



FINDING AID FOR

# Human Development Services records

2015.0001

2015.0001

## **Human Development Services records. -- 1990s-2016. -- 8.00 Cubic feet (13 boxes)**

### **Scope and Content**

The collection consists of the records of the Customer Services Group including policies and procedures, team updates (newsletter), and resident services program materials.

### **Restrictions**

#### ACCESS RESTRICTIONS

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Finding aid prepared by and described by Atlanta Housing Archives, Records & Information Management, Meredith E. Torre, Archivist.

### **Arrangement**

The collection is arranged into ten series: 1. Policies and Procedures; 2. Reports; 3. AH Human Services Employees; 4. Economic and Self-sufficiency Development Programs; 5. Supportive Services, 6. Public Safety Programs; 7. Events; 8. Publications; 9. Photographs; and 10. Audiovisuals.

### **Other Codes**

2015.0001

## **2015.0001.1 Plans, Policies, and Procedures**

2015.0001.1.1 "Come to the Carnival" handbook for residents planning carnivals. -- circa 1950s

2015.0001.1.2 D7-92-01. Resident Initiatives Policies and Procedures. Programs Requesting AHA Space or Requesting AHA Approval to Provide Services to AHA Residents. -- Aug. 2, 1992 (Revised Nov. 2, 1993)

2015.0001.1.3 Volume I. Resident Services & Economic Development Management Book. -- circa 1997. -- (2 folders)

2015.0001.1.4 Volume II. Resident Services & Economic Development Management Book. -- circa 1997. -- (2 Folders)

2015.0001.1.5 Welfare Reform. -- 1997

2015.0001.1.6 Procedures and Guidelines for Employment Training and Supportive Services Participation Rent Exclusion. -- Oct. 13, 1998

2015.0001.1.7 AHA Division of Resident Services & Economic Development vision, mission, and primary goals. -- 1998

2015.0001.1.8 Community Space Policy & Procedural Manual. -- 1998-2003

2015.0001.1.9 Brown Bag Briefing invitation to AHA's Americans with Disabilities Act (ADA) initiatives. -- Dec. 8, 1999

2015.0001.1.10 Residents Services Procedures. -- FY 2000

2015.0001.1.11 Resident Services and Economic Development Procedures Manual. Vol. I. (Budget Management and Resident Services). -- 2000. -- (2 folders)

2015.0001.1.12 Resident Services and Economic Development Procedures Manual. Vol. II. (Resource Development and Resident Programs). -- 2000. -- (2 folders)

2015.0001.1.13 Resident Services & Economic Development Department & The Private Management Companies Procedure Manual. -- 2001. -- Two folders

2015.0001.1.14 Section 3: Resident Employment Connection System. -- 2002. -- Bound

2015.0001.1.15 The Community Service and Economic Self-Sufficiency Requirement (Training Manual for Private Management Companies). -- undated

2015.0001.1.16 Division of Resident Services Economic Development Plan. -- undated

2015.0001.1.17 The Family Wealth Plan. -- undated

## **2015.0001.2 Reports**

2015.0001.2.1 Resident Human Services Needs. -- July 1991

2015.0001.2.2 The Atlanta Housing authority Resident Initiatives. Office of Resident Services. -- 1991

2015.0001.2.3 Atlanta Housing Authority Community Assessments and Profiles prepared by the Office of Resident Services. -- Revised Mar. 1991

2015.0001.2.4 Notification of Funding Availability (NOFA), Overview of the Hope VI/Urd Program, and Program Descriptions (Visioneer, Inc., Americorp/Vista, Health & Beauty Academy, YMCA, Atlanta Public School/Archer Highschool). -- 1995

2015.0001.2.5 CSS Project Status Reports. -- Mar. 30, 2000

2015.0001.2.6 AHA Authority-wide Signature Programs Summary Report. Resident Services Department. -- 2001

2015.0001.2.7 An Evaluation of the Impact of Revitalization and Self-Sufficiency Programs on Atlanta Housing Authority (AHA) Families and Recommendations to Link AHA Families to the Most Appropriate Service Delivery for Community and Supportive Services. -- August 2003

