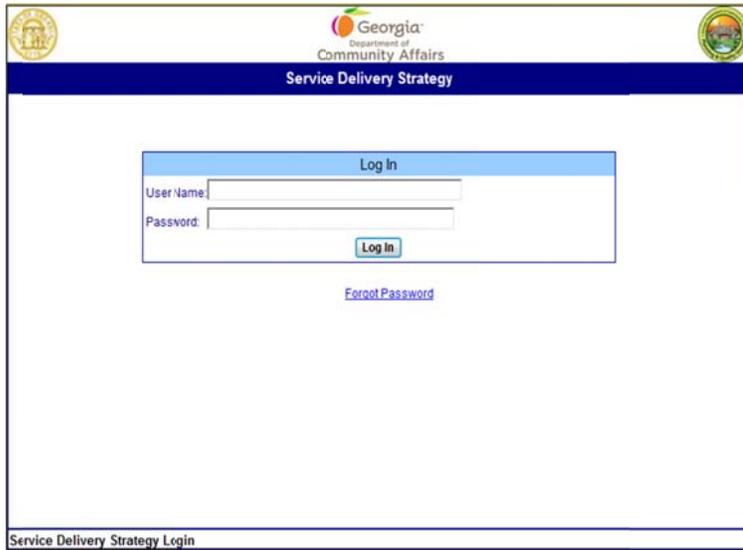


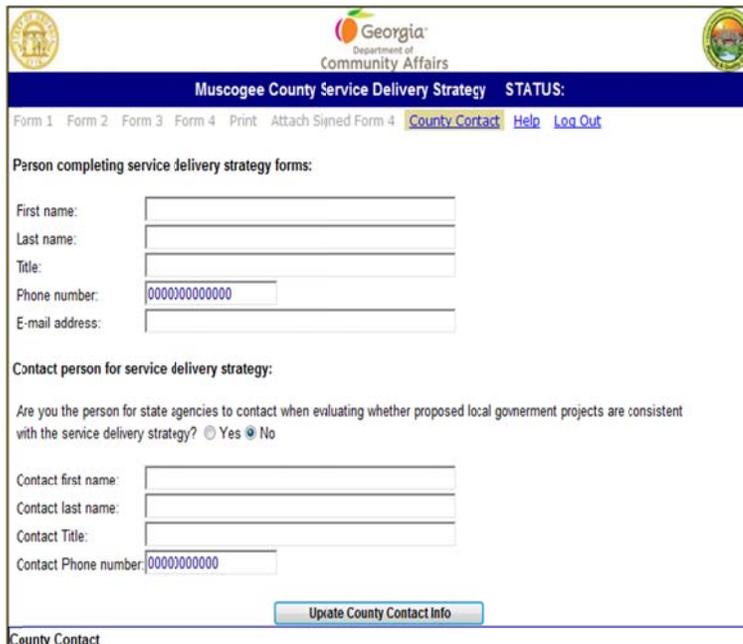
Completing Service Delivery Strategy Forms

1. Log in using standard DCA user name and password.



The screenshot shows the login page for the Service Delivery Strategy. At the top, there are logos for Georgia and the Department of Community Affairs. Below the logos is a blue header with the text "Service Delivery Strategy". The main content area contains a "Log In" form with two input fields: "User Name" and "Password". Below the fields is a "Log In" button and a "Forgot Password" link. At the bottom of the page, there is a footer that reads "Service Delivery Strategy Login".

2. Enter information about who is completing the service delivery strategy forms and whether this person is the contact person for the county service delivery strategy. This information is used to pre-populate the contact information on forms 2 and 3. When finished click the "Update County Contact Info" button. This page only displays initially if contact information was not previously entered on this site.



The screenshot shows the "Muscogee County Service Delivery Strategy" form. At the top, there are logos for Georgia and the Department of Community Affairs. Below the logos is a blue header with the text "Muscogee County Service Delivery Strategy STATUS:". The main content area contains several sections: "Form 1", "Form 2", "Form 3", "Form 4", "Print", "Attach Signed Form 4", "County Contact", "Help", and "Log Out". The "Person completing service delivery strategy forms:" section has input fields for "First name:", "Last name:", "Title:", "Phone number:" (with a pre-filled value of "000000000000"), and "E-mail address:". The "Contact person for service delivery strategy:" section has a question: "Are you the person for state agencies to contact when evaluating whether proposed local government projects are consistent with the service delivery strategy?" with radio buttons for "Yes" and "No" (selected). Below the question are input fields for "Contact first name:", "Contact last name:", "Contact Title:", and "Contact Phone number:" (with a pre-filled value of "0000000000"). At the bottom of the form is a button labeled "Update County Contact Info".

- On form 1, page 2 in section II; add the local governments included in the service delivery strategy by selecting from a drop down list of pre-defined local government names for the county. If you do not see the local government name in the list, select "Other" and type the local government name. Click "Add" link to add the local government to the list.

Georgia Department of Community Affairs

Muscogee County Service Delivery Strategy STATUS: In Progress

Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out

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.

