decals to the owner and shall maintain a record of each identification number, along with the name and address of the registered owner. The identification decals shall be affixed to the front windshield and rear fender area of the cart so as to be fully visible when the cart is in operation. A registration fee shall be payable at the time of registration in an amount established by the mayor and council from time to time by resolution, and the registration shall be effective for a period of five years. If the cart is transferred to another owner for operation in the city, the registration shall also be transferred to the new owner within ten (10) business days of the date of transfer of the cart, and a transfer fee shall be paid to the city in an amount established by the mayor and council from time to time by resolution.
- B. 1. The exhaust system of every registered cart which is powered by a gasoline engine shall be maintained in proper working condition.
 - 2. It is unlawful for any registered cart on which any device installed thereon by the manufacturer for the purpose of controlling exhaust emissions has been removed or altered so as to interfere with its operation to be operated on any city street.

(Ord. dated 11/3/08 (part))

(Ord. dated 4/20/15(1), § 8)

10.18.030 Operation regulations.

- A. Operation of motorized carts in the city shall comply in every respect with the requirements of state law, including, without limitation, the provisions of O.C.G.A. §§ 40-6-330.1 and 40-6-331, liability insurance with limits not less than the amounts specified in O.C.G.A. § 33-7-11(a)(1)(A) and all other statutory regulations applicable to vehicular traffic and safety equipment.
- B. Only persons possessing a valid driver's license or instruction permit issued by the state of Georgia, another state of the United States of America or an appropriate international agency shall be permitted to operate a

motorized cart on the streets of the city and may only operate a motorized cart subject to all conditions and limitations of such driver's license or instruction permit generally applicable to operation of other motor vehicles, including, but not limited to, the limitations of O.C.G.A. § 40-5-24.

- C. Motorized carts shall not be operated on sidewalks or trails in the city.
- D. Motorized carts shall not be operated on any street within the city for which the posted speed limit is over thirty-five (35) miles per hour, nor on or across any street on which such operation is determined by the mayor and council to be otherwise unsafe.
- E. Motorized carts may cross any street within the corporate limits of the city at intersections of such street with streets designated in subsection D. of this section.
- F. Crossing of Georgia state highways by motorized carts shall only be permitted at crossings approved by the Georgia Department of Transportation.
- G. Motorized carts shall only be operated on city streets that are posted with signage authorizing such operation as required by O.C.G.A. § 40-6-331. Signage will be erected on a case-by-case basis when requested of and approved by the city mayor and city council.

(Ord. dated 11/3/08 (part))

(Ord. dated 9/6/11, §§ 1—3; Ord. dated 6/1/09, §§ 1—3; Ord. dated 5/18/20; Ord. dated 8/3/20, § 1)

10.18.040 Penalties.

Any person who is convicted of violating the provisions of this chapter shall be punished as provided in Chapter 1.12 of this code.

(Ord. dated 11/3/08 (part))

Take Away Points for Implementing a Personal Transportation Vehicle (PTV) Plan

To create a PTV Plan, Oxford would need to seek **Community Input**, which may be accomplished through surveys, a website, town hall meetings, emails, and letters. An on-street **PTV Route Plan** would likely need to be devised by an engineer to determine which streets will be permitted to accept PTVs and how the signage plan conforms with the Manual on Uniform Traffic Control Devices (MUTCD). These streets should be determined to be safe and acceptable for PTVs based on their permitted speed limits, design speeds, lines of sight, and proximity to destinations.

Prior to implementing the PTV Plan, Oxford would need to create and install a **Signage Upgrade Plan** to indicate the signage required to be installed throughout the City to adequately inform the public of PTV routes.

Once the PTV Route is installed, a **Registration Process** will need to be available whereby the owner receives proof of registration indicating the cart complies with all requirements for seat belts, turn/brake signals, lighting, horn, etc. This registration can be achieved either by an inspection or the owner signing an affidavit that the cart complies with the law. By statute, the registration fee is \$15.00 for a five-year registration.

General points to remember about the use of carts:

- Carts are prohibited on state routes.
- Carts are prohibited on any street that is posted in excess of 35 miles per hour.
- Carts are permitted only on city streets with the proper signage; know which streets are approved.
- A cart is considered a motor vehicle and traffic laws apply, including offenses such as DUI and reckless driving.
- Be considerate of vehicles around you and allow them to pass, keeping as far to the right as possible.
- No riding on sidewalks.
- Seatbelts required.
- Insurance is required.

City Manager Update Notes – June 21, 2025

- 1) **Haygood Avenue Water Line Replacement Funding** – We anticipate this project could cost in excess of \$3,990,000, we have there pursued three different funding mechanisms:
 - a. **Community Development Block Grant (CDBG)** – We have applied for \$1,000,000, but we have had a request from DCA to change this application to \$750,000. There has been no response to the letter to DCA requesting our application remaining as a \$1M request.
 - b. **Congressman Scott FY26 Community Project Funding Request** – The City has requested \$1,092,000 in federal funding for the Haygood Avenue water line replacement project. The House Appropriations Committee has accepted and funded all 15 Community Project Funding requests Rep. Scott submitted. The next step in the House is passage of the FY26 Interior, Environment, and Related Agencies funding bill. The Senate will also pass their version. Then, the House and Senate will come together to negotiate a final funding bill that includes all the CPFs from the House and the Senate. Once that version of the bill and it is signed into law, there is the process of getting the funding from the EPA to Oxford. Although Congress aims to have a final funding bill passed by September 30th, the date may change from year to year.
 - c. **Southeast Crescent Regional Commission's State Economic and Infrastructure Development (SEID) Grant** – After a preliminary application was approved, we have been invited to apply for a \$1,000,000 grant from this program. Carter & Sloope was chosen through a competitive bid process to write, submit, and administer this grant. They will be charging \$6,000 for the Preliminary Engineering Report and \$10,000 for Administrative and related Grant Services. These fees are the same as their standard charges for DCA-related grants.
- 2) **Groundswell - Solar For All Grant** – Groundswell is anticipating including Oxford in the next Request for Proposal for solar development sites. This second RFP will be issued so as to not overlap with the first bid period. RDP #1 closes 8/8/25 so the second will likely come out 8/11/25 at the earliest. However, if they cannot get a reasonable volume of projects, they may have to wait. Ideally, they are looking sooner rather than later. They are counting us as #1 in the pipeline for RFP 2 and they are currently looking at another site in North Carolina. They may only need 6 or 7 sites to get RFP 2 out of the gate.
- 3) **Old Church Wi-Fi and Locks** - Staff are working with a locksmith for remote operating locks for The Old Church. From the pricing we have seen from Spectrum, we are looking to go in a more cost-effective direction for the necessary Wi-Fi.
- 4) **Whatcoat Street Update** – AtkinsRéalis has completed review of the lighting plan (there had been some comments that had to be satisfied on the wiring), and the fixtures are on order for \$87,887.50.
- 5) **Emory Street Sidewalk Phase 2** - On May 15, I signed the final GDOT construction permit for the second phase of the sidewalk project, which will replace the old, substandard sidewalk with a five-foot width and the decorative lighting from W. Soule Street to the US Post Office. This

application was submitted in August of 2024. The construction plans were approved by GDOT on June 13, but we are still waiting for the approval on the utility permit. We have put Peach State on notice for a budget meeting to work on an updated budget as costs have changed from when pricing was originally put together. Updated final quantity data has been sent to Peach State so they can review this information and make a final comparison with their original pricing. We will be working to get these new costs incorporated into a contract for the Council to consider.

