

2024 Government Management Indicators Survey

Introduction

Thank you for taking the time to complete the 2024 GOMI survey. If your Government has any other GOMI Surveys outstanding, make sure to click the links to the other surveys from our website here: [GOMI Homepage](#)

You can log out after completing any question and return at a later time to complete or modify that question or others. Also, you must provide a working email address to receive a confirmation email that DCA has received your survey responses.

Suggestions:

- Before you begin, download/print the PDF version of the 2024 GOMI survey form (see the Printable Survey link below). This blank form can be used as a worksheet for distribution to other departments or staff members that might be completing part(s) of the survey:

[Blank GOMI PDF](#)

- Use the glossary of terms. Terms that appear in the glossary are **bolded** in the survey text, and link to the glossary as such: [GLOSSARY](#)

- We strongly recommend that you keep a printed copy of this survey for your files. You will receive a confirmation email with a PDF version of this survey when the survey has been successfully submitted (to the email address you entered on the Certification page).
- Contact Research@dca.ga.gov with any questions.

ALL of the sections and questions must be completed and/or updated before the survey can be submitted.

Contacts Survey

Have you updated our [CONTACTS DATABASE?](#)

This allows us to contact you and other government officials with reminders about compliance and survey due dates.

Yes

No

Section I: Management Functions

SECTION I: MANAGEMENT FUNCTIONS

To answer some of the questions in Section I, you may need to consult the persons most knowledgeable about your government's administrative functions and record keeping. This may include the Clerk, Manager, Administrative Assistant or Executive Assistant, Personnel Director, Accountant and/or Appraiser.

The following questions contain several management functions that may be undertaken by local governments. The key below provides the numerous ways that a local government may provide these functions. Please check the appropriate box with the answer that best describes how your government handles each function.

Key:

A - Your government directly

B - Agreement with other local government or governments which may include city governments, county governments and/or a local government authority

C - Agreement with Regional Commission (RC)

D - Agreement with private provider

E - Combination of the above methods

F - Function not provided

Accounts Payable/Receivable

A

B

C

D

E

F

Archiving & Historical Data

A

B

C

D

E

F

Collecting and Maintaining Land Use Data

A

B

C

D

E

F

Geographic Information Systems

A

B

C

D

E

F

Issuing Occupation Tax Certificates

A

B

C

D

E

F

Law Enforcement Records

A

B

C

D

E

F

Maintaining Court Records

A

B

C

D

E

F

Payroll Preparation

A

B

C

D

E

F

Tax Assessment

A

B

C

D

E

F

Tax Billing

A

B

C

D

E

F

Tax Digest



Utility Bill Preparation



Voter Registration



Elections (How Held)



Section II: Services Provided

SECTION II: SERVICES PROVIDED

To answer some of the questions in Section II, you may need to consult the persons most knowledgeable about the services available in your jurisdiction. This may include the Manager, Budget Officer, Social/Human Services Officer, Public Works Director and/or Solid Waste Director.

The following list contains several services provided that may be undertaken by local governments. The key below provides the numerous ways that a local government may provide these functions. Please check or fill in the appropriate box with the answer choice that best describes how your government handles each function.

Key:

A - Your government directly (e.g., emergency medical service provided by your government's employees)

B - Local government authority (e.g., emergency medical service provided by an authority associated with your government)

C - Agreements with other local government(s) (e.g., emergency medical service provided by a contract with other local governments)

D - Contract with private provider (e.g., emergency medical service provided by private entity through contract)

with your local government)

E – Service available, but not through local government

(e.g., emergency medical service available in your jurisdiction, but without involvement by your government)

F – Service not available (e.g., emergency medical service not available in your jurisdiction)

Animal Control

Building Inspection

Building Permits

Construction and Code Enforcement

Emergency Medical Services

A

B

C

D

E

F

Emergency 911

A

B

C

D

E

F

Fire Protection

A

B

C

D

E

F

Health Screening Services

A

B

C

D

E

F

Jail

A

B

C

D

E

F

Law Enforcement

A

B

C

D

E

F

Planning

A

B

C

D

E

F

Public Hospital

A

B

C

D

E

F

Public Transit

A

B

C

D

E

F

Senior Citizen Program

A

B

C

D

E

F

Wastewater Collection

A

B

C

D

E

F

Wastewater Treatment

A

B

C

D

E

F

Water Distribution

A

B

C

D

E

F

Water Supply

A

B

C

D

E

F

Water Treatment

A

B

C

D

E

F

Storm-Water

A

B

C

D

E

F

Telecommunications

A

B

C

D

E

F

Street & Road Services

A

B

C

D

E

F

Mosquito Control

A

B

C

D

E

F

Are any of the services listed in the preceding list provided on a regional basis, meaning through service delivery arrangements that extend beyond county lines?