Local Government Name	Action
Columbus	Delete
Select local government name or 'Other':	Add

- On form 1, page 2, section III; add services that are extended without change by typing the service name, clicking "No Changes" radio button, and clicking the "Add" link to add the service name to the list. If there are no added or revised services, then there must be at least one service extended without change. A service may be changed from "Extended without change" to "Revised" by clicking the "New/Revised" radio button.
- On form 1, page 2, section III; add services that are new or revised by typing the service name, clicking the New/Revised radio button and clicking the "Add" link to add the service name to the list. A form 2 must be completed for each added or revised service in section IV. Click on the "Delete" link to remove both the service name and the form 2 information associated with the service. Do not click on the "Delete" link unless permanently removing the service from the service delivery strategy. Click on "Rename", type service name, and click "Update" to rename a service name.

6. To save all the information entered on form 1, you must click the “Submit Form 1” button at the bottom of the page. No information is saved until this button is clicked and bottom of the page displays “Changes Saved”.

Georgia Department of Community Affairs
Muscogee County Service Delivery Strategy STATUS: Archived

Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out

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.

Local Government Name	
Columbus	Delete
Select local government name or 'Other':	Add

III. SERVICES ADDED OR REVISED IN THIS SUBMITTAL AND SERVICES IN THE EXISTING SDS EXTENDED WITHOUT CHANGE:
In this section, list each service or service component being added new or revised in this submittal and list each service which is already included in the existing SDS and can continue with no need for modification. For each new add/or revised service, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Service Name	New/Revised Service or Extended With No Changes?	
Building Inspections	<input type="radio"/> New/Revised <input checked="" type="radio"/> No Changes	Rename Delete
Water/Sewer Services	<input checked="" type="radio"/> New/Revised <input type="radio"/> No Changes	Rename Delete
Enter service name:	Is service new/revised or extended with no changes?	Add
	<input type="radio"/> New/Revised <input type="radio"/> No Changes	
Click 'Add' link to add to service name list.		

Go Back To Form 1 Page 1 Submit Form 1 Cancel

(Page 2 of 2) (FORM 1)

7. If all services were extended without change, then one of the menu options is changed from “Form 4” to “Form 5”, which is used to certify that there are no added or revised services. The “Form 2” menu item is disabled (greyed out), to indicate that there are no form 2’s to complete when there are no added or revised services.

Georgia Department of Community Affairs
Muscogee County Service Delivery Strategy STATUS: In Progress

Form 1 Form 2 Form 3 Form 5 Print Attach Signed Form 3 County Contact Help Log Out

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.

Local Government Name	
Columbus	Delete
Select local government name or 'Other':	Add

III. SERVICES ADDED OR REVISED IN THIS SUBMITTAL AND SERVICES IN THE EXISTING SDS EXTENDED WITHOUT CHANGE:
In this section, list each service or service component being added new or revised in this submittal and list each service which is already included in the existing SDS and can continue with no need for modification. For each new add/or revised service, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Service Name	New/Revised Service or Extended With No Changes?	
Building Inspections	<input type="radio"/> New/Revised <input checked="" type="radio"/> No Changes	Rename Delete
Water/Sewer Services	<input type="radio"/> New/Revised <input checked="" type="radio"/> No Changes	Rename Delete
Enter service name:	Is service new/revised or extended with no changes?	Add
	<input type="radio"/> New/Revised <input type="radio"/> No Changes	
Click 'Add' link to add to service name list.		

Go Back To Form 1 Page 1 Submit Form 1 Cancel

Changes Saved

8. To complete a form 2 for each of the services in section IV of form 1, click the “Form 2” menu item and select the service from the drop down list.

Muscogee County Service Delivery Strategy STATUS: In Progress

Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out

SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions: If the contact person for this service (listed on the last page) changes, this should be reported to the Department of Community Affairs.

COUNTY: **Muscogee** Service: Select Service

(Page 1 of 1) (FORM 2)

9. Enter the service delivery information for the service on form 2, page 1 and click “Go To Form 2 Page 2”. At least one service provider must be provided on this page. If you do not see the government or authority in the drop down list, please go back and add it to form 1, section II and then return to form 2, page 1. Note that no information is saved from page 1 until you click “Submit Form 2” on form 2, page 2.

Muscogee County Service Delivery Strategy STATUS: In Progress

Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out

SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions: If the contact person for this service (listed on the last page) changes, this should be reported to the Department of Community Affairs.

COUNTY: **Muscogee** Service Water/Sewer Services

1. Select the item below that best describes the agreed upon delivery arrangement for this service:

- Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider.
- Service will be provided only in the unincorporated portion of the county by a single service provider.
- One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas.
- One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas.
- Other

Identify the government, authority or organization name(s) providing service: Columbus

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified? Yes No

Go To Form 2 Page 2 Cancel

Form 2 (Page 1 of 2)

10. On form 2, page 2, at least one local government or authority funding service must be provided. Select the government or authority from the drop down or select “Other” and type the name if you do not see the name in the pre-defined list. Select the pre-defined funding method or “Other” and type method or comma separated list of funding methods. Click “Add” link to add to list.

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.).