- 6) **Economic Development Plan and Marketing with ECG** - On July 17, Robert Lane (Main Street Land & Properties) and I met with the economic development team from ECG. They are working with us to market the Whatcoat Building and the Town Green. At their suggestion, I am putting together a meeting with Carter & Sloope to determine what will be needed to provide water and sewer service to the Phillips Property.
- 7) **TSW and New Zoning** – TSW concluded its interviews, and their staff were encouraged by the participation. They are preparing a preliminary report for the August Council Work Session.



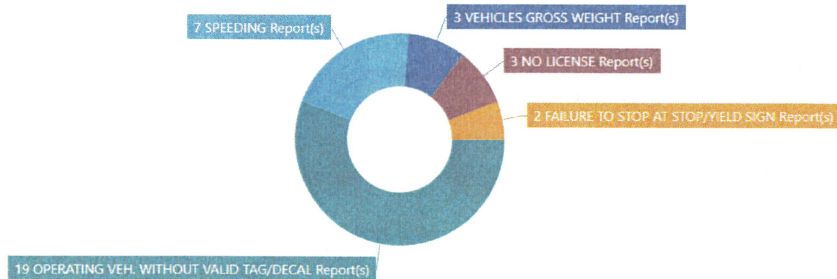
CITY OF OXFORD POLICE DEPARTMENT June 2025 Monthly Report



