



**FULTON
COUNTY**

CONTRACT DOCUMENTS

FOR

REQUEST FOR PROPOSAL 25RFP020325C-MH

2025 COMMUNITY SERVICES PROGRAM

FOR

DEPARTMENT OF COMMUNITY DEVELOPMENT

OF

FULTON COUNTY, GEORGIA

CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2025**, by and between **FULTON COUNTY**, Georgia (hereinafter referred to as “Fulton County” or “County”), a political subdivision of the State of Georgia, acting by and through its Community Development Department’s Youth and Community Services Division (“YCS”), and **The Drake House, Inc.** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

WITNESSETH

WHEREAS, as part of its official functions, Fulton County is authorized to exercise the power of taxation pursuant to Art. IX, Section IV., Par. I of the Constitution of the State of Georgia of 1983, and to expend such funds raised by the exercise of said powers for public purposes as declared in Art. IX, Section IV., Par. II of the Constitution; and

WHEREAS, Contractor has in its employ personnel, and under its supervision, facilities and resources by which it can render to Fulton County and the citizens thereof certain services authorized by the aforementioned Constitutional provision; and

WHEREAS, Contractor has agreed to render services to the citizens of Fulton County, and the County has appropriated funds for those services; and

WHEREAS, the parties desire to execute a formal agreement for the services to be rendered by Contractor, and said services shall be defined, and consideration to be paid for such services by Fulton County for the successful performance of the services, and shall be enumerated.

The Agreement was approved by the Fulton County Board of Commissioners on **May 21, 2025, BOC#25-0398**.

NOW, THEREFORE, in consideration of the premises, payment of the sum hereinafter set forth and the performance of the services described herein, it is mutually agreed as follows:

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ARTICLE I - PARTIES AND TERM:

(a) Fulton County, through its YCS, retains Contractor, and Contractor accepts retention by Fulton County to render the services as hereinafter defined and required; to perform such services in a manner and to the extent required by the parties herein; and as may be hereafter amended or extended in writing by mutual agreement of the parties.

(b) The Chairperson of the Board of Directors for the Contractor or authorized representative (hereinafter "Board Chair") represents that she/he is authorized to bind and enter into contracts on behalf of Contractor, including this Agreement.

(c) Nothing contained in this Agreement shall be constructed to be a waiver of Fulton County's sovereign immunity or any individual's official or qualified good faith immunity.

(d) This Agreement will remain in effect from **01/01/2025**, until midnight **12/31/2025**.

(e) Fulton County shall have the right to suspend immediately Contractor's performance hereunder on an emergency basis under this Agreement whenever necessary, in the sole opinion of Fulton County, to avert a life threatening situation or other sufficiently serious deficiency.

ARTICLE II - SCOPE OF CONTRACTOR'S DUTIES:

Upon execution of this Agreement, the Contractor will provide the following services for Fulton County:

SCOPE OF WORK:

Community Services Program (CSP)

CSP Service Category: Homelessness

CSP Funding Priority(ies):

Children and Youth: Not Applicable

Disabilities: Not Applicable

Economic Stability: Not Applicable

Health and Wellness: Not Applicable

Homelessness: 5. Transitional housing bridge housing options for homeless population affected by mental health...,6. Emergency Financial Assistance supported by case management and other supportive services...

Senior Services: Not Applicable

The Drake House, Inc., The Drake House CSP Grant 2025 will provide services at the following locations at specified times during the contract period of **01/01/2025** through **12/31/2025**:

Start and end date of programming for which CSP funds will be used:

Start date: 01/01/2025

End date: 12/31/2025

Service Delivery Site(s):

| Name of Program Site | Program Location (complete physical address) | Program City | Program State | Program Zip code | Fulton County District of the program (Facility) location | District(s) of Fulton County Residents Served by the program (facility) location |
|-----------------------------|---|---------------------|----------------------|-------------------------|--|---|
| The Drake House | 10500 Clara Drive | Roswell | Georgia | 30075 | | |

Approach and Design:

The Drake House, Inc., The Drake House CSP Grant 2025 will provide services to **80** clients that reside in Fulton County, with CSP funding.

The Drake House, Inc., The Drake House CSP Grant 2025 will provide the following activities and services in Fulton County with CSP funding:

The Drake House will address "Health & Human Services" in the area of Homelessness. The primary service category of Homelessness will address three funding priorities: rapid rehousing, transitional housing, and emergency financial assistance.

