



**SERVICE DELIVERY STRATEGY**

**FORM 1**

COUNTY: **COFFEE**

**I. GENERAL INSTRUCTIONS:**

1. **FORM 1 is required for ALL SDS submittals.** Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

<p><b>OPTION A</b> <i>Revising or Adding to the SDS</i></p>	<p><b>OPTION B</b> <i>Extending the Existing SDS</i></p>
<ol style="list-style-type: none"> <li>4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)</li> <li>5. For <b>each</b> service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2).</li> <li>6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).]</li> </ol>	<ol style="list-style-type: none"> <li>4. In Section IV type, "NONE."</li> <li>5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).]</li> <li>6. Proceed to step 7, below.</li> </ol> <div data-bbox="841 1180 1542 1417" style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <p><i>For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at <a href="http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp">http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp</a>, or call the Office of Planning and Quality Growth at (404) 679-5279.</i></p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

**NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.**

**II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:**

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in the service delivery strategy.

Coffee County  
Ambrose, City of  
Broxton, City of  
Douglas, City of  
Nicholls, City of  
Coffee Regional Medical Center Authority  
Coffee County Board of Education  
Douglas-Coffee Economic Development Authority  
Early Head Start/Head Start/Pre-Kindergarten

**III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:**

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

911 Operations  
Airport  
Animal Control  
Behavioral Health - Mental Health and Substance Abuse Services  
Cemetery  
Code Enforcement/Inspections  
Courts  
Economic Development  
Elections Services  
Electricity  
Emergency Management Agency  
Fire Protection  
Gas (Natural) Services  
Grants Administration  
Hospital - Services/E.M.S.  
Housing Revitalization - City of Douglas  
Jail  
Law Enforcement  
Library  
Main Street  
Planning/Zoning  
Public Health  
Public Housing - City of Nicholls  
Recreation  
Road/Street Maintenance  
Solid Waste - Collection/Disposal  
Tax Assessors  
Tax Collection  
Vehicle /Equipment Maintenance  
Waste Water Collection and Treatment  
Water Distribution  
Yard Refuge - Collection/Mulching

**IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:**

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.





**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

**Make copies of this form and complete one for each service listed on FORM 1, Section IV.** Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

**COUNTY: COFFEE**

**Service: Early Head Start/Head Start/Pre-Kindergarten**

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.)  Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Early Head Start/Head Start/Pre-Kindergarten via agreement with the Coffee County Board of Education.**
- b.)  Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- c.)  One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- d.)  One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- e.)  Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

**Yes** (if "Yes," you must attach additional documentation as described, below)

**No**

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

## SDS FORM 2, continued

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<b>Local Government or Authority</b>	<b>Funding Method</b>
Douglas, City	General fund and grant funds as available including CDBG
Coffee, County	General fund and grant funds as available including CDBG
Coffee County Board of Education	General fund and grant funds as available including CDBG

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

This is a new service; the inclusion of the Head Start service will enable the application for a Community Development Block Grant (CDBG). There is an existing building, owned by Coffee County and there will be a new building owned by the City of Douglas where the Early Head Start/Head Start/Pre-Kindergarten service will be provided. The land under the existing building and the proposed new building is owned by the Coffee County Board of Education.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<b>Agreement Name</b>	<b>Contracting Parties</b>	<b>Effective and Ending Dates</b>
Transition/Disabilities	Coffee County Board of Education and action pact	2021-2022 school year

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

N/A

7. Person completing form: **Charles W Davis, City Manager - Douglas**

Phone number: **912-389-3497**      Date completed: 4/5/2022

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:

**WESLEY VICKERS, COUNTY ADMINISTRATOR - COFFEE - (912) 384-4799**

**action pact**  
Coffee County Board of Education  
Transition/Disabilities Agreement

**For Transition, Board of Education will:**

1. Provide our Head Start enrollees that will be five (5) by September 1, the opportunity to participate in a kindergarten transition activity.
2. Provide the forms for kindergarten registration to be completed at the Head Start Center.
3. Advise our Head Start staff on the skills that our enrollees need to have mastered to be prepared to enter kindergarten.
4. Notify Head Start of the dates and locations for kindergarten screenings.
5. Provide the materials and staff to administer the kindergarten screenings.
6. Share results from the kindergarten screening with Head Start Staff.
7. Provide a staff person to speak at the April Head Start Parent Meeting. This individual will inform the parents of registration procedures, supplies needed for kindergarten, the school calendar, school policies, and any other pertinent information they need to know concerning preparing their child for kindergarten.
8. Provide the information needed to track former Head Start enrollees. This information will be released on these students with the understanding that the parents have provided written consent.

**For Transition, action pact will:**

1. Be responsible for assisting the school system in informing parents about transition opportunities.
2. Provide staff to complete the kindergarten registration forms with the parents.
3. Schedule a meeting for the kindergarten staff and the Head Start staff to meet and discuss kindergarten readiness skills.
4. Provide the facility for the kindergarten screening in the Spring if requested.
5. Provide the facility for the April Head Start Parent Meeting and notices to the parents informing them of the meeting date, time, place, and the name of the guest speaker.
6. Provide forms that the parents sign giving the consent to transfer their child's records to the school system and to track their child's progress as they go through their local school system.
7. Attend transitional meetings with the Coffee County Board of Education's personnel, as a support for parents, the child, and the local public-school system.
8. Promote joint professional development between Head Start and kindergarten personnel.