Yes No

Please list these regional services:

Section III: Public Facilities

SECTION III: PUBLIC FACILITIES

To answer some of the questions in Section III, you may need to consult the persons most knowledgeable about the public facilities in your jurisdiction. This may include the Manager, Budget Officer, Social/Human Services Officer, Recreation Director, Public Works Director, Sheriff or Police Chief.

The following list contains several facilities that local governments may provide. Check or fill in the box provided with the answer choice that best describes the facilities available in your jurisdiction and how they are provided. DO NOT provide information on private facilities that are not

open to the general public, such as private golf courses, tennis courts or swimming pools. Please check or fill in the appropriate box using the key below:

Key:

A - Your government directly (e.g., airport provided by your government alone)

B - Local government authority (e.g., airport provided by an airport authority associated with your government)

C - Agreements with other local government(s) (e.g., airport provided by two or more governments)

D - Contract with private provider (e.g., airport provided by private entity through contract with your local government)

E - Facility available, but not through local government (e.g., airport available in your jurisdiction, but without involvement by your government)

F - Facility not available (e.g., airport not available in your jurisdiction)

Airport

A

B

C

D

E

F

Biking, Hiking, Multi-use, and/or Jogging Trails

A

B

C

D

E

F

Cemeteries

A

B

C

D

E

F

Civic Center

A

B

C

D

E

F

Correctional Institute

A

B

C

D

E

F

Golf Courses

A

B

C

D

E

F

Health Clinic

A

B

C

D

E

F

Libraries

A

B

C

D

E

F

Community Center

A

B

C

D

E

F

Neighborhood Playgrounds / Playground Equipment

A

B

C

D

E

F

Outdoor Courts (Such as Basketball, Tennis, Volleyball)

A

B

C

D

E

F

Outdoor Fields (Such as Baseball, Football, Soccer)

A

B

C

D

E

F

Parks

A

B

C

D

E

F

Recreation Center and/or Gym

A

B

C

D

E

F

Senior Citizens Center

A

B

C

D

E

F

Stadium

A

B

C

D

E

F

Swimming Pool

A

B

C

D

E

F

Are any of the services listed in the preceding list operated regionally, meaning they are operated by entities that cross county lines?

Yes

No

Please list these regional services:

Section IV: Planning, Zoning, and Development Procedures

SECTION IV: PLANNING, ZONING, AND DEVELOPMENT PROCEDURE

To answer some of the questions in Section IV, you may

need to consult the persons most knowledgeable about the government's planning and zoning functions. Examples include the Manager/Administrator, Planning and Zoning Director, Community Development Director, Attorney, Clerk, and/or Planner.

Does your government have a planning commission?

- Yes
- No

Does your government have a **zoning ordinance**?

- Yes
- No

Does your government have any type of land-use regulation?

- Yes
- No

Why does your government not have any type of land-use regulation?

Who has the primary responsibility for administering and enforcing the **zoning ordinance**?

- Building Inspector
- Chair of Planning Board
- Community Development Director
- City/County Manager or Administrator
- Planning Director
- Zoning Administrator
- Regional Commission
- Other (Please Specify)

Who makes the final decision on requests for **variances** (special exceptions) or **conditional uses** in the zoning process?

- Council/Commission/Chairperson
- Board of Zoning Appeal

- Planning Commission
- A combination of the above (Please Specify)
- Other (Please Specify)

Who maintains and revises the **comprehensive plan**?

- Building Inspector
- Chair of Planning Board
- Community Development Director
- City/County Manager or Administrator
- Planning Director
- Zoning Administrator
- Regional Commission
- Planning Staff
- Zoning Board
- Other (Please Specify)

Is a **comprehensive plan** reviewed when making land-use decisions?

- Yes
- No

Do you have a policy or requirement that the **comprehensive plan** be amended whenever a future land-use map is approved?