The Drake House programs will provide qualified families with a rent-free, furnished one or two-bedroom

apartment for 90 days, up to 180 days, and comprehensive support services designed to assist the family in working towards self-sufficiency and stable housing. The Drake Village will provide Drake House graduates with up to two years at below-market rate rent with an annual lease.

Support services include our four key components (empowerment planning, case management, career services, and life skills) and youth program enrichment activities. A host of services complement the key components, including a food market (staples and fresh produce, milk, and meat), laundry facility, transportation assistance, mental health counseling, legal and medical assistance, and housing partnerships.

The Drake House builds its programs based on best practices in emergency housing and program support for families experiencing homelessness. We are the only program in North Fulton that provides private emergency residential housing and supportive services for single mothers and their minor children experiencing homelessness. The trauma-informed, client-centered programs offer the opportunity for families to reach long-term financial and housing stability.

We have many significant groups of partners and collaborating agencies that support our program in various ways: intake partners, client service partners, life skills and employment readiness partners, and housing transition partners.

Intake partners assist with the referral process for eligible families by identifying homeless families and providing our application for admission. The Drake House partners with Coordinated Entry, Fulton County Schools (60 separate schools), North Fulton Community Charities (Roswell), Community Assistance Center (Sandy Springs), Family Haven (North Fulton Domestic Violence), and Family Promise to refer families to our program. They provide our third-party verification of homelessness. Other agencies working with us to offer services to our families include Homestretch, Child Development Association (CDA), Northside Mental Health, and Comprehensive Family Services.

Our client service partners complement our services to meet our residents' basic needs for childcare, clothing, transportation, medical and vision care, and mental health care. These partners provide paid facilitators for weekly Life Skills classes for mothers and teens, employment readiness seminars for the mothers in collaboration with our Career Team, and volunteer speakers with subject area expertise in personal finance skills, health and wellness, organizational skills, parenting, stress management, child sexual abuse prevention, and employment readiness topics.

The Drake House has over 50 employment partners, including Kimberly Clark, Lexis Nexis, Ryder, WellCare, Marta, Fulton County Schools, Synovus Bank, and Verizon. The Drake House works with educational partners to offer certificates and further training to our families to increase income and career opportunities. Our academic partners include Georgia North Fulton Chamber, Gwinnett Technical College, Kennesaw State University, and Mercer University.

The Drake House has established in-kind partnerships, including Fred's Beds, which provides mattresses to the apartments, Heirborn Servants gift automobiles to our families, and Box of Ballons, which provides birthday boxes to our resident children.

Additionally, we continue to partner with 'Neighbor to Neighbor Partners' for apartments, including local businesses and faith-based organizations (Roswell UMC, Rotary Club of Alpharetta, St. David's Episcopal Church, The Gainey Family, First Financial Security, Northbrook, Kehillat Chaim, Roswell Rotary Club, Dunwoody, Roswell Woman's Club, Mount Pisgah UMC, Christ Fellowship North, Abel Solutions, Pleasant Hill Baptist Church, Roswell Presbyterian Church, World Harvest Church, Kimberly Clark, Northpoint Community Church, Zion Missionary Baptist Church, First Baptist Church Roswell, St. James, Alpharetta UMC, Alpharetta Presbyterian Church, Eagles Nest Church, and St. Thomas Aquinas Catholic Church, Roswell Community Church) to serve as advocates for the family and take ownership of an apartment by painting and furnishing it. Volunteers from the organizations work one-on-one with the mother and the children to support and encourage the family during their stay. These volunteers are screened and participate in an advocate training session conducted by Drake House staff.

The Drake House is a member of the Fulton County Continuum of Care, the Continuum of Affordable Housing in North Fulton, and the North Fulton Improvement Network. Strong partnerships with community organizations improve our capacity to serve families effectively. In recognition of our impact, The Drake House was named Large Nonprofit of the Year by the North Fulton Chamber of Commerce in 2024. The Drake House will continue to work closely with community partners and municipal leaders to address homelessness issues and provide early intervention to help prevent homelessness.