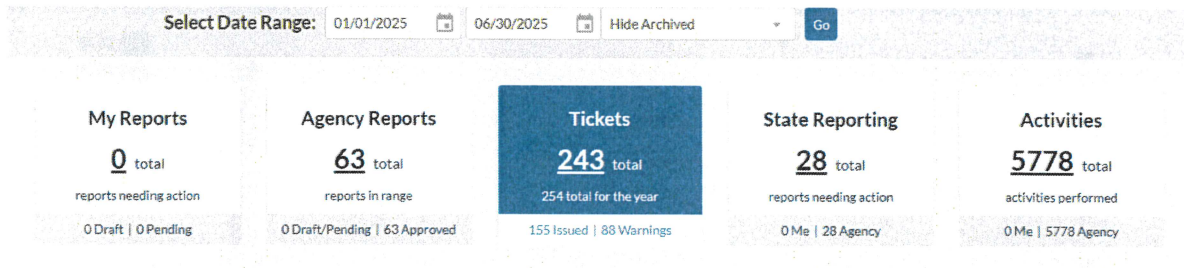
Top Citations Offenses



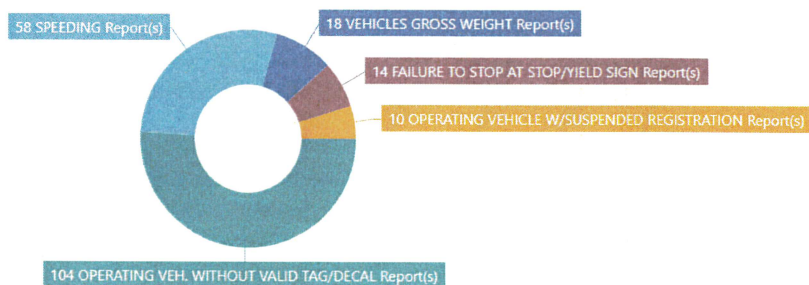
Tickets by Violation



Year to Date Top Citations Offenses



Tickets by Violation



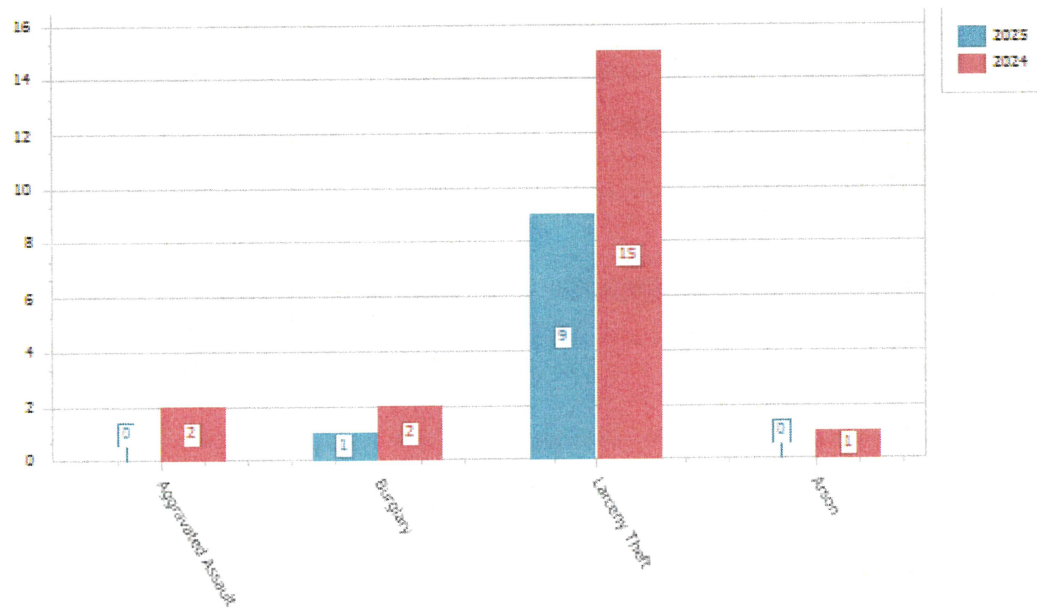


CITY OF OXFORD POLICE DEPARTMENT

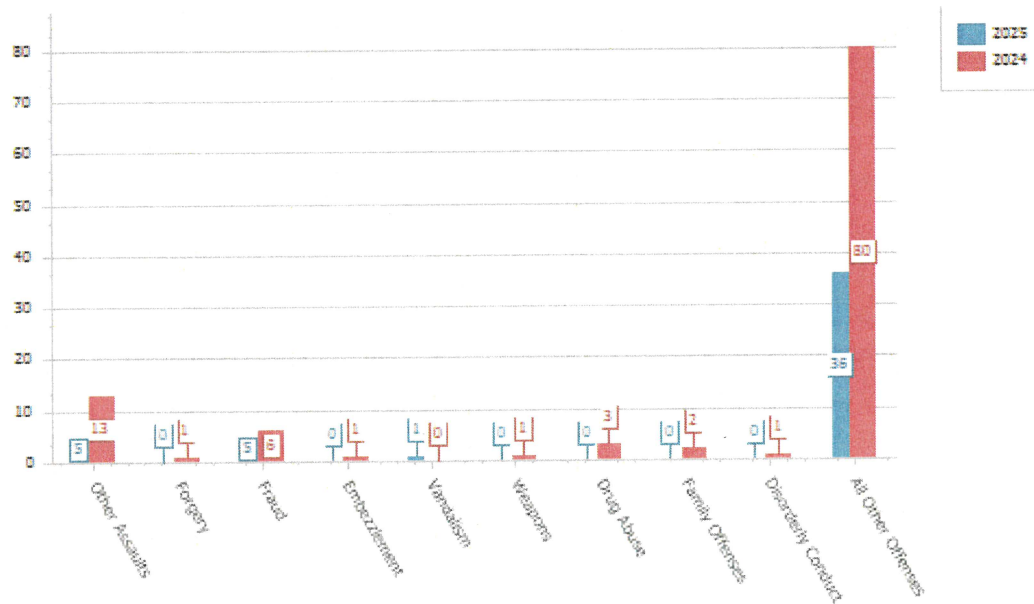


2024-2025 Part 1 & Part 2 Crime Comparison

PART 1 CRIME STATISTICS YTD



PART 2 CRIME STATISTICS YTD





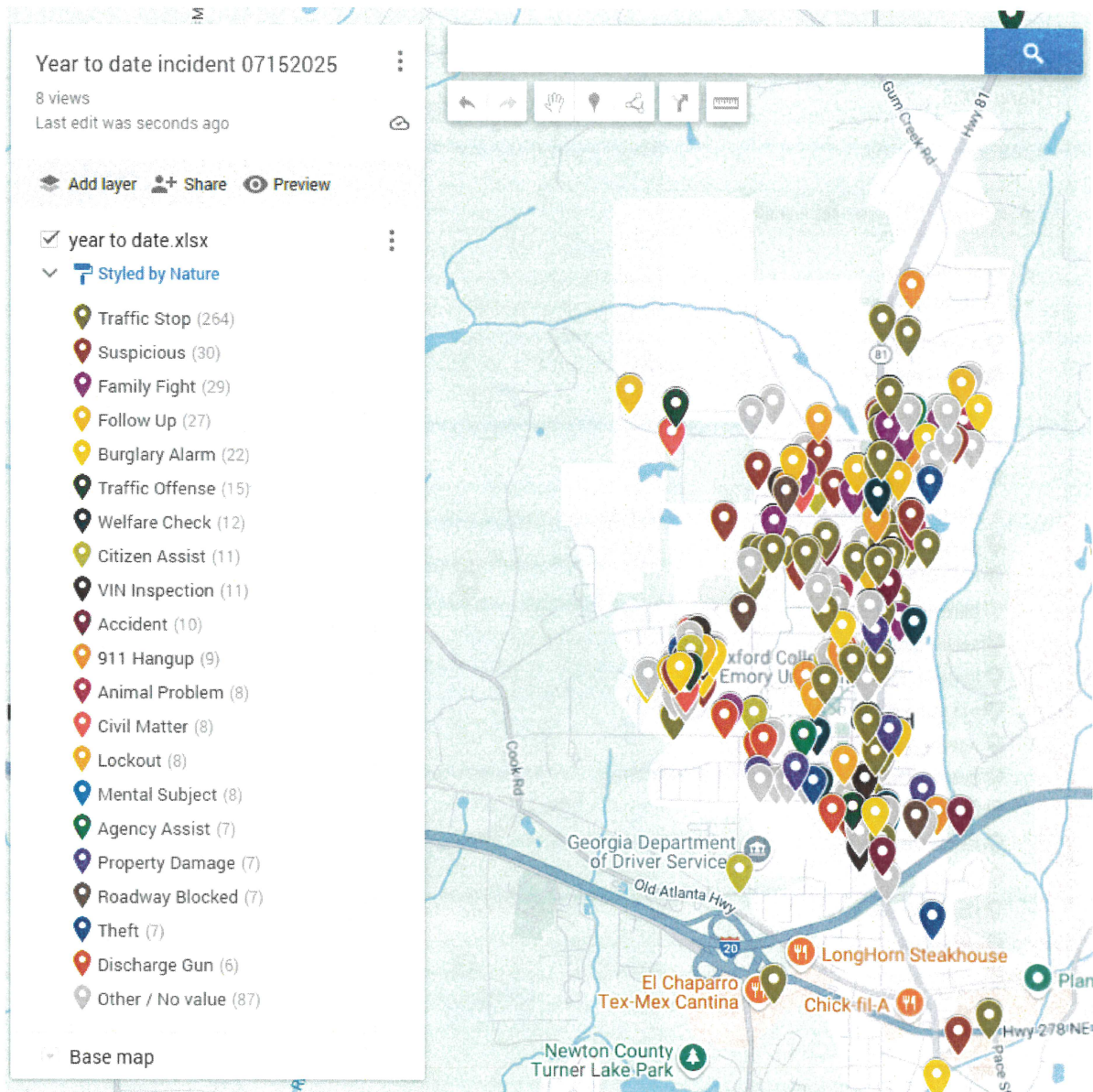
CITY OF OXFORD POLICE DEPARTMENT



2025 Year to Date CAD Related Events

Includes all self-initiated & dispatched events

City of Oxford Police, Newton County Sheriff's Office, ETC.





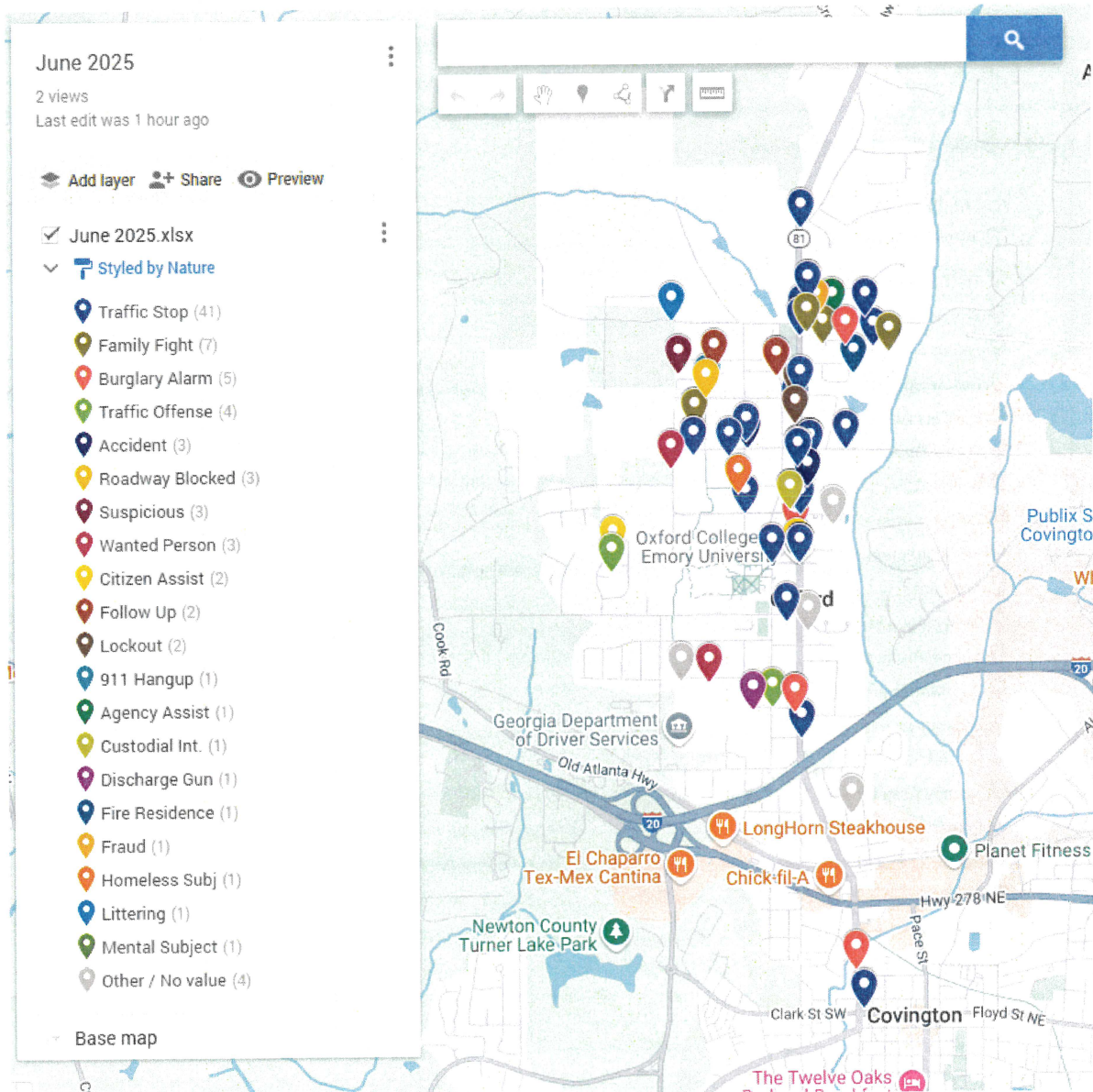
CITY OF OXFORD POLICE DEPARTMENT



June 2025 CAD Related Events

Includes all self-initiated & dispatched events

City of Oxford Police, Newton County Sheriff's Office, ETC.