2015.0001.2.8 Community Life Concepts 2nd Quarter Report Update for Cosby Towers, East Lake Towers, Georgia Avenue Apartment Homes, Martin Street Plaza, and Piedmont Apartment Homes. -- 2009

2015.0001.2.9 Resident Satisfaction Survey Results. -- Apr. 24, 2012

### 2015.0001.3 AH Human Services Employees

2015.0001.3.1 AHA, Human Services Management Program, Human Services Award Program, brochure, correspondence. -- 2003

2015.0001.3.2 Team Updates (Employee newsletter). -- 2011-2015

### 2015.0001.4 Economic and Self-sufficiency Development Programs

2015.0001.4.1 Family Self Sufficiency Program action plan, executive summary, and initiative. -- 1994-1995

2015.0001.4.2 Memorandum of Partnership between AHA and the United Brotherhood of Carpenters and Joiners of America, Local Union 225 and International Brotherhood of Painters and Allied Trades Local 193. -- 1995

2015.0001.4.3 Techwood-Clark Howell Homes Interlink Program for Economic Self-Sufficiency. -- 1995

2015.0001.4.4 Job Plus Program. -- 1996

2015.0001.4.5 Family Self Sufficiency Program action plan, policies, and procedures. -- 1996

2015.0001.4.6 Family Self Sufficiency Program overview literature. -- 1996

2015.0001.4.7 Workforce 2000 Grant Application. -- 1996

2015.0001.4.8 The Work Force Enterprise Program video script. -- Apr. 11, 1997

2015.0001.4.9 Atlanta Self-sufficiency Action Program (ASAP) Grant Proposal. -- 1997. -- (2 folders)

2015.0001.4.10 Work Force Enterprise Program (WFEP) overview, booklet, and memoranda. -- 1997

2015.0001.4.11 Work Force Enterprise Program Executive Summary. -- 1997

2015.0001.4.12 Work Force Enterprise Program correspondence. -- 1997-1998

2015.0001.4.13 Participant Access to Self-Sufficiency (PASS) Program booklet. -- 1997-1998

2015.0001.4.14 Atlanta Self-sufficiency Action Program (ASAP) Orientation Manual. -- 1998

2015.0001.4.15 Atlanta Self-Sufficiency Action Program (ASAP) AHA Community Survey Proposal. -- 1998

2015.0001.4.16 Hope VI Baseline/RP Data for Self-Sufficiency Report. -- 1998

2015.0001.4.17 Atlanta Technical Institute Property Management Training Program Work Experience Handbook (Sponsored by The Housing Authority of the City of Atlanta). -- July 1998

2015.0001.4.18 The Participant Access to Self-Sufficiency (PASS) Procedures Manual (Revised Oct. 23, 1998). -- 1998

2015.0001.4.19 Training and Employment Flyers. -- 1998-1999

2015.0001.4.20 Resident Opportunities and Self-Sufficiencies Program (ROSS) Grant Application - Resident Service Delivery Models - Family. -- 1999

2015.0001.4.21 Atlanta Self-Sufficiency Action Program (ASAP) booklets. -- 1999-2000 and undated

2015.0001.4.22 Resident Opportunities and Self-Sufficiencies Program (ROSS) Grant Application - Resident Service Delivery Models - Family. -- May 9, 2000. -- (2 folders)

2015.0001.4.23 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application for Public Housing Apprenticeship Program . -- Feb. 26, 2001. -- (2 folders)

2015.0001.4.24 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application for Resident Service Delivery Models. -- June 26, 2001. -- 2 folders

2015.0001.4.25 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application for the Homeownership Supportive Services Program. -- July 10, 2002

2015.0001.4.26 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application for Neighborhood Networks Centers . -- July 10, 2002. -- (2 folders)

2015.0001.4.27 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application, Resident Services Delivery Model--Elderly and Persons with Disabilities. comprehensive Senior Services Program. -- June 11, 2003

2015.0001.4.28 Resident Opportunities and Self Sufficiency Program (ROSS) Grant Application, Resident Services Delivery Model--Family. Work Force Enterprise Program (WFEP). -- June 19, 2003