Designation of CSP Funds:

Based on the awarded amount of **\$30,000.00**, the CSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

Administrative Expenditures CSP funds that are spent on indirect personnel expenses such as salaries, salary fringe, and benefits for executive / management, accountant, administrative support, etc. Includes direct and indirect charges for administration of the grant (**Note: Not more than 5% of total grant award can be used for administrative costs.**)

Operational Expenditures- CSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as: auditor, grant writer, consultants, insurance office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), agency's utility expenses, staff transportation expenses, marketing/catalogs, etc. Not to include indirect or direct personnel expenses. (**Note: Not more than 25% of total grant award can be used for operational expenditures.**)

Direct Service Expenditures- CSP funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, participant's public transportation costs, etc.), scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case

Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).

Throughout the contract period, program expenditures will be monitored (via performance reports) to ensure that funding is utilized as contracted.

| Cost Category | Designation of CSP Funding Award |
|---|---|
| Administrative (5% Admin max of total funds awarded.) | \$1,500.00 |
| Operational (25% Operational max of total funds awarded.) | \$0.00 |
| Direct Services | \$28,500.00 |
| <i>Total</i> | \$30,000.00 |

Explanation of Funding Details:

The Drake House respectfully requests \$30,000 from the Fulton County CSP funding program. The requested funding will support the Short-Term Crisis Housing Program. The Drake House will spend the requested funding in the categories below:

Administrative: \$1,500 will support CSP grant management.

Operational: \$0 will support operational expenses.

Direct Services: \$28,500 will support four key program staff that work directly with clients. Family Service Director (\$12,000), Program Coordinators (\$16,500).

CSP Grant Program Expense Budget

Program Staff Salaries

Gross Payroll \$973,546

Payroll Taxes \$87,619.14

Employee Benefits \$144,000

Total Salaries & Related Expenses \$1,205,165.14

Direct Contract - Resident Expense \$48,000

Program Staff Cost \$1,253,165.14

The CSP funds will be expended in two reporting periods: January-June and July-December.

January-June: The administrative and direct service costs will be invoiced in equal monthly amounts. The first reporting period will expend \$15,000. \$14,250 will be invoiced for direct services, \$2,375 per month. \$750 will be invoiced for administrative costs, \$125 per month, totaling \$2,500 invoiced per month.

Administrative: Payroll \$750

Direct Services: \$6,000 Family Service Director Payroll, \$8,250 Program Coordinators Payroll

January Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

February Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

March Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

April Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

May Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

June Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

Total Invoiced in first reporting period: \$15,000

July-December: The administrative and direct service costs will be invoiced in equal monthly amounts. The first reporting period will expend \$15,000. \$14,250 will be invoiced for direct services, \$2,375 per month. \$750 will be invoiced for administrative costs, \$125 per month, totaling \$2,500 invoiced per month.

Administrative: Payroll \$750

Direct Services: \$6,000 Family Service Director Payroll, \$8,250 Program Coordinators Payroll

July Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

August Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

September Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

October Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

November Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

December Invoice: Administrative: \$125, Direct Service: \$1,000 (FSD)+\$1,375 (PCs - 2), Total: \$2,500

Total Invoiced in second reporting period: \$15,000

Total invoiced for CSP contract period January 1, 2025 – December 31, 2025: \$30,000

This funding will directly support staff salaries, which are crucial to the success of our programs. Salaries are our largest budgeted expense each year, yet one of the most difficult areas to secure funding for. Our dedicated staff provides essential case management, career services, and youth programming, ensuring families receive the comprehensive support they need to transition out of homelessness. By securing funding for salaries, we can retain experienced professionals who build trust with clients, provide consistent support, and help families achieve long-term stability. Investing in staff is investing in the success of the families we serve, ensuring that each mother and child receives the guidance and resources needed to break the cycle of homelessness.

Program Performance Measures:

The Drake House, Inc. agrees to track and report program performance to the Fulton County Department of Community Development.

County Defined Performance Measure(s):

Children and Youth: Not Applicable

Disabilities: Not Applicable

Economic Stability: Not Applicable

Health and Wellness: Not Applicable

Homelessness: 1. Number of potential instances of homelessness prevented, 2. Number of individuals assisted through rapid re-housing, 3. Number of individuals placed in Transitional Housing, 5. Number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created...

Senior Services: Not Applicable

The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period 01/01/2025 through 12/31/2025:

We will collect data on 80 Clients (26 mothers, 54 children) and enter it into the Client Track program and our Salesforce database. Data elements include demographic and economic information, such as a previous address,

income and income sources upon entry to the program, during and at exit; employment upon entry to the program, during and at the exit, age, gender, race, ethnicity, number and ages of children, completion of the empowerment plan worksheet, attendance at Life Skills workshops, savings, days in the program, type of housing obtained after leaving program and address. The Drake House has expanded the data collected for all clients in The Drake House Program. This data will enable us to measure progress against our performance objectives.