CITY OF OXFORD POLICE DEPARTMENT



Significant Events, Arrests, Details, Training

Oxford Police Officers began the year with two significant weather events in the city of Oxford. Snow covered much of the city streets which later turned to ice. We did not have any significant events related to the weather or accidents. Oxford Police Officers held a Community Meeting on January 9, 2025. During the meeting a presentation regarding fraud and financial thefts was presented. Chief Anglin arranged for all city employees to receive Defensive Driver Training through GMA/LGRMS at City Hall. All police and public works employees attended, and a good portion of the Clerk's Office participated, along with City Manager Andrew. Opioid Training was conducted by Chief Anglin for All City Employees. Narcan has been placed with the AED equipment within City Hall.

All officers have completed their required annual training of Firearms re-qualification, Use of Force, De-escalation, Community Policing, Cultural Awareness, Gang Investigations, Human Trafficking and Sexual Exploitation, TASER, Autism and Mental Health. Two departmental employees received 40 hours in Crisis Intervention Training (CIT). CIT is a crucial element that can lead to a more successful interaction between law enforcement and people experiencing a mental health crisis. Through partnerships with the Department of Public Health, Viewpoint, and trained mental health interventionist through the Newton County Sheriff's Department, we have experienced positive outcomes with multiple individuals in the City of Oxford.

Officers have participated in joint training with the Newton County Sheriff's Department, Newton County Fire Department, Covington Police and Fire Departments, Newton County School Police, Newton County EMA, 911 Center, Piedmont Newton Hospital, Central EMS, GA Piedmont Technical College, Emory at Oxford, and Porterdales Police Department. All public safety personnel have been cross trained in Active Shooter/Threat protocol to provide a unified response in such an event. All agencies have participated at some point. Cross training includes search and clearing techniques, stopping the bleed, and deployment of rescue teams to retrieve anyone injured.

Officers participated with various schools in the community and within Newton County presenting Police and Public familiarization. The Oxford Lions Club, Covington Kiwanis and Rotary Clubs, Oxford Baptist Church, Mt. Zion Baptist Church, and Allen Memorial. Officers assisted with the Earth Day Events. Officers continued to prescribe the community policing model, and have several events planned for the remainder of the year. The July 4th Parade was



CITY OF OXFORD POLICE DEPARTMENT



held and very successful. No public safety issues occurred, and Chief Anglin received multiple commendations regarding the sense of safety that was felt. Lt. Brooks did an outstanding job preparing the city streets for closure, detours, and signage.

Chief Anglin presented two classes to the City of Covington Police Department that Oxford Officers attended. Chief Anglin presented four classes to the Newton County District Attorney's Office, and majority of the Newton County Sheriff's Office regarding Child Abuse and Death Investigations. Oxford Police personnel adhere to the Newton County Child Abuse Protocol and participate in the Multi-Disciplinary Team investigating child abuse.

Most arrests were made for minor traffic offenses, and two domestic violence arrests have been made. One of those arrested because of domestic violence that took place, had multiple felony warrants throughout Metro Atlanta. Officer White conducted a complete investigation of the domestic and applied for an arrest warrant. A warrant was issued through the Newton County Magistrate Court. The suspect, Wright, was wanted for violating probation Aggravated Assault, Felony Weapons violations, Criminal Damage to Property, and the domestic violence charge. After careful planning we were able to execute the arrest without incident. The suspect was booked into Newton County Jail where he is still detained.

Administrative Officer Todd Merrifield has been working with Chief Anglin, City Attorney David Strickland, and David Trotter with LGRMS preparing the Excellence in Policing Certification Program. The Oxford Police Procedure manual is being developed under the guidance of Mr. Strickland and LGRMS. The property and evidence room has been audited, and property has been returned to the owner or destroyed. The EIP process will be completed and ready for inspection by GMA/LGRMS staff in September.

Chief Anglin and City Manager Andrew have met with City Attorney David Strickland, Judge Hawthorne, and City Solicitor Cheryl Freeman to develop a Code Enforcement procedure. A few legal obstacles have been presented as a result. We need to request Mr. Strickland's legal assistance with some of the "abandoned homes" in the City limits.

The FLOCK camera system is fully functional and alerting officers to many traffic violations. Expired tags, suspended registrations, and wanted individuals are entered into the system through the State and other law enforcement agencies. The cameras at Asbury Park have been installed



CITY OF OXFORD POLICE DEPARTMENT



and are working very well. The technology is far superior to the previous system that was in place. We are looking to incorporate the system with the Newton County Sheriff's Office, a live crime center once it is completely functional. If you have any questions regarding the data, please don't hesitate to contact me.

Chief Mark Anglin

**Georgia Department of Community Affairs
2025 Community HOME Investment Program
State Recipient Grant Agreement**

This Grant Agreement ("Agreement") is made and entered into by and between the Georgia Housing and Finance Authority ("GHFA") located at 60 Executive Park South, NE, Atlanta, Georgia 30329 and City of Oxford ("State Recipient"), located at 110 W. Clark Street, Oxford, GA. 30054 for the purpose of providing funding to the State Recipient to implement the federal HOME Investment Partnership Program ("HOME") funded activities as described in the 2025 Community HOME Investment Program ("CHIP") Application Manual ("Application") under which the funds were awarded.

WITNESSTH THAT:

WHEREAS, the Georgia Department of Community Affairs ("DCA") administers CHIP on behalf of GHFA, including the issuance of the CHIP application manual, the review and selection of applications submitted in response to the Application, the disbursement of CHIP funds to selected State Recipients and the determination of compliance with the HOME regulations at 24 CFR Part 92, the program requirements found in the Application, and any manuals or policies issued for CHIP; and

WHEREAS, GHFA has designated funds for CHIP from its federal HOME funds; and

WHEREAS, the State Recipient has applied for funds under CHIP and has been determined to be an eligible applicant as defined in the CHIP Application and has been selected by DCA for an award of funds; and

WHEREAS, GHFA and the State Recipient desire to establish their respective rights, duties, and responsibilities for the release of HOME funds under CHIP and the State Recipient's implementation of activities in accordance with the CHIP Application and CHIP administrative manual.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions herein, it is agreed as follows:

SECTION 1

Duration and Contract Benchmark Conditions

The duration of this Agreement is three (3) years and shall begin on **September 1, 2025, and end on August 31, 2028. This Agreement with DCA must be fully executed, and all contract conditions must be submitted by August 31, 2025. DCA may allow one additional grant extension after August 31, 2028, if necessary, to complete the grant activities. However, grants will expire within four (4) years on August 31, 2029.** In addition, required benchmarks must be met within the first eighteen (18) months. If these benchmarks are not met, DCA may exercise its right to terminate the grant for inactivity. The required benchmarks for owner-occupied housing rehabilitation include: 1) the homeowners have been identified, and 2) the pre-setups have been submitted. The required benchmarks for new construction include: 1) the land acquisition has been completed, 2) the pre-sets have been submitted (if project sites were not known during application), 3) the bid requests have been published, 4) a developer has been procured, and 5) a written agreement with the developer has been executed. The Agreement may

be terminated by either party by written notice of such intent and submitted thirty (30) calendar days in advance of the termination date.