2015.0001.4.29 "Pathways Out of Poverty: P.A.S.S. Preparing Atlantans for Self-Sufficiency / Your ticket to a brighter future." -- 2009

2015.0001.4.30 Atlanta Self-Sufficiency Action Program (ASAP) cards. -- undated

2015.0001.4.31 Work Force Enterprise Program (WFEP) booklet. -- undated

## 2015.0001.5 Supportive Services

2015.0001.5.1 2014.04427-2014.04463 and 2014.03624-2014.03630 Senior services photographs and negatives. -- 1970's-1980's

2015.0001.5.2 Atlanta Youth Scholarship Fund reports and updates. -- 1980-1990

*Other Codes*

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2015.0001.5.3 Summer Youth Employment. -- 1983-1984

2015.0001.5.4 "Families Moving Forward" Housing for Working Mothers Fund. An innovative housing effort by the Atlanta Housing Authority. -- Dec. 3, 1987

2015.0001.5.5 Youth Programs: Summer Programs for Children and Youth. -- 1989

2015.0001.5.6 Youth Programs: AT&T Family Initiative, fact sheet. -- 1989

2015.0001.5.7 Youth Programs: Best Youth Clubs, Inc. Program, fact sheet. -- 1989

2015.0001.5.8 Youth Programs: Drug Free Summer Camp, fact sheet. -- 1989

2015.0001.5.9 Youth Programs: Extra Step Program, fact sheet. -- 1989

2015.0001.5.10 Youth Programs: New Life Center, fact sheet. -- 1989

2015.0001.5.11 Youth Programs: Parents and Youth Against Drugs Program, fact sheet. -- 1989

2015.0001.5.12 Youth Programs: Southern Bell Summer Hiring Program, fact sheet. -- 1989

2015.0001.5.13 Medical Programs: Doctor's Visits, Patho-Medical Systems, public housing projects, correspondence, program summary. -- 1989

2015.0001.5.14 Head Start Programs. -- 1989-1991

2015.0001.5.15 Atlanta Housing Authority Granny House program information. -- 1990s

2015.0001.5.16 Community Programs and residential services initiatives. -- 1990s

2015.0001.5.17 West End Medical Centers, Inc.. -- 1992-1994

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2015.0001.5.18 Atlanta Youth Enrichment Program. -- 1993

2015.0001.5.19 Community Development Block Grant (CDBG) program Elderly Services. -- 1993-1995

2015.0001.5.20 Correspondence regarding the Granny House Program. -- 1993-1997

2015.0001.5.21 Youth Apprenticeship Grant Program Application. -- December 1994

2015.0001.5.22 Implementation Schedule for HUD URD Service Corps.. -- 1994

2015.0001.5.23 Correspondence regarding community programs provided by family and children services. -- 1994

2015.0001.5.24 Youth Apprenticeship Grant and Support. -- 1994-1999

2015.0001.5.25 Youth Initiatives. -- 1995

2015.0001.5.26 Youth Programs: Hank Aaron Rookie League scrapbook. -- 1995

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2015.0001.5.27 Youth Apprenticeship Program correspondence. -- 1995-1997

2015.0001.5.28 Hank Aaron Rookie League Meeting minutes. -- Mar. 1997

*Other Codes*  
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2015.0001.5.29 Atlanta Youth Apprenticeship Program, AHA, HUD, correspondence, financial documents. -- 1997

2015.0001.5.30 Atlanta Youth Apprenticeship Program, package, Memorandum of Understanding Between AHA and Laborer's Institute for Training and Education, program summary, correspondence. -- 1997

2015.0001.5.31 Status Report on Granny House Program and a proposed operational budget. -- 1997

2015.0001.5.32 Morris Brown College / Atlanta Housing Authority Comprehensive Child Care Training Program. -- 1997-1998

2015.0001.5.33 Emergency Assistance Directory for AHA Residents. -- 1998

2015.0001.5.34 Quality Living Services/ Supportive Assistance Serving Seniors (S.A.S.S.) Guidebook. -- 1998-1999

2015.0001.5.35 Quality Services Supportive Assistance Serving Seniors (SASS) Needs Assessment Report. -- Jan. 1999

2015.0001.5.36 Letter of Agreement between AHA and the Atlanta Technical Institute for the Senior Program. -- Summer 1999