The following Key Performance Indicators will allow The Drake House to track and adjust comprehensive programming.

Fulton County defined: The number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created (Increase in income, access to case or noncash mainstream benefits).

The Drake House will provide an enrichment program and case coaching to remove barriers for (80) 100% of clients during the short-term crisis housing program.

By the end of the program, 100% of our moms will have attended at least ten Life Skills classes covering personal finances, decision-making, boundary setting, health and wellness, and parenting.

Fulton County Defined: The number of potential instances of homelessness prevented.

If vacancies are not available and families are financially vulnerable, and at risk of homelessness, The Drake House will offer Homeless prevention support by providing or collaborating with community partners to provide hotel vouchers until at vacancies Drake House becomes available

We will provide (80) 100% of our clients with short-term crisis housing through our Drake House program for 90-180 days.

We will provide residential housing for at least 6 teenage boys, keeping them with their families instead of separating them and housing them in a men's shelter.

Fulton County Defined: Number of individuals placed in Transitional Housing.

The Drake House will transition 4 (16%) families or 12 people from entering The Drake House will be placed in transitional housing upon graduating from the program. The performance measures indicated above will guide families to financial stability and housing self-sufficiency. Families placed in transitional, affordable housing will benefit from reduced market rents. (Including placement in The Drake Village and other transitional, supportive housing programs in the area)

Fulton County Defined: Number of individuals assisted through rapid re-housing.

When families have completed the short-term crisis housing program, but there are no vacancies in The Drake Village, the transitional housing program, the Drake House will offer rapid rehousing services, including short- and mid-term rent supplements to families. (4 families, 12 children – 16% of clients). Families will continue to have access to case, career, and budget coaching. Families will participate in Alumni Meetings.

Agency Defined Performance Measure(s):

Our Case Managers and Career Team meet one-on-one with our mothers to assess their progress toward empowerment, employment, and finance goals. Agency Performance Indicators guide the empowerment plan and goal setting. The Drake House has been successful due to the one-on-one counseling each of our mothers receives from our professionally trained staff. We measure and track our mothers' success within Client Track and our Salesforce system.

The Drake House will track and collect additional information to inform program performance, including:

1. We will validate through documentation in our database that at least 26 (100%) of our mothers write an individual empowerment plan within one week of entering The Drake House Program
2. We will provide the families at The Drake House with a grocery market and a free laundry facility for 100% of families to offset their grocery and laundry expenses.
3. We will provide after-school enrichment and care for all (100%) school-aged children in grades K-12th grade.
4. At least 25 (95%) of our moms will meet at least one goal of their empowerment plan related to employment and obtaining benefits.
5. By the end of the program, 25 (95%) of our moms will have secured employment with an average increase in monthly income of 35%.
6. By the end of the program, at least 21 (80%) of our families who graduate from our program will move into safe and stable housing within 30 days after leaving the program.
7. All school-aged children (100%) are allowed to remain in their original North Fulton School, with bus transportation provided by the Fulton County School System.

ADDITIONAL REQUIREMENTS

Failure to adhere to the terms of this Agreement, in addition to the requirements listed below, may result in one or all of the following; delayed disbursement or total loss of awarded funds, and / or ineligibility to receive an RFP award during the next funding cycle.

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on

County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.

3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).

4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete addresses of Fulton County residents served by this funding.

5. Contractor agrees to comply with the Operational Specifications outlined in **2025 Community Services Program 25RFP020325C-MH**.

6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **"Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development."**

Note: If your agency uses logos versus text, you may substitute the language above with the Fulton County Logo.

Reporting

It is the Contractor's responsibility to ensure accurate reporting of all information contained in the performance reports. Reports and supportive documentation that consistently include erroneous/ inaccurate data may result in a required reimbursement of funding and/or may negatively impact future funding.

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 18, 2025, and January 16, 2026)**) to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

8. Contractor will be required to provide demographic information concerning the Fulton County residents served, including, but not limited to age, race/ethnicity and gender.

9. Contractor will be required to report the number of UNDUPLICATED/NEW participants directly served through the Community Services Program funding. **Please note:** Failure to serve the total number of participants contracted to be served with CSP funding may result in reimbursement of CSP funding to Fulton County. Failure to reimburse the funding requested will result in the ineligibility to receive future funding.