- Always
- In Some Cases
- No

Does your government use building codes?

- Yes
- No

Which of the following codes does your local government enforce? Select All That Apply

- Residential Code
- Electrical Code
- Fire Code
- Mechanical Code
- Gas Code
- Plumbing Code
- Energy Code

- Property Maintenance Code
- Existing Building Code
- Residential Green Code
- Local Government has not Enforced any of the Above Codes
- Other (Please Specify)

Which of the following has your local government adopted? Select all that apply

- Historic Preservation Ordinance
- Landscape Ordinance
- Sign Control Ordinance
- Subdivision Regulations
- Tree Ordinance
- Environmental Protection Ordinance
- Water Conservation Ordinance
- Storm-water Management Ordinance
- Architectural Design Guidelines
- Local Government has not Adopted any of the Above Ordinances
- Other Planning Ordinances (Please Specify)

Are developers required to pay **impact fees** (other than normal water/sewer tap on fees)? These fees are imposed

to recover some of the cost of infrastructure improvements needed for new residents or business growth

- Yes
- No

Which of the following services do you collect impact fees on? Select all that apply

- Libraries and Related Facilities
- Public Safety, Including Police, Fire, Animal Control, and Emergency Medical and Rescue Facilities
- Parks, Open Space, and Recreation Areas and Related Facilities
- Water Supply Production, Treatment and Distribution
- Wastewater Collection, Treatment and Distribution
- Storm-water, Flood Control, Bank and Shore Protection and Enhancement
- Roads, Streets, and Bridges

Does your local government plan to collect **impact fees** in the near future?

- Yes
- No

Section V: Financial Management Practices

SECTION V: FINANCIAL MANGEMENT PRACTICES

To answer some of the questions in Section V, you may need to consult the persons most knowledgeable about the government's financial management practices. Examples include the Manager/Administrator, Clerk and Budget or Finance Officer.

By law, who is the designated **budget officer** for the government (O.C.G.A. § 36-81-4)?

- Budget Committee of Commission
- Budget Committee of Staff
- Chief Elected Official
- County or City Clerk
- Budget Director
- Finance Director
- Manager/Administrator
- Contractor/Administrator
- Regional Commission
- Other (Please Specify)

Who has the responsibility for preparing the annual **operating budget** for approval?

- Budget Committee of Commission
- Budget Committee of Staff
- Chief Elected Official
- County or City Clerk
- Budget Director
- Finance Director
- Manager/Administrator
- Contractor/Administrator
- Regional Commission
- Other (Please Specify)

Does your government have a full-time **finance director**?

- Yes
- No

Does your government maintain a comprehensive **capital budget** for the acquisition of major fixed assets and/or

infrastructure? (*NOTE: This question applies to general government operations. DO NOT check "Yes" if you maintain a capital budget only for specific activities such as solid waste management or water/sewer, gas delivery, etc.*)

- Yes
- No

What is the timeframe of the **capital budget plans**?

- Two Years
- Three Years
- Four Years
- Five Years
- Other (if Greater than Five Years)

Does your government have a written **investment policy** to govern investment activities?

- Yes
- No

Does your government have a written **transfer policy** governing **inter-fund transfers**?

- Yes
- No

Does it apply to the following funds? (Select all that apply)

- Water and Sewer Fund
- Solid Waste Fund
- Electric Utility Fund
- Gas Utility Fund
- Capital Fund Project
- Special Revenue Fund
- Other (Please Specify)

Does your government have **special tax districts**?

- Yes
- No

How are the taxes used in the **special tax districts**?
(Select all that apply)

- Business Improvement District
- Community Improvement Districts
- Downtown Improvement
- Drainage and Sewage
- Fire
- Police
- Sanitation
- Sewerage
- Street Lighting
- Tax Increment Financing
- Other (Please Specify)

Does your government receive revenues from a **local option sales tax** (LOST) authorized in state law (O.C.G.A. § 48-8-82)?

- Yes
- No

How was your government's share of the **local option sales tax** (LOST) determined? (Select all that apply)

- Service Delivery Responsibilities to Resident Population
- Intergovernmental Responsibilities
- Use of Revenue as a Subsidy
- Any Coordinated Agreement of County and City Service Delivery and Financing
- Point of Sale
- Population
- Other (Please Specify)

Does your government receive revenues from a **special purpose local option sales tax** (SPLOST) authorized in state law (O.C.G.A. § 48-8-110)?