SECTION 2

Expenditure Deadline and Close Out

In accordance with the HOME Final Rule 24 CFR 92.205, all project funds associated with an eligible activity must be committed by a written agreement and entered into the Integrated and Disbursement and Information System ("IDIS") of the U.S. Department of Housing and Urban Development ("HUD") or any successor system mandated by HUD. The project must be completed within four (4) years of the date of commitment of funds.

Following the expenditure and completion deadline of the Agreement, the State Recipient must complete all program close-out processes as required by the HOME Final Rule and applicable CHIP requirements prior to the expiration date of this Agreement.

SECTION 3

State Recipient Designation for the CHIP Program

The local government shall act as a State Recipient and ensure that the HOME funds are used in accordance with the requirements of HOME and other applicable state laws for administering the CHIP program. The State Recipient will assume all responsibilities included in the HOME Final Rule at 24 CFR Part 92 and applicable CHIP manuals and policies.

SECTION 4

Funding

Amount of Funding. Subject to the terms and conditions set forth in this Agreement, GHFA agrees to provide up to **Five Hundred Thousand Dollars (\$ 500,000.00)** of CHIP funds ("Project Funds") for eligible project-related costs. As set forth in Section 15, GHFA will disburse the funds over time, subject to DCA's approval of draw requests submitted by the State Recipient in accordance with DCA's procedures.

Use of Grant. The State Recipient agrees that it shall use the Project Funds to pay only for reasonable and necessary expenses associated with the activities provided in Appendix A to this Agreement and in accordance with the provisions of the HOME program regulations.

SECTION 5

General Programmatic Responsibilities

The State Recipient shall be responsible for administering CHIP funds in accordance with the program requirements provided in the application and CHIP manual to successfully carry out all planned program activities. The State Recipient further agrees to assume responsibility for compliance with all applicable state and federal laws and regulations.

The State Recipient agrees to be responsible for executing all necessary legal documents and other written agreements related to lending or distributing CHIP funds in accordance with the CHIP program application and related CHIP manuals and in compliance with the HOME program requirements for written agreements at 24 CFR 92.504. The State Recipient shall use the loan closing documents prescribed by the CHIP program requirements.

The State Recipient agrees to manage the day-to-day operations of its CHIP-funded program and to monitor all activities to assure compliance with all HOME regulations, all requirements of the CHIP application and related CHIP manuals and all other applicable federal, state, and local laws and regulations. The State Recipient shall provide reports as deemed necessary and mandated as applicable under federal regulations, to assure proper accounting for all Project Funds, consistent with the requirements of 24 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. CHIP will prescribe the report and delivery format for submission of such reports.

The State Recipient shall determine all rehabilitation standards used for units assisted with CHIP funds are in compliance with the eligibility and occupancy requirements as set forth in the HOME regulations (24 CFR 92.251), and all applicable CHIP manuals.

The State Recipient shall ensure all CHIP homeowners and homebuyers are determined to be income-eligible in accordance with 24 CFR 92.203.

The State Recipient will provide oversight, monitor, and keep records the State Recipient is required to perform as set forth in the related CHIP material.

The State Recipient shall apply homebuyer program policies and underwriting tools in accordance with 24 CFR 92.254 (f), as applicable to the CHIP program design. The State Recipient will comply with the requirements of the recapture provisions in accordance with 24 CFR 92.254. Additional guidance for recapture is provided in Section 7.

All homeowners or home buyers receiving CHIP funds will be required by the loan documents to procure and maintain for the period of affordability or the term of the loan, whichever is longer, general hazard insurance, insuring the eligible properties against fire and all other reasonable hazards as may be required by the State Recipient. If the subject property is located in a FEMA-designated flood hazard zone, then the homeowner or home buyer must also secure a certified flood insurance policy. A copy of said insurance policy, which names GHFA as mortgagee, shall be retained by the State Recipient. In addition, whenever the scope of work requires that the homeowner or other residents vacate the premises, the State Recipient shall require the general contractor to maintain a builder's risk policy.

SECTION 6

Affordability

All housing assisted with CHIP funds must meet the affordability requirements in accordance with 24 CFR 92.252 and 24 CFR 92.254, as applicable, of the HOME final rule. The State Recipient will ensure that its HOME-assisted properties adhere to the affordability requirement and will advise each applicant of this HOME provision enforced by CHIP requirements. If, at any time, the homeowner no longer meets the affordability requirements, the property will be deemed to be in default and subject to recapture via the applicable loan documents.

The State Recipient agrees to monitor for compliance with the affordability requirements through the entirety of the period of affordability in accordance with 24 CFR 92.252-and 24 CFR 92.254, as applicable. Any funds expended that do not meet the affordability requirements of 24 CFR 92.252 and 24 CFR 92.254, as applicable, for the specified time period must be repaid to GHFA.

SECTION 7

Program Income

HOME program income is defined in the Definitions section of the HOME Final Rule at 24 CFR 92.2. The State Recipient agrees to return program income at the sale of each CHIP new construction project. The State Recipient agrees to return all remaining program income by the end of the grant award. Program Income is generated by the expenditure of the CHIP funds as defined by HOME final rule and in accordance with the requirements set forth in the DCA CHIP program Income Policies and Procedures within the CHIP Administrative Manual.

SECTION 8

Recaptured Funds

The State Recipient agrees that when the CHIP-assisted property is no longer the homeowner's principal residence, the State Recipient will enforce the recapture provisions set forth in 24 CFR 92.254. The State Recipient agrees that all recapture funds received from CHIP activities are to be repaid to GHFA in accordance with the terms of the loan closing documents required by DCA for the use of CHIP funds.

SECTION 9

Uniform Administrative Requirements

The State Recipient must comply with the applicable uniform administrative requirements in 24 CFR Part 200 as described in 24 CFR §92.505 of the HOME final rule. If there is a conflict between the definitions in 24 CFR Part 200 and 24 CFR Part 92, the definitions in 24 CFR Part 92 govern.

SECTION 10

Georgia Security and Immigration Compliance Act **O.C.G.A. §50-36-1**

The State Recipient must comply with O.C.G.A. §50-36-1 to verify the lawful presence in the United States of any applicant for public benefits in accordance with the applicable provisions and deadlines established in O.C.G.A. §50-36-1 and any requirements established within the CHIP administrative manual.

SECTION 11

Illegal Immigration Reform and Enforcement Act of 2011 **O.C.G.A. §13-10-91**

The State Recipient must comply with O.C.G.A. 24 §13-10-91 to ensure that any individual, firm or corporation that is engaged in the physical performance of services under this Agreement must be registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91 and any requirements established within the CHIP administration manual.

SECTION 12

Prohibition on Immigration Sanctuary Policies by Local Governmental Entities **O.C.G.A. § 36-80-23**

No local governing body, whether acting through its governing body or by an initiative, referendum, or any other process, shall enact, adopt, implement, or enforce any regulation, rule, policy, or practice adopted by a local governing body that prohibits or restricts local officials or employees from communicating or cooperating with federal officials or law enforcement officers with regard to reporting immigration status information while such local official or employee is acting within the scope of his or her official duties.

SECTION 13

Drug-Free Workplace

The State Recipient hereby certifies as follows:

- a. State Recipient will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Agreement; and
- b. State Recipient shall provide its employees a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Agreement; and
- c. State Recipient will secure from any subcontractor hired to work on any job contemplated under this Agreement the following written certification: "As part of the subcontracting agreement with (State Recipient's Name), (Subcontractor's Name) certifies to the State Recipient that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Agreement pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

SECTION 14

Certification Regarding Sales and Use Tax

By executing the Agreement, the State Recipient certifies it is either (a) registered with the State Department of Revenue, collects, and remits to state all sales and use taxes required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a "retailer" as defined in O.C.G.A. Section 48-8-2. The State Recipient also acknowledges that GHFA may declare the Agreement void if the above certification is false.