10. Contractor will be required to submit unduplicated client rosters in a spreadsheet format that includes the complete residential addresses of the Fulton County residents served with CSP funding, and LEDGERS demonstrating how Community Services Program funds were expended for the specified reporting period.

Expenditure of Funds

11. Contractor is prohibited from utilizing CSP funds for capital expenditures. (A “capital expenditure” is defined as: any resource not completely consumed during the contract year, i.e. computers, printers, construction, vehicles, cell phones, etc.) Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are excluded from the definition of “capital expenditure” (e.g., children's story books, educational materials, games, puzzles, and flash cards).

12. Community Services Program funds must be expended by December 31st of the contract year. All funds that are not spent by this date must be reimbursed to Fulton County Government within 30 days of written request. A Contractor’s failure to adhere to this requirement will result in one or more of the following: inability to receive future funding from Fulton County, and/or legal action against the agency to recoup funding that are not reimbursed by the deadline.

ARTICLE III - COMPENSATION FOR SERVICES

(a) Fulton County agrees to pay Contractor a maximum sum of **\$30,000.00**.

(b) Upon receipt and approval of Contractor’s invoice delineating projected expenditures for the first six months of the contracting period. Upon receipt and approval of said invoice, County shall pay Contractor the first six months of compensation provided for by this Agreement. The Contractor shall provide Fulton County with a second invoice delineating projected expenditures for the remaining six months of the Agreement Term. Upon receipt and approval of said invoice, Fulton County shall pay Contractor the second six months of compensation provided by this Agreement. **A failure by Contractor to submit the invoice for the first and/ or second six months of the contracting period will constitute a breach of this Agreement.**

(c) If through any cause, Contractor shall fail to fulfill its obligation under this Agreement in a timely and proper fashion or in the event that any of the provision or stipulations of this Agreement are violated by Contractor, Fulton County shall thereupon have the right to immediately suspend or terminate this Agreement by serving written notice as defined herein upon Contractor of Fulton County’s intent to suspend or terminate this Agreement. If the Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving only the compensation for work performed in a

manner satisfactory to Fulton County up to and including the date of the written termination notice.

(d) The Contractor agrees and understands that all expenditures must be consistent with the scope and purpose of this Agreement, and expenditures must be consistent with the guidelines and definitions established in **2025 Community Services Program 25RFP020325C-MH**, which is hereby incorporated by reference herein and made a part of this agreement. The County reserves the right to approve and reject payment for expenditures which are not consistent with the scope and purpose of this Agreement, and which the County determines are not consistent with the guidelines and definitions established in the Community Services Program RFP.

(e) The Contractor agrees and understands that Fulton County has the right to recover funds from Contractor for compensation received, pursuant to subsection (b) above if Contractor fails to perform the services outlined in Article II or does not perform such services to the satisfaction of Fulton County.

ARTICLE IV - RECORD KEEPING

(a) Contractor shall maintain accurate records of the expenditure and disposition of funds, and such records must be in accordance with good accounting practices, and made available for inspection and audit by Fulton County at a time mutually agreeable to parties and upon thirty (30) days' notice to contractor.

(b) All reports and communications, with supportive documentation consistent with contract provisions outlined in Article II, must be provided to Fulton County, in accordance with Article IV.

(c) A performance report, with supportive documentation consistent with provisions of the Agreement outlined in Article II, must be provided to Fulton County no later than **July 18, 2025 for the period January 1, 2025-June 30, 2025; and January 16, 2026 for the period July 1, 2025-December 31, 2025.**

(d) Contractor shall be responsible for sending staff representation to mandatory meetings that will be sponsored by the Fulton County Department of Community Development. Contractor will be notified in advance of said meetings.

(e) All notices, program reports and other communications required to be given under this Contract shall be sufficient if in writing and either delivered via e-mail, personally or sent by postage, prepaid, certified or registered United States mail, return receipt requested, or e-mail addressed as follows:

To Fulton County:

**Department of Community Development
c/o: Youth and Community Services Division**

hsd.grants@fultoncountyga.gov

**137 Peachtree Street, SW
Atlanta, Georgia 30303**

To Contractor:

**The Drake House, Inc.
10500 Clara Drive
Roswell, Georgia 30075**

The Parties may only modify or update the above-referenced addresses during the term of this Agreement by providing formal notice to the other party of such a change pursuant to the terms of this provision.