- Yes
- No

In what year was the most recent **special purpose local option sales tax** (SPLOST) imposed?

What are the authorized uses for your government's **special purpose local option sales tax** (SPLOST)?
(Select all that apply)

- Airport Facilities and Equipment
- Business Improvement District
- Civic Center or Coliseum
- Courthouse or Administrative Building
- Community Improvement District
- Cultural, Recreational or Historic Facility
- Hospital
- Jail, Correctional, or Detention Facility
- Landfill or Solid Waste Facility
- Library
- Retirement of Previously Incurred G.O. Debt for Roads, Streets and Bridges
- Roads, Streets, and Bridges
- Public Safety Facilities and Related Equipment
- Tax Increment Financing
- Water or Sewer
- Other (Please Specify)

Does your government collect a business or **occupation tax** authorized in state law (O.C.G.A. § 48-13-6)?

- Yes
- No

Which method is used to assess your **occupation tax**?
(Select all that apply)

- Flat Fee
- Number of Employees
- Gross Receipts
- Profitability Ratios

What was the year of your last amended **occupation tax** ordinance?

Does your government have **regulatory fees**? These fees are revenues assessed by local governments on businesses and occupations to help defray the cost

incurred by the local government to regulate those businesses.

- Yes
- No

Does your government have user fees? This is a non-tax revenue that may only be collected from those people who use the service.

- Yes
- No

Section VI: Economic Development Activities

SECTION VI: ECONOMIC DEVELOPMENT ACTIVITIES

To answer some of the questions in Section VI, you may need to consult the persons most knowledgeable about the government's economic development activities. Examples include the Manager, Economic or Community Development Director, Administrator and Clerk.

Which of the following takes the initiative for **economic development activities** in your jurisdiction? (Select all that apply)

- Local Chamber
- Multi-jurisdictional Chamber
- Development Authority
- Joint Development Authority
- Local Government
- No Economic Development Activities

SECTION VI: CONTINUED

Does your government employ a full-time economic developer responsible for **economic development activities**?

- Yes
- No

NOTE: The information reported will be used in the aggregate to identify trends rather than to specifically identify practices of a particular local government. Local governments have a variety of methods they can use to attract and retain industry in their community. Whatever

strategy is used, the specific incentive offered to industry can vary depending on the type of industry, number of jobs created, industry trends, etc. The questions below ask about the mix of incentives that local governments may use.

How often does your government use the following incentives in attracting new industry to locations in your community?

Using the following key, mark the space for the letter choice:

A - Never

B - Sometimes

C - Most of the time

D - Always

Land (At Little or no Cost)

A

B

C

D

Local or Regional Low-interest or Deferred Payment Loans

A

B

C

D

State Grants and Loans

A

B

C

D

Federal Grants and Loans

A

B

C

D

QuickStart Program

A

B

C

D

Subsidies

A

B

C

D

Tax Incentives

A

B

C

D

Utilities at Little or no Cost

Commitment of Additional Local Government Services

Industrial Development Bonds

Expedited Permitting

Waiver of Regulations

Waiver or Reduction of Required Fees or Assessments

A

B

C

D

Other (Please Specify)

A

B

C

D

Specify Here:

Specify Here:

Specify Here:

How often does your government use the following incentives in encouraging the retention and expansion of existing industry?

Using the following key, mark the space for the letter choice:

A - Never

B - Sometimes

C - Most of the time

D - Always

Land (At Little or no Cost)

Local or Regional Low-interest or Deferred Payment Loans

State Grants and Loans

Federal Grants and Loans

QuickStart Program

A

B

C

D

Subsidies

A

B

C

D

Tax Incentives

A

B

C

D

Utilities at Little or no Cost

A

B

C

D

Commitment of Additional Local Government Services

A

B

C

D

Industrial Development Bonds

A

B

C

D

Expedited Permitting

A

B

C

D

Waiver of Regulations

A

B

C

D

Waiver or Reduction of Required Fees or Assessments

A

B

C

D

Other (Please Specify)

A

B

C

D

Specify Here:

A

B

C

D

Specify Here:

Specify Here:

Does your government collect the additional mill of **ad valorem tax**, authorized by state law, for the purpose of financial assistance to your county or multi-jurisdictional development authorities as prescribed in O.C.G.A. § 48-5-220(20)?