SECTION 15

Project Requirements

The State Recipient must carry out all activities as provided in Appendix A of this Agreement in compliance with the project requirements stated in the CHIP administrative manual and 24 CFR Subpart F of the HOME final rule, as applicable to the type of project assisted.

For new construction projects, if there is no ratified sales contract with an eligible homebuyer for the housing within twelve (12) months of the date of completion of new construction or vacant housing rehabilitation, the housing unit must be rented to an eligible tenant in accordance with §92.252.

SECTION 16

Other Program Requirements

The State Recipient must carry out each activity as provided in Appendix A of this Agreement in accordance with the laws and regulations described in subpart H of the HOME Regulations (24 CFR 92.350 *et seq.*), except the State Recipient shall not have any responsibility under 24 CFR 92.352 for DCA's release of funds or under 24 CFR 92.357 for the intergovernmental review required by that section. Such activities must be carried out in compliance with the CHIP administrative manual.

The State Recipient acknowledges that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of Environmental Review and receipt of a release of funds, as required, from DCA or HUD, under 24 CFR Part 58. Additionally, the State Recipient is prohibited from undertaking or committing any funds to physical or choice-limiting actions.

SECTION 17

Affirmative Marketing

The State Recipient shall comply with the affirmative marketing requirements of 24 CFR 92.351 of the HOME Final Rule and the affirmative marketing plan prepared by the State Recipient and approved by DCA.

SECTION 18

Requests for Disbursement of Funds

All requests by the State Recipient for the disbursement of CHIP funds must be made in accordance with the CHIP administrative manual. Under no terms shall the State Recipient request disbursement of funds until such time that the funds are needed for payment of eligible costs. In addition, the amount of each request must be limited to the amount needed.

SECTION 19

The Federal Funding Accountability and Transparency Act of 2006

The State Recipient agrees to perform all reporting required by the Federal Funding Accountability and Transparency Act (FFATA) (Public Law 109-282) as amended.

SECTION 20

Language Access Plan

Title VI of the Civil Rights Act of 1964 and Executive Order 13166 require that the State Recipient employ timely and reasonable measures to provide Limited English Proficient ("LEP") persons in its community with a meaningful opportunity to participate in the benefits of CHIP-funded program activities. In furtherance of this objective, State Recipient agrees that pursuant to a schedule that will be provided by DCA, State Recipient will 1) conduct a four-factor analysis endorsed by HUD to make an overall assessment of its LEP individuals, 2) develop and submit a Language Access Plan ("LAP") that must be approved by DCA, and 3) provide appropriate language assistance to LEP persons in delivering CHIP funded program benefits through the execution of its approved LAP.

SECTION 21

Written Agreement Requirements

The State Recipient shall create and maintain a written agreement for each property. The written agreement committing the HOME funds to the project must meet the requirements of “commit to a specific local project” in the definition of “commitment” in § 92.2 and contain the following:

- a. A full description of each property assisted with CHIP Funds (“Eligible Property”) assisted with homeowner rehabilitation assistance, including the amount of the assistance and the address of the property.
- b. Documentation that after construction of each Eligible Property assisted by a homeowner rehabilitation activity, the Eligible Property satisfies the Property Standards as set forth in 24 CFR 92.251.
- c. Documentation of the scope of work, complete budget, sources of funds, and a schedule for completing the new construction or rehabilitation;
- d. The documentation must specify that funds may not be disbursed until they are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.
- e. Documentation demonstrating that the after-rehabilitation value or the new construction property sales price exceeds the HUD homeownership value limit;
- f. Documentation of the affordability requirements and resale or recapture provisions for homeownership as set forth in 24 CFR 92.254; and
- g. Documentation of the duration of the agreement.

SECTION 21

Additional Written Agreement Requirements-Reports and Records

The State Recipient acknowledges that DCA must satisfy certain recordkeeping and reporting requirements under the HOME regulations. The State Recipient shall maintain all records related to the Project Funds in accordance with the requirements of 24 CFR §92.508 of the HOME final rule and related CHIP manuals. The State Recipient shall maintain such records accurately and consistently. All financial records and accounts shall be separate from any general accounting records that the State Recipient may maintain in connection with the State Recipient’s general business activities. State Recipient agrees that DCA, HUD, the Comptroller General of the United States, or any of their authorized representatives, shall have access to any and all said books, records, and accounts of the State Recipient for whatever purposes.

The State Recipient shall also prepare all such reports required in the CHIP administrative manual or that may be required by DCA in sufficient detail so that DCA may meet its requirements. These reports will include, but are not limited to:

- a. Documentation of the grant's environmental assessment, environmental review, or tier 1 and tier 2 compliance with the National Environmental Protection Act and HOME Final Rule (24 CFR 92.352);
- b. Documentation of the income of all eligible members of the household.
- c. Documentation of the race, ethnicity, age, household size, and gender of all Borrowers.
- d. Documentation of the race, ethnicity, age, and gender of all principals of the businesses (general contractors and subcontractors) involved in the rehabilitation of any Eligible Property.
- e. Documentation of subsidy layering and underwriting requirements for homebuyer development projects as set forth in 24 CFR 92.250.
- f. Documentation that no general contractor and/or subcontractors who performed any portion of the rehabilitation of an Eligible Property were debarred or suspended as set forth in 24 CFR Parts 24 and 91.
- g. Documentation demonstrating that each Eligible Property assisted is in compliance with The Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. §4821, et seq.(24 CFR 92.355).
- h. Documentation as to whether or not flood insurance is part of a new construction activity, as set forth in the HOME regulations and required CHIP manuals, and applicable documentation of said flood insurance.
- i. Documentation of performance with the State Recipient's Section 3 Plan and Section 3 of the Housing and Urban Redevelopment Act of 1968.
- j. Documentation of disbursement of funds.
- k. Documentation of compliance with the affirmative marketing plan as set forth in 24 CFR 92.351 and the MBE/WBE plan described in 24 CFR 92.351.
- l. Documentation of loan documents and affordability periods.
- m. Documentation of compliance with the Georgia Security and Immigration Compliance Act as provided in O.C.G.A. §50-36-1 and required CHIP manuals.
- n. Documentation of compliance with the Illegal Immigration Reform and Enhancement Act of 2011 as provided in O.C.G.A. §13-10-91 and required CHIP manuals.
- o. Documentation of compliance with the Prohibition on Immigration Sanctuary Policies by Local Governmental Entities as provided in O.C.G.A. § 36-80-23.
- p. Documentation of compliance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Agreement.
- q. Documentation of compliance with the Section 504 federal civil rights law under the Rehabilitation Act of 1973 and required CHIP manuals.

- r. Documentation of compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166. and required CHIP manuals by preparing a timely LAP;
- s. Documentation of compliance with Title II of the Americans with Disabilities Act of 1990 (“ADA”) and required CHIP manuals; and
- t. Documentation of compliance with Section 808(d) of the Fair Housing Act and required CHIP manuals.

Further, the State Recipient shall assist DCA in any reasonable manner to enable DCA to submit management reports and its HOME *Annual Performance Report* (“APR”) or *Consolidated Annual Performance and Evaluation Report* (“CAPER”) in such format and at such time as HUD may prescribe.

The State Recipient agrees to comply with the single audit act requirements as set forth in 2 CFR part 200, subpart F.

Section 22 Financial Reporting

The State Recipient agrees to maintain a separate CHIP bank account to document and maintain effective internal audit control for the financial management of the CHIP award. The State Recipient agrees the bank account will not be an interest-bearing account.