2015.0001.5.37 Certificate of Appreciation presented to AHA from Governor Roy E. Barnes. -- Dec. 13, 1999

2015.0001.5.38 General Educational Development Program. -- 1999

2015.0001.5.39 HOPE VI Community and Supportive Services Program Delivery Strategy. -- 2000. -- (2 folders)

2015.0001.5.40 Clark Atlanta University, Youth Apprenticeship Program closeout report. -- Oct. 1, 1999-Mar. 30, 2001

2015.0001.5.41 Public Housing Assessment Report, Quality Living Services. -- 2000

2015.0001.5.42 Community Development Block Grant (CDBG). -- 2000

2015.0001.5.43 Senior Disability Services Program (Final Report). -- July 20, 2001

2015.0001.5.44 HOPE VI Community and Supportive Services Client Services Delivery Strategy . -- 2002

2015.0001.5.45 Affordable Housing Initiative for Seniors and persons with disabilities. -- 2003

2015.0001.5.46 Community Development Block Grant (CDBG) application for Senior Disability Services Program. -- 2003

2015.0001.5.47 The Atlanta Community Scholars Awards. -- May 2004. -- Bound

2015.0001.5.48 Atlanta Community Scholars Award recipients. -- 2006

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This item was created in electronic form and saved as digital data. A physical form of this material is unavailable.

*Other Codes*

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2015.0001.5.49 Good Neighbor Program booklets. -- 2010

2015.0001.5.50 "Building Harmony and Respect" Program, picture books. -- 2012. -- (3 folders)

2015.0001.5.51 Human Services booklets. -- undated

2015.0001.5.52 Good Neighbor Program flyers. -- undated

2015.0001.5.53 Visioneer Motivational Training . -- undated

## 2015.0001.6 Public Safety Programs

### 2015.0001.6.1 Project C.L.E.A.N., Communities and Law Enforcement Against Narcotics

2015.0001.6.1.1 Project C.L.E.A.N., Agreement to Provide A Drug System Improvement Formula Grant Program. -- 1990

2015.0001.6.1.2 Project C.L.E.A.N., AHA, City of Atlanta, project extension, residents' petition, correspondence, memo, resolution. -- 1991

2015.0001.6.1.3 Project C.L.E.A.N., AHA, City of Atlanta, Management and Financial Audit. -- 1991-1992

2015.0001.6.2 Public Housing Drug Elimination Program (PHDEP)

2015.0001.6.2.1 Drug Elimination Program: 30 day Action plan to fight drugs in public housing. - - 1989

2015.0001.6.2.2 Drug Enforcement Policy, preliminary findings and recommendations of the Public Housing subcommittee. -- 1989