 Yes No

SECTION VI: CONTINUED:

For what purpose is the additional one mill of **ad valorem tax** used?

 County Development Authority Multi-jurisdictional Development Authority Both

SECTION VI: CONTINUED:

Does your government collect the additional **ad valorem tax** (up to three mills), authorized by state law, for the purposes of financial assistance to your municipal or multi-jurisdictional development authorities as prescribed in O.C.G.A. § 48-5-350?

- Yes
- No

For what purpose is the additional one mill of **ad valorem tax** used?

- Municipal Development Authority
- Multi-jurisdictional Development Authority
- Both

What is the millage rate for this purpose?

- Full Amount (Three Mills)
- Two Mills
- One Mill

Other (Please Specify Amount)

SECTION VI CONTINUED:

Does your government have a constitutional development authority?

- Yes
- No

What amount of **ad valorem tax** do you dedicate to the constitutional development authority?

- Full Amount (Three Mills)
- Two Mills
- One Mill
- None
- Other (Please Specify)

If your government does not levy the additional mill(s) of **ad valorem tax** (as prescribed in O.C.G.A. § 48-5-220 [county] / § 48-5-350 [municipal]), does your

government support economic development through the budget process?

- Yes
- No

Which range indicates your government's level of financial support?

- Less than \$10,000
- \$10,000 - \$25,000
- \$25,001-\$50,000
- \$50,001-\$100,000
- Greater than \$100,000

Section VII: Public Safety

SECTION VII: PUBLIC SAFETY

To answer some of the questions in Section VII, you may need to consult the persons most knowledgeable about public safety functions in your government. Examples include the Police Chief, Sheriff, Fire Chief and Public Safety Director.

Does your government operate a police department?
Please check "No" if the sheriff's office provides all law enforcement services in your jurisdiction.

- Yes
- No

SECTION VII: CONTINUED

What is the method of providing handguns to sworn law enforcement personnel?

- Government Provides
- Officer Provides
- Other (Please Specify)

For the majority of the patrol officers, which of the following shift hours are they primarily assigned?

- 8 Hours
- 9 Hours
- 10 Hours
- 12 Hours

Other (Please Specify)

Does the police department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

- Yes
- No

What is the typical number of drivers for each vehicle?

SECTION VII: CONTINUED

How many police vehicles does your city police department normally have in use for:

General Law, Investigations, or Traffic Enforcement

SWAT or Special Tactics Operations ONLY

Parking Patrol ONLY

What is the total number of certified officers with arrest powers normally employed by your city police department?

On Full-Time Basis

On Part-Time Basis

SECTION VII: CONTINUED

Does your government operate a police department?

Yes

No

SECTION VII: CONTINUED

What is the method of providing handguns to sworn law enforcement personnel?

Government Provides

Officer Provides

Other (Please Specify)

For the majority of the patrol officers, which of the following shift hours are they primarily assigned?

8 Hours

- 9 Hours
- 10 Hours
- 12 Hours
- Other

Does the police department have a "One Car, One Driver Rule" where each vehicle is the responsibility of one officer?

- Yes
- No

What is the typical number of drivers for each vehicle?

SECTION VII: CONTINUED

How many police vehicles does your city police department normally have in use for:

General Law, Investigations, or Traffic Enforcement

SWAT or Special Tactics Operations ONLY

Parking Patrol ONLY

What is the total number of certified officers with arrest powers normally employed by your city police department?

On Full-Time Basis

On Part-Time Basis

SECTION VII: CONTINUED

COUNTY GOVERNMENTS, PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING PRACTICES OF THE SHERIFF'S OFFICE

What is the method of providing handguns to sworn deputies?

- Government Provides
- Officer Provides
- Other (Please Specify)

For the majority of the deputies, which of the following shift hours are they primarily assigned?

- 8 Hours
- 9 Hours
- 10 Hours

- 12 Hours
- Other

Does the sheriff's office have a "One Car, One Driver Rule" where each vehicle is the responsibility of one deputy?

- Yes
- No

What is the typical number of drivers for each vehicle?

SECTION VII: CONTINUED

How many police vehicles does your sheriff's office normally have in use for:

General Law, Investigations, or Traffic Enforcement

SWAT or Special Tactics Operations ONLY

What is the total number of certified deputies with arrest powers normally employed by your sheriff's office?