SECTION 23 Breaches and Remedies

If the State Recipient fails to perform the requirements of this Agreement or the applicable HOME regulations, DCA may take action to temporarily withhold all funding until the breach is cured. DCA, at its sole discretion, may set the time period within which the State Recipient shall cure the breach. Upon the State Recipient’s failure to cure the breach, this failure will constitute a “Default” under this Agreement. In the event of a Default, DCA, at its sole discretion, may take any or all of the following actions: (1) immediately terminate or suspend this Agreement in accordance with 24 CFR 85.43; (2) disallow any further disbursement of CHIP funds; (3) require the State Recipient to repay to DCA all or any portion of the CHIP funds; (4) require the State Recipient to turn over all pertinent records and information relating to the State Recipient’s Program; (5) select another administrator to oversee the operation of the State Recipient’s Program; and (6) take any and all action in law, equity or otherwise which it deems necessary or advisable. The rights and remedies of DCA shall be cumulative. Any election of a right or remedy will not be deemed to be an election of that right or remedy to the exclusion of any other right or remedy. The rights and remedies available to DCA in the event of a suspension or termination of this Agreement will survive such suspension or termination.

SECTION 24

Conflicts of Interest

The State Recipient agrees to avoid conflicts of interest in accordance with DCA policy, State law, and provisions outlined in 24 CFR 85.36 and 24 CFR 84.42, 24 CFR 92.356, and 2 CFR Part 200.318. State Recipient must follow instructions provided in the Procurement Policy Standards of the CHIP Administrative Manual and other written guidance provided by DCA.

Further, State Recipient warrants and represents that no member, employee, officer, agent, consultant, or official of State Recipient, nor any member of their immediate family or business associates, during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this Agreement or any proceeds or benefits arising therefrom. State Recipient has certified in its application to DCA that no such conflict exists, and said certification is a covenant and warranty of this Agreement. The State Recipient shall also require each eligible borrower to certify that no such conflict exists.

SECTION 25

Reversion of Assets

Upon expiration or termination of this Agreement, if the State Recipient has any CHIP funds in its possession or under its control or any accounts receivable attributable to the use of the CHIP funds, the State Recipient shall promptly transfer those funds or assets to GHFA.

SECTION 26

Other Agreements

Before the State Recipient may disburse funds received under this Agreement to a third party, the State Recipient and such third party must enter into a written agreement with the State Recipient that meets the applicable requirements in 24 CFR §92.504(c). The term “third-party” includes any homeowners, home buyers, administrators as defined in the CHIP administrative manual, or other contractors who are providing services to the State Recipient. This Agreement is only for the benefit of GHFA and the State Recipient. No third party shall have any rights or interest in this Agreement.

SECTION 27

Indemnification

State Recipient hereby waives, releases, relinquishes, discharges, and agrees to indemnify, protect, and save harmless, GHFA, DCA, their directors, officers, agents, and employees of and from any and all claims, demands, liabilities, losses, costs or expenses caused by, growing out of or happening in connection with the performance of this Agreement, or any property or household assisted with any CHIP funds.

SECTION 28
Conflicts and Amendments

If there is any conflict between this Agreement and the HOME final rule, the HOME final rule shall control, and State Recipient acknowledges and agrees that it must comply with the HOME regulations applicable to it and its use of the HOME funds. However, if this Agreement is more restrictive than the HOME regulations, this Agreement shall control unless the HOME regulations specifically prohibit such greater restriction. The parties agree that this Agreement shall be amended, if necessary, to comply with the HOME final rule or the CHIP program requirements found in applicable CHIP manuals and policies.

SECTION 29
Additional Terms and Conditions

This Agreement is made and entered into in the state of Georgia, and all questions relating to its validity, construction, performance, and enforcement shall be governed by the laws of the state of Georgia. This Agreement is the entire Agreement between the parties and may not be modified or amended except by a written document signed by all parties.

In the event that a court of competent jurisdiction shall make a final determination that any of the terms, provisions, covenants, or conditions (hereinafter collectively referred to as "provisions") contained herein are invalid, then such provision(s) shall be void and of no force or legal effect and shall be severed from this Agreement, and all other provisions of this Agreement shall remain in effect.

Time is of the essence with this Agreement.

SECTION 30

Notices

All notices to the State Recipient shall be sufficient if made in writing and deposited in the U.S. mail or if delivered through a private courier to the address of the State Recipient listed below or at such other address as the State Recipient may notify DCA in writing. Mailed notices to the State Recipient shall be considered to have been given at the time they are delivered or deposited in the mail. Notwithstanding the foregoing, any notice in fact received shall be sufficient. All notices to DCA shall be effective when the written notices is received in hand by DCA at the address set forth below or such other address specified by DCA in writing to the State Recipient.

(a) Notices and communications to DCA:

Attn: CHIP Program Manager
Georgia Department of Community Affairs
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231
Primary Phone: (404) 852-2160
Email: CHIP@dca.ga.gov

(b) Notices and communications to the State Recipient:

To be filled in by the State Recipient:

Name: Bill Andrew

Title: City Manager

Address: 110 W. Clark St. Oxford, GA 30054

Phone number: (770) 786-7004

Email address: bandrew@oxfordgeorgia.org

SECTION 31

Warranties, Representations and Certifications of the State Recipient

- a. The State Recipient warrants that it is duly organized, validly existing, and in good standing under the laws of the state of Georgia; that it has all the requisite power and authority to enter into this Agreement and to assume the responsibilities for compliance with the HOME regulations and the CHIP Administrative Manual, and all applicable federal and state laws and regulations; that a resolution, motion, order or ordinance has been duly adopted, passed or enacted as an official act of the State Recipient, authorizing the execution and delivery of this Agreement by the State Recipient and authorizing and directing the person executing this Agreement to do so for and on behalf of State Recipient; and that said acts were done in such a manner and form as to comply with all applicable laws to make this Agreement the valid, enforceable and legally binding act and agreement of State Recipient.
- b. The State Recipient warrants that there is no action, proceeding, or investigation now pending, nor any basis known or believed by State Recipient to exist for such an action, proceeding, or investigation, which: (i) questions the validity of this Agreement, or any action taken or to be taken under it, or (ii) is likely to result in any material adverse change in the authorities, properties, assets, liabilities, or conditions (financial or otherwise) of State Recipient or which would materially and substantially impair the State Recipient's

ability to perform any of the obligations imposed upon the State Recipient by this Agreement.

- c. State Recipient warrants and represents that neither it nor any of its principals are presently debarred, suspended, proposed for debarment, suspension, declared ineligible, or voluntarily excluded from participation in this transaction or the DCA Program by any federal department or agency. State Recipient will also require each eligible borrower and selected contractor to certify that he or she is not currently debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction or by any other federal department or agency.
- d. State Recipient warrants and represents that:
 - (i) No federal appropriated funds have been paid or will be paid, by or on behalf of State Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - (ii) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with this Agreement, State Recipient shall complete and submit HUD standard form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - (iii) State Recipient will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all State Recipients shall certify and disclose accordingly.
- e. State Recipient, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, and orders now or hereafter in effect when performing under the Agreement. State Recipient certifies that State Recipient is not currently engaged in and agrees for the duration of this Agreement not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.
- f. All representations and warranties made under this Agreement shall be deemed to be made and shall be true and correct at and as of the Effective Date. All representations and warranties made under this Agreement shall survive the execution hereof.

SECTION 32

Entire Agreement

This Agreement constitutes the entire agreement between the parties. There are no representations, either oral or otherwise, other than those expressly set forth herein. No amendments or modification of this Agreement shall be binding unless both parties agree to said modification in writing.