**action pact**  
Coffee County Board of Education  
Transition/Disabilities Agreement

**For Disabilities, Board of Education will:**

1. Provide Pre-K RTI plan, staff orientation, and the clarification of procedures and documentation needed for completion.
2. Provide speech/language screening for all Head Start students that fall below the age-appropriate standard for articulation.
3. Provide documentation of speech/language screening results including named screening tool and intervention strategies for students identified at risk.
4. Provide staff training, technical assistance, and supportive services as needed to implement IEP service delivery.
5. Host and provide written notification/invitation to Head Start Center Coordinator/Lead Teacher and Mental Health/Disabilities Specialist of IEP and/or BCW transition meeting.
  - Coffee County Head Start Center Coordinator- Melody Henderson (mhenderson@myactionpact.org), (912) 720-1007
  - Mental Health/Disabilities Specialist-Denise Music (emusic@myactionpact.org), (912) 285-6289
6. Conduct evaluations and provide Individualized Education Program (IEP) and student progress reports for each student identified and/or diagnosed as having special needs who meet eligibility requirements.

**For Disabilities, action pact will:**

1. Recruit and maintain at least 10% of enrollment for children with disabilities with full commitment to the collaborative service effort of public agencies required by IDEA and the Head Start Act.
2. Provide an inclusive and general education opportunity for the preschool child served under an IEP.
3. Provide a comprehensive child development program offering a full range of educational, health, dental, mental health, nutritional, parent involvement, and social services.
4. Coordinate with the LEA and other stakeholders to maximize resources and organize the activities for the benefit of the preschool child with a disability to develop to full potential.
5. Attend and support parent participation at IEP meetings.
6. Provide trainings on the IEP process, yearly, for the families and community stakeholders.
7. Provide licensed mental health counselor consultations.

**action pact**  
Coffee County Board of Education  
Transition/Disabilities Agreement

**Preschool Collaboration**

**Action pact** will continue to partner with public and private Pre-K programs to ensure all 4-year-olds are given priority to receive high quality, comprehensive preschool services.

Head Start and Pre-K programs will share resources, waiting lists, and information regarding services to preschool children.

Head Start and Pre-K programs will collaborate in planning services and programs to ensure school success for all 4-year-olds.

Head Start will support, as appropriate, the Pre-K Response to Intervention (RTI) initiated, led and adopted by the Board of Education as directed by the Georgia Department of Education and in accordance with the Individuals with Disabilities Education Act (IDEA) of 2004 by providing observation notes on activities in agreement with the Creative Curriculum methods and the child's developmental delays.


Head Start and Pre-K programs will provide the LRE (least restrictive environment) placement option for students eligible for special education services.

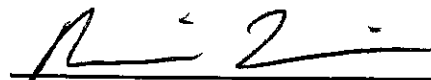
The Board of Education and **action pact** will abide by Standards of Conduct.

**Standards of Conduct:**

- A. Respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- B. Follow confidentiality policies concerning information about children, families, and other staff members.
- C. Leave no child alone or unsupervised.
- D. Use positive methods of child guidance and do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation, or denial of basic needs.
- E. Do not solicit or accept personal gratuities, favors, or anything of significant monetary value.

This agreement will be valid for one year until the close of the 2021-2022 school year. This agreement is subject to modification as the need arises.

  
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Bryan Singleton, Executive Director  
**action pact**

  
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Dr. Morris Leis, Superintendent  
Coffee Co. Board of Education



**action pact**  
Coffee County Board of Education  
Transition/Disabilities Agreement

**COVID-19 Guidelines**

Due to the COVID-19 pandemic there may be changes to the outlined procedures, such as conducting virtual meetings instead of the current face to face meetings. Our staff will give adequate notices of any changes.



**SERVICE DELIVERY STRATEGY**

**FORM 4: Certifications**

**Instructions:**

This form must, at a minimum, be signed by an authorized representative of the following governments: 1) the county; 2) the city serving as the county seat; 3) all cities having a 2010 population of over 9,000 residing within the county; and 4) no less than 50% of all other cities with a 2010 population of between 500 and 9,000 residing within the county. Cities with a 2010 population below 500 and local authorities providing services under the strategy are not required to sign this form, but are encouraged to do so.

**COUNTY: COFFEE**

We, the undersigned authorized representatives of the jurisdictions listed below, certify that:

1. We have executed agreements for implementation of our service delivery strategy and the attached forms provide an accurate depiction of our agreed upon strategy (O.C.G.A 36-70-21);
2. Our service delivery strategy promotes the delivery of local government services in the most efficient, effective, and responsive manner (O.C.G.A. 36-70-24 (1));
3. Our service delivery strategy provides that water or sewer fees charged to customers located outside the geographic boundaries of a service provider are reasonable and are not arbitrarily higher than the fees charged to customers located within the geographic boundaries of the service provider (O.C.G.A. 36-70-24 (20); and
4. Our service delivery strategy ensures that the cost of any services the county government provides (including those jointly funded by the county and one or more municipalities) primarily for the benefit of the unincorporated area of the county are borne by the unincorporated area residents, individuals, and property owners who receive such service (O.C.G.A. 36-70-24 (3)).

JURISDICTION	TITLE	NAME	SIGNATURE	DATE
<u>COFFEE COUNTY</u>	Chairman	Arthur James Dovers		5/31/22
<u>CITY OF AMBROSE</u>	Mayor	Bradley Vickers		06-01-22
<u>CITY OF BROXTON</u>	Mayor, Acting	Carlos Wilkerson		5-24-2022
<u>CITY OF DOUGLAS</u>	Mayor	Tony L. Paulk		5-26-22
<u>CITY OF NICHOLLS</u>	Mayor	Tamon Frost		5-23-22