(f) Contractor understands and agrees that, upon Fulton County's determination that Contractor is not or has not been in substantial compliance with any term of this Agreement with respect to the performance and provision of services at any single delivery site, Fulton County shall thereupon have the right to immediately suspend or terminate this Agreement upon written notice to Contractor. Contractor further understands and agrees that if Fulton County determines that Contractor is not or has not been in substantial compliance with any term of this Agreement with respect to the performance and provision of services at any single delivery site, Fulton County may request, and the Contractor shall provide, any and all additional reports, records or documentation Fulton County deems necessary to evaluate, assess and/or measure Contractor's overall level of performance under this Agreement, including Contractor's performance at other delivery sites.

ARTICLE V - INDEMNIFICATION

Contractor hereby covenants and agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, and employees from all claims, losses, liabilities, damages, deficiencies, demands, judgments, or costs (including without limitation reasonable attorney's fees and legal expenses) suffered or occurred by such party, whether arising in tort, contract, strict liability or otherwise, including without limitation, personal injury, wrongful death or property damage arising in any way from the actions or omissions of Contractor, its directors, officers, employees, agents, successors and assigns in connection with its acceptance, or the performance, or nonperformance of its obligations under this Agreement; provided, however, that nothing herein shall be construed to preclude the Contractor from bringing suit against the County for breach of the terms of this Agreement.

ARTICLE VI – TERMINATION OF AGREEMENT FOR COUNTY'S CONVENIENCE AND

FOR CAUSE

(a) This Agreement is effective on **01/01/2025**, and shall terminate on **12/31/2025**, unless earlier terminated in accordance with the provisions of this Agreement. Notwithstanding termination of the Agreement, Contractor is obligated to fulfill all of its obligations, including its reporting requirements.

(b) Notwithstanding the above provisions, Fulton County may terminate this Agreement for convenience, or Fulton County or the Contractor may terminate this Agreement at any time for any reason by giving written notice of the intent to terminate the Agreement thirty (30) days in advance, by certified mail, return receipt requested, with proper postage prepaid, or by hand delivery, to the other party at the physical address provided herein for notice. The termination shall become effective on the thirtieth (30th) day after the date of such written notice unless the parties otherwise agree in writing. If this Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving compensation for the work satisfactorily performed up to and including the effective date of termination.

(c) Fulton County shall have the right to suspend immediately Contractor's performance hereunder on an emergency basis whenever necessary, in the opinion of Fulton County, to avert a life threatening situation or other sufficiently serious risk.

(d) In the event that this agreement is terminated by Fulton County or Contractor, following the Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this agreement, Contractor agrees that Fulton County shall have the right to request repayment in full of all compensation paid to Contractor pursuant to Article III of this agreement. If Fulton County exercises its right under this subsection, Contractor agrees to and shall repay Fulton County all compensation paid to Contractor pursuant to Article III of this Agreement.

(e) In the event that this agreement is terminated by Fulton County or Contractor, following the Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this agreement, Contractor agrees that Fulton County shall have the right to terminate this Agreement between Fulton County and Contractor without penalty. Contractor acknowledges and agrees that Fulton County's right to terminate includes, but is not limited to, the right to withhold any and all future compensation due to Contractor pursuant to the terms of any and all other agreements between Fulton County and Contractor.

(f) In the event that this Agreement is terminated by Fulton County or Contractor, following Fulton County's determination that Contractor is not or has not been in substantial compliance with any provision of this Agreement, Contractor agrees that it shall not be eligible to either enter or to apply to enter into future contracts with Fulton County until it has addressed any and all areas of deficiency or non-compliance to Fulton County's satisfaction.

ARTICLE VII - INDEPENDENT CONTRACTOR STATUS

(a) Nothing contained herein shall be deemed to create any relationship other than that of an independent contractor between Fulton County and Contractor. Under no circumstances shall Contractor, its directors, officers, employees, agents, successors or assigns be deemed employees, agents, partners, successors, assigns or legal representatives of Fulton County.

Contractor acknowledges that **The Drake House, Inc.**, its directors, officers, employees, agents and assigns shall have no right of redress pursuant to the Personnel Rules and Regulations of Fulton County.