2015.0001.6.2.3 Drug Elimination Program Elimination Grant. -- August 9, 1991

2015.0001.6.2.4 Public Housing Drug Elimination Program Evaluation. -- 1992. -- (2 Folders)

2015.0001.6.2.5 Public Housing Drug Elimination Program Grant application. -- 1993

2015.0001.6.2.6 Drug Elimination Grant. -- July 29, 1994. -- (2 folders)

2015.0001.6.2.7 City of Atlanta contract for Drug Elimination Grant Report. -- 1994

2015.0001.6.2.8 1994 Drug Elimination Grant Workplan. -- 1994-1996

2015.0001.6.2.9 Drug Elimination Program Grant application. -- 1995

2015.0001.6.2.10 Drug Elimination Program Grant Application Summary. -- 1996

2015.0001.6.2.11 Evaluation Report for Public Housing Drug Elimination Program IV Grant. -- March 31, 1996

2015.0001.6.2.12 Drug Elimination Program Grant Application. -- 1997. -- (5 folders)

2015.0001.6.2.13 AHA PHDEP Application. -- 1998. -- (3 folders)

2015.0001.6.2.14 AHA PHDEP Application. -- 1999

2015.0001.6.2.15 AHA Crime Prevention and Safety Plan. -- September 1999

2015.0001.6.2.16 Quadel report on 1996 PHDEP. -- 1999

2015.0001.6.3 Weed & Seed Program

2015.0001.6.3.1 Weed & Seed newsletter. -- May 1997

**2015.0001.7 Events. -- 1998**

2015.0001.7.1 Officers' Appreciation Event Program. -- Feb. 27, 1998

**2015.0001.8 Publications. -- 1996-2016 and undated**

2015.0001.8.1 Creating a Work-Prep System for a Large and Diverse Welfare Population. Project Match, Erikson Institute. -- Dec. 1996

2015.0001.8.2 Newsletter for Resident Services and Economic Development Division's Bi-Monthly Community Newsletter. -- Dec. 1997

2015.0001.8.3 Newsclippings. -- 1995-1997

2015.0001.8.4 S.T.A.R.S.earch: Striving to Achieve Results and Success.. -- 1998-2000

2015.0001.8.4.1 S.T.A.R.S.earch Volume 1 Number 3 Summer Issue. -- June 1998

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**2015.0001.8.4.2 S.T.A.R.S.earch Volume 5. -- Oct.-Nov. 1998**

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**2015.0001.8.4.3 S.T.A.R.S.earch Volume 2 Number 5. -- Feb.-Mar. 1999**

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**2015.0001.8.4.4 S.T.A.R.S.earch Volume 2 Number 6. -- Apr.-Aug. 1999**

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**2015.0001.8.4.5 S.T.A.R.S.earch Volume 3 Number 1. -- Apr. 2000**

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**2015.0001.8.4.6 S.T.A.R.S.earch Volume 3 Number 2. -- June 2000**

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**2015.0001.8.5 Your Vote Counts: The Importance of Your Participation in the Resident Association Elections. -- 1998**

**2015.0001.8.6 Atlanta Self-Sufficiency Action Program marketing and training. -- 2001**

**2015.0001.8.7 The Advisor: A publication for the Department of Special Initiatives. -- 2002-2003**

**2015.0001.8.8 Housing Choice Human Development Team Updates newsletter. -- Mar. 2013. -- These records are available in electronic format only.**

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**2015.0001.8.9 Client Services Team Updates newsletter. -- April-May 2013. -- These records are available in electronic format only.**

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**2015.0001.8.10 Customer Service Group Team Updates newsletter. -- June-Dec. 2013. -- These records are available in electronic format only.**

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**2015.0001.8.11 Customer Service Group Team Updates newsletter. -- 2014. -- These records are available in electronic format only.**

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**2015.0001.8.12 Customer Service Group Team Updates newsletter. -- 2015. -- These records are available in electronic format only.**

*Other Codes*

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**2015.0001.8.13 Customer Service Group Team Updates newsletter. -- 2016. -- These records are available in electronic format only.**

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aha\_2017\_doc\_00041.pdf

2015.0001.8.14 “Be Smart / Say 'No' to strangers” An educational coloring and activity book. Atlanta Housing Authority Crime Prevention Unit. -- undated

2015.0001.8.15 Human Services Management Program (HSMP) brochure. -- undated

## 2015.0001.9 Photographs

2015.0001.9.1 Youth Conferences and GED pictures. -- 1999

2015.0001.9.2 Welfare Reform Outreach Program training, rallies, and door-to-door canvassing pictures. -- undated

2015.0001.9.3 RS&ED Activities pictures. -- undated

## 2015.0001.10 Audiovisuals

2015.0001.10.1 UNCF Signing Ceremony. -- May 14, 2003

2015.0001.10.2 The College Fund/UNCF. -- undated

2015.0001.10.3 The Hank Aaron Rookie League and AHA. Kids Corner, Between the Lines. -- Oct. 03, 1992

### *Scope and Content*

AHA TV coverage featured in the Kids Corner, youth program, Little League, professional baseball players train with children living in the public housing projects.

### *Other Codes*

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2015.0001.10.4 Work Requirement for families. Marvin Nesbitt Jr., Vice President of Human Development Services. -- 2011

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