On Full-Time Basis

On Part-Time Basis

SECTION VII CONTINUED:

Does your government operate a **jail**? Please include only those facilities that hold persons for more than four hours

- Yes
- No

Who owns the **jail** facility?

- Our Government
- Another Government
- A Private Firm

Does your government add the additional 10% fee authorized by the **Jail Construction and Staffing Act** onto court fines?

- Yes
- No

What is your government's **fire classification rating (ISO rating)**? *To answer this question you may need to consult*

the fire chief. If there is more than one rating, indicate the rating that covers most of the area in your jurisdiction.



How many fire stations does your government support totally or in part with taxes? (Enter '0', if none)

Does your fire department use volunteers for firefighting duties?

- Yes
- No

Is the fire department all-volunteer?

- Yes
- No

Do firefighting personnel work on scheduled shifts?

- Yes
- No

What is the typical number of firefighters on duty on any shift?

Section VIII: Form of Government

SECTION VIII: FORM OF GOVERNMENT

Under which of the following structures does your county operate?

- Sole Commissioner
- Board of Commissioners
- Other (Please Specify)

How is the chief executive or commission chairperson elected/appointed?

- Popular Vote
- Vote of Commission
- No Chief Executive or Commission
- Chief Executive appointed by Chairperson

Excluding the chief executive or commission chairperson, how are members of the board elected?

- By District
- At-large
- Mix of District and At-large
- Not Applicable

Excluding the chief executive or commission chairperson, how many seats are there on the board? (Write 0 for Sole Commissioner)

Does your County use an administrator or a manager?

- Administrator
- Manager

Is the chief executive or commission chairperson full-time?

- Yes
- No

How is the mayor elected/appointed?

- Popular Vote
- Vote of Council

Excluding the mayor, how are members of the city council elected?

- By District
- At-large

- Mix of District and At-large
- Not Applicable

Excluding the mayor, how many seats are there on the city council?

Under which of the following structures does your city operate?

- "Weak" Mayor-council
- "Strong" Mayor-council
- Council-manager
- City Commissioner
- Other (Please Specify)

Is the mayor full-time?

- Yes
- No

What are the term lengths for your governments elected positions?

- Two Years
- Four Years
- Six Years
- Other or a combination of the above (Please Specify)

When does your government hold elections?

- Odd Years
- Even Years
- Other (Please Specify)

What are your government's qualifications for holding elected office? (E.g. age limits, residency limits, etc.)

Section IX: E-Government

SECTION IX: E-GOVERNMENT

Does your government maintain an official website where vital activities of your government are presented?

- Yes
- No

Please provide the web address:

What online services does your government's website offer? (Select all that apply)

- General Information
- Tax Payments
- Utility Bill Payments
- Voter Registration
- Car Tags and Renewals

Pay Fines

Other (Please Specify)

Does your government maintain a general email address for broad-spectrum concerns or information from the public? (i.e. cityhall@xyz.com or cityofgeorgia@xyz.org)

Yes

No

Please provide the email address:

Are official council/commission meetings live-streamed on the internet for the public to see?

Yes

No

Where are these meetings live-streamed to? (Provide url or platform)

Are the live-streams interactive (E.g. online public pose questions, speak to government officials, etc.)?

- Yes
- No

Are any other official government meetings live-streamed?

- Yes
- No

What other meetings are live-streamed?

Certification

SECTION X: CERTIFICATION

The undersigned certify to the following:

A: The information contained herein represents, to the best of my knowledge, accurate responses regarding operations within this city/county/consolidated government.

B: Members of the appropriate governing body (board of commissioners or city council) have been given opportunity to review this information for accuracy.

C: The chief administrative officer for the local government has been given the opportunity to review this information for accuracy.

Government Name

Type of Government

County

Municipal

Consolidated County/City

Name of Chief Elected Official

Title of Chief Elected Official:

Chief Elected Official Email:

Name of Person Completing Survey:

Title of Person Completing Survey:

Contact Telephone

Contact Email Address (NOTE: A confirmation email will be sent to this address)

By signing below, I certify that the information included on the previous pages is complete and accurate.

SIGN HERE

[clear](#)

Date of Certification

Department of Community Affairs

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