Local Government or Authority	Funding Method	Action
Columbus	User Fees	Delete
Select government or 'Other':	Select funding method or 'Other':	Add

11. Question six on form 2 page 2 is required. Enter "NONE" if not applicable. Enter information about person completing form and contact if different from pre-populated values. You must click "Submit Form 2" button before any of the information entered in form 2 pages 1 and 2 is saved. "Save Changes" should display at the bottom the page if there were no entry validation errors.

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?

NONE

7. Enter information about person completing form:

Your First Name:
 Your Last Name:
 Your Title:
 Your Phone Number:

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

[Go Back To Form 2 Page 1](#) [Submit Form 2](#) [Cancel](#)

Form 2 (Page 2 of 2)

Georgia Department of Community Affairs
 Muscogee County Service Delivery Strategy STATUS: In Progress
 Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out
 SDS FORM 2, continued
 Instructions: If the contact person for this service (listed on the 1st page) changes, this should be reported to the Department of Community Affairs.
 COUNTY: **Muscogee** Service: **Water/Sewer Services**
 Service Saved

12. Complete form 3 and form 4 by clicking on the menu items for these forms.

13. At any time, to see a draft copy of what you have been entering, select the "Print" menu item and download the PDF file for the service delivery strategy. Each form in the document is time stamped with the date, time and the word "DRAFT COPY".

DRAFT COPY AS OF 2/28/2011 3:27 PM

Georgia Department of Community Affairs
 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 B. 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: **Muscogee** Service: **Water/Sewer Services**
 1. Check the box that best describes the agreed upon delivery arrangement for this service:
 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.):
 Columbus
 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):
 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):
 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):
 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 prescribed, below)
 No

- Distribute the printed draft copy for review and obtain signatures on form 4 (or 5). Scan the signed form 4 and select menu item "Attach Signed Form 4 (or 5)" on the web site to attach signed form 4 to web site. Once the file is attached, the status of the service delivery strategy is changed to "Complete" with a date and time stamp.

Georgia Department of Community Affairs

Muscogee County Service Delivery Strategy STATUS: Complete 2/3/2011 3:27 PM

Form 1 Form 2 Form 3 Form 4 Print Attach Signed Form 4 County Contact Help Log Out

SERVICE DELIVERY STRATEGY

ATTACH SIGNED FORM 4 (OR 5) PDF FILE

Instructions:

- Attach completed and signed Form 4 (or 5) PDF file to this web site. To attach file, click "Browse" button to find your local file copy and then click "Attach File" button: File attached.
- To retrieve existing Form 4 (or 5) from site, if any, click following link: [Completed Certifications Form](#)

Please note that once the certifications form is attached that the service delivery strategy status is changed from in-progress to completed. Any subsequent additions, changes or deletions to the on-line service delivery strategy will change the status back to in-progress until a new certifications form is attached.

Note: If equipment is not available to scan the completed certifications form, then mail the completed certification form along with a printed copy of the service delivery strategy and attachments to:
Georgia Department of Community Affairs, Office of Planning and Quality Growth, 60 Executive Park South, N.E., Atlanta, Georgia 30329

Attach signatures file form

- Once the signed file is uploaded to the web site, click the "Print" menu item to download a PDF of the completed service delivery strategy. The form 4 to be signed is replaced with the attached signed form 4 in the document. Each form in the document is time stamped with the date, time and the word "COMPLETED".

COMPLETED AS OF 2/3/2011 3:27 PM

Georgia Department of Community Affairs

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 III. 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: Muscogee Service: WaterSewer Services

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

- 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.):
Columbus
- 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.):
- 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.):
- 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.):
- 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.):

16. Any changes made to a completed service delivery strategy will change from “Completed” back to “In Progress” and the PDF version will change back to “Draft Copy”.
17. To save a snap shot of the entire service delivery strategy once in “Complete” status, click on archive on the row for the county. This will create an archive of the attachments and information in the county’s service delivery strategy which will remain unchanged when the county subsequently updates the service delivery strategy in the future. The service delivery strategy status is changed to “Archived”. (NOTE: This web page is only accessible from a DCA admin function).





Service Delivery Strategy

[Service Delivery Strategies](#) [User Account Management](#) [Log Out](#)

Instructions:
 1 Select the filter below based on status.
 2 Select the county name link in the filter results table to review and/or print the county service delivery strategy.

Filter by status: Completed ▾

County Name	Contact Name	Contact Title	Contact Phone Number	Last Revision Date	Status	Action
Chatham	Dennis Hutton	Director of Comprehensive Planning	(912) 266-1450	02/02/2011	Complete	archive
Muscogee	Mike Dozier	County Services Coordinator	(342) 234-3434 ext. 333	02/03/2011	Complete	archive

Service Delivery Strategies





Muscogee County Service Delivery Strategy STATUS: Archived

[Form 1](#) [Form 2](#) [Form 3](#) [Form 4](#) [Print](#) [Attach Signed Form 4](#) [Log Out](#)

[Go Back To Admin Page](#)

SERVICE DELIVERY STRATEGY
FORM 1

COUNTY: **Muscogee**