(b) The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to Fulton County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from Fulton County such documents and information as may be necessary to obtain such tax exemptions. Fulton County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE VIII - INSURANCE

Contractor agrees to obtain, maintain and furnish to Fulton County, a Certificate of Insurance (COI) showing the required coverage during the entire term of this Agreement. All insurance limits are listed in the "Insurance and Risk Management Provisions" document, Attachment "A", with Fulton County, Georgia added as an "Additional Insured". The cancelation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE IX – AMENDMENTS AND MODIFICATIONS TO CONTRACT

(a) This Agreement constitutes the entire agreement between Fulton County and Contractor, and there are no further written or oral agreements with respect thereto, no variations, amendments or modifications of this Agreement, and no waiver of its provisions, shall be valid unless in writing and signed by Fulton County's and Contractor's duly authorized representatives.

(b) Modifications or amendments which require a change in compensation level must be approved by the Fulton County Board of Commissioners and Contractor; other modifications, amendments or variations may be agreed to in writing, between the Contractor and the Contract Administrator when the amount of this Agreement and its Term remain unchanged.

ARTICLE X - SUBCONTRACTING

Contractor shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of Fulton County.

ARTICLE XI - ASSIGNABILITY

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of Fulton County. Any attempted assignment or subcontracting by Contractor without the prior expressed written consent of Fulton County shall at the County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE XII - SEVERABILITY OF TERMS

If any part or provision of this Agreement is held invalid the remainder of this Agreement shall not be affected thereby and shall continue in full and effect.

ARTICLE XIII – PRECEDENCE OF AGREEMENT

In the event that any language in the Department of Community Development's Community Services Program RFP is in conflict with the language in this Agreement, this Agreement shall take precedence.

ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Fulton County Code Sections 102-391 (Equal Opportunity Clause) and 154-3 (Policy of Equal Opportunity): (a): During the performance of this Agreement, the Contractor agrees as follows:

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, or disability. As used herein, the

words “shall not discriminate” shall mean and include without limitations the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted, downgraded; transferred; laid off; and terminated.

The Contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

(2) The Contractor shall in solicitation or advertisement for employees, placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, national origin, or disability.

(3) The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers’ representative of the Contractor’s commitments under the Equal Opportunity Program of Fulton County and under this Article, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor and its subcontractors, if any, shall file Compliance Reports at reasonable times and intervals with Fulton County in the form and to the extent prescribed by the director. Compliance Reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and its subcontractors.

(5) The Contractor shall include the provisions of paragraphs (1) through of this equal employment opportunity clause and every subcontractor purchase order so that such provision shall be binding upon each subcontractor.

ARTICLE XV - CAPTIONS

The captions are inserted herein only as a matter of convenience and for reference and in no way define, limit, or describe the scope of this Agreement or the intent of the provisions thereof.

ARTICLE XVI - GOVERNING LAW

This Agreement shall be governed in all respects, as to validity, construction, capacity, and performance or otherwise, by the laws of the State of Georgia.

ARTICLE XVII - JURISDICTION

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.



F. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

| | |
|---------------------------------------|--------------------------|
| Contractor's Name: | The Drake House |
| Project No. and Project Title: | The Drake House CSP 2025 |

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Fulton County Government has 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.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

91273

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

01/16/2008

Date of Authorization

The Drake House

Authorized Officer or Agent
(Name of Contractor)

I hereby declare under penalty of perjury that the foregoing is true and correct

Nesha Mason

Printed Name (of Authorized Officer or Agent of Contractor)

Nesha Mason

Signature (of Authorized Officer or Agent)

President

Title (of Authorized Officer or Agent of Contractor)

2/26/25

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

26th DAY OF *February*, 20 *25*

Dianne B. Berry

Notary Public

My Commission Expires: *3/24/2026*



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

| | |
|--------------------------------|--------------------------|
| Contractor's Name: | The Drake House |
| Project No. and Project Title: | The Drake House CSP 2025 |

FORM G: SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

91273

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

01/16/2008

Date of Authorization

The Drake House

Authorized Officer of Agent
(Name of Subcontractor)

I hereby declare under penalty of perjury that the foregoing is true and correct

Nesha Mason

Printed Name (of Authorized Officer or Agent of Contractor)

Nesha Mason

Signature (of Authorized Officer or Agent)

President

Title (of Authorized Officer or Agent of Contractor)