*Signatures on the Following Page
Remainder of Page Intentionally Left Blank*

IN WITNESS WHEREOF, this Agreement is entered into on the date of execution by and between:

State

Recipient: City of Oxford

By:

Name: David S. Eady

Title: Mayor

Attest:

Name: Bill Andrew

Title: City Manager

Sworn to and subscribed before me, this
_____ day of _____, 20__.

Notary Public

My Commission Expires:

(NOTARY SEAL)

IN WITNESS WHEREOF, this Agreement is entered into on the date of execution by and between:

GEORGIA HOUSING AND FINANCE AUTHORITY

By: _____
Name: Wesley Brooks
Title: Deputy Commissioner, Homeownership

Attest: _____
Name: DaTonya Lewis
Title: CHIP Program Manager

Sworn to and subscribed before me, this
_____ day of _____, ____.

Notary Public

My Commission Expires:

(NOTARY SEAL)

**Georgia Department of Community Affairs
2025 Community HOME Investment Program
State Recipient Grant Agreement
Appendix A**

State Recipient Name:	City of Oxford		
Grant Number:	2025-114		
Grant Term:	September 1, 2025 – August 31, 2028		
Approved Activities:	Yes	No	
Homeowner Rehabilitation Assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
New Construction	<input type="checkbox"/>	<input type="checkbox"/>	
Approved Budget:			
Awarded Fund Amount	\$ 500,000.00		
The Recipient will contribute match funds eligible under §92.220 of the Final HOME Rule in the amount of:	28,000.00		
Total Households to be Assisted:			
Total Households To Receive Homeowner Rehabilitation Assistance:	7	Households	
Total Households To Buy Newly Constructed Homes:		Households	
Homeowner Rehabilitation Assistance Activities			
<input checked="" type="checkbox"/>	Total Assistance Amount Range per Homeowner (including Project Delivery Costs) for Stick-built or Modular Housing:	\$1,000 - \$100,000	
<input checked="" type="checkbox"/>	Rehabilitation Project Delivery Cost Grant Limit:	Maximum of \$7,500	
<input checked="" type="checkbox"/>	Deferred Payment Second Mortgage Loan Range:	\$1,000 - \$100,000 Lower Project Delivery Costs	
<input checked="" type="checkbox"/>	Manufactured Housing Eligible in Program Design:	X Yes or <input type="checkbox"/> No	
<input checked="" type="checkbox"/>	Total Assistance Amount Range per Homeowner (including Project Delivery Costs) for Manufactured Housing:	\$1,000 - \$50,000	
<input checked="" type="checkbox"/>	Project Delivery Grant Limit for Manufactured Housing:	Maximum of \$4,000	
<input checked="" type="checkbox"/>	Deferred Payment Second Mortgage Loan Range for Manufactured Housing:	\$1,000 - \$50,000 Less Project Delivery Costs	
New Construction Activities:			
<input type="checkbox"/>	Developer's Fee	Maximum of 20% of the total development cost	
<input type="checkbox"/>	Homebuyer Subsidy	\$1,000-\$40,000	
<input type="checkbox"/>	Construction Project Delivery Cost Grant Limit:	Maximum of 5% per project	
Additional Program Design Elements for Rehabilitation and/or New Construction Activities:			
The Recipient will incorporate the adoption of the 2021 International Energy Conservation Code (IECC) and ASHRAE 90.1-2019 energy codes for all work completed.			
The Recipient will require the completion of visitability improvements identified in OCGA 8-3-172 within all units receiving assistance to the extent compatible with the rehabilitation work proposed.			
The Recipient will meet all code requirements for housing rehabilitation and pull all necessary permits			

**Georgia Department of Community Affairs
2025 Community HOME Investment Program
State Recipient Grant Agreement
Appendix B
General Conditions**

Grantee Name:	City of Oxford
Grant Number:	2025-114

Before commencing with any activities that will result in the expenditure of funds under this grant, the State or Subrecipient (Recipient) must provide appropriate documentation and receive DCA approval that the following General Conditions have been cleared by DCA:

Federal Requirements		<u>Approval Status</u>
1.	In order to comply with the National Environmental Protection Act (NEPA) and clear this contract condition, the Recipient must have a cleared Tier 1 Broad Level Environmental Review completed. The Recipient may not initiate any work that will have a physical impact on any property to be served until the Tier Two Site Specific Environmental Review is completed and approved by DCA staff on a project-by-project basis.	<i>Not Approved</i>
2.	In compliance with 24 CFR 92.351 of the HOME Rule, the Recipient must make reasonable efforts to affirmatively further fair housing practices and develop and adopt an Affirmative Fair Housing Marketing Plan as part of their local CHIP policies and procedures. DCA must approve the AFHMP.	<i>Not Approved</i>
3.	In compliance with 24 CFR 92.351 of the HOME Rule, the Recipient must make reasonable efforts to encourage the use of minority and women-owned business enterprises (MBE/WBE) and must adopt an MBE/WBE outreach plan as part of their local CHIP policies and procedures. The Plan must be approved by DCA.	<i>Not Approved</i>
4.	In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the Recipient must take timely and reasonable steps to provide Limited English Proficient (LEP) persons with meaningful access to programs and activities funded by the federal government and awarded by DCA. The Recipient must provide a Language Access Plan (LAP), and DCA must approve the LAP.	<i>Not Approved</i>
5.	A person is on staff or under contract who has a Lead-based Paint Visual Assessment Certificate.	<i>Not Approved</i>
6.	The Recipient has adopted a plan to recruit businesses and employees targeted under Section 3 of the Housing and Urban Development Act of 1968, which has been approved by DCA.	<i>Not Approved</i>

7. Acknowledge to provide CHIP assistance according to homebuyer income determination requirements as outlined in 24 CFR 92.203 and adhere to the property value limits for homeownership activities, as outlined in 24 CFR §92.254(a)(2)(iii) of the HOME Final Rule published on July 24, 2013.

No household income will exceed 80% of the Area Median Income (AMI).

Not Approved

No home receiving assistance will have an after-rehabilitation value that exceeds 95 percent of the area median purchase price for existing single-family units, as issued by HUD. The after-rehabilitation value will be established before any rehabilitation work is performed.

State of Georgia Requirements

8. In accordance with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-91, which requires public entities that provide public benefits to report annually to DCA, the Recipient must be compliant with the reporting requirements of O.C.G.A. §13-10-91.

Not Approved

9. In accordance with the Prohibition on Immigration Sanctuary Policies by Local Governmental Entities, O.C.G.A. § 36-80-23, the Recipient must be compliant with the requirements of O.C.G.A. § 36-80-23.

Not Approved

10. In accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. § 50-24-1 et seq, the Recipient must be compliant with the requirements of O.C.G.A. § 50-24-1 et seq throughout the duration of this Agreement;

Not Approved

Georgia Department of Community Affairs Community HOME Investment Program (CHIP) Requirements

11. In accordance with the State of Georgia Procurement Requirements, as provided in O.C.G.A. 36-80-26, the Recipient must follow the procurement standards when entering into contracts for grant application submission and administration. Provide a signed and **dated** DCA Addendum to CHIP Administrative Services Contract and evidence of compliance with procurement requirements Not applicable if the grantee is not contracting with a grant administrator

Not Approved

12. The Recipient has adopted the CHIP policies and procedures for homeowner rehabilitation and new construction designed by DCA in accordance with the requirements of the CHIP manuals, HUD, and other required federal & state regulations. The CHIP manual should be used in conjunction with your already accepted design based on your approved application. *Not Approved*
13. The grant term is three years, from September 1, 2025, through August 31, 2028. The Recipients must submit a schedule of grant activities and completion deadline goals for completing each project by August 31, 2025. Refer to Section 1, Duration and Contract Conditions of the Agreement for the required benchmarks that must be met. *Not Approved*