2/26/25

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

26th DAY OF *February*, 20*25*

Diane B. Berry
Notary Public

My Commission Expires: *3/29/2026*



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd Ste 370 Alpharetta CA 30022 | CONTACT NAME: Greyling Certificate Specialist PHONE (A/C, No, Ext): 770-552-4225 E-MAIL ADDRESS: greylingcerts@greyling.com FAX (A/C, No): | | | | | | | | | | | | | | |
|--|---|-------------------------------|--------|---|-------|-------------------------------------|-------|-------------|--|-------------|--|-------------|--|-------------|--|
| INSURED The Drake House 10500 Clara Drive Roswell GA 30075 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Philadelphia Indemnity Insurance Co</td> <td>18058</td> </tr> <tr> <td>INSURER B : Wesco Insurance Company</td> <td>25011</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Philadelphia Indemnity Insurance Co | 18058 | INSURER B : Wesco Insurance Company | 25011 | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Philadelphia Indemnity Insurance Co | 18058 | | | | | | | | | | | | | | |
| INSURER B : Wesco Insurance Company | 25011 | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:** 153079818**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|----------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | PHPK2694032000 | 8/4/2024 | 8/4/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | PHPK2694032000 | 8/4/2024 | 8/4/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | PHUB914108000 | 8/4/2024 | 8/4/2025 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | WSS3732877 | 9/1/2024 | 9/1/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A | Directors & Officers Liability | | | PHSD1874898000 | 8/4/2024 | 8/4/2025 | Limit \$1,000,000 |
| A | Accident | | | PHPA161100000 | 8/4/2024 | 8/4/2025 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability Policy includes Abusive Conduct Limit: \$1M *

Re: Consolidated Community Service Program 2024.

CERTIFICATE HOLDER**CANCELLATION**

Fulton County Government
 Purchasing Department
 130 Peachtree Street, S.W. Suite 1168
 Atlanta GA 30303

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

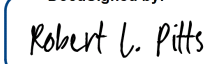
IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and, as applicable, their corporate seals to be hereunto affixed as of the day and year date first above written.

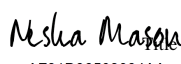
OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA



VENDOR NAME **The Drake House, Inc.**



DocuSigned by:

BA715B1A26544E7
Robert L. Pitts, Chairman
Fulton County Board of Commissioners

Signed by: Name of Signatory: Nesha Mason

AF91D96503094AA...
President
Authorized Signature

ATTEST:

ATTEST:

Signed by:

EEC476C4837648D...
Tonya R. Grier
Clerk to the Commission

(Affix County Seal)

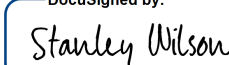
Signed by: Name of 2nd Signatory: **Dianne B Berry**

F6BFA43028FF458...
Title of 2nd Signatory: **Director of Operations**
Second Authorized Signature
Signed by:

(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

Signed by:

0EC92EDADEFB4B8...
Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:

5E4D76DFB4A0450...
Stanley Wilson, Director
Fulton County Department of
Community Development

Please select RM or 2ND RM from the checkbox

| | | | |
|-----------------|-----|------------------------|------------|
| RM | | X 2ND RM | |
| ITEM#: | RM: | ITEM#: | 2ND RM: |
| REGULAR MEETING | | 25-0398 | 05/21/2025 |
| | | SECOND REGULAR MEETING | |

Certificate Of Completion

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Status: Completed

Subject: Please DocuSign: 2025 CSP Contract-The Drake House, Inc.-BOC Agenda#25-0398

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 25

Signatures: 6

Envelope Originator:

Certificate Pages: 7

Initials: 0

Cherie Williams

AutoNav: Enabled

Stamps: 2

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-05:00) Eastern Time (US &

Atlanta, GA 30303

Canada)

Cherie.Williams@fultoncountyga.gov

IP Address: 100.16.226.226

Record Tracking

Status: Original

Holder: Cherie Williams

Location: DocuSign

6/15/2025 9:28:11 PM

Cherie.Williams@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: Docusign

Signer Events

Signature

Timestamp

Nesha Mason

nmason@thedrakehouse.org

Executive Director

The Drake House

Security Level: Email, Account Authentication
(None)

Signed by:

Nesha Mason
AF91D96503094AA...

Signature Adoption: Pre-selected Style
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Signed: 6/23/2025 10:14:09 AM

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Dianne B Berry

dberry@thedrakehouse.org

Security Level: Email, Account Authentication
(None)

Signed by:

Dianne B Berry
E6BEA43028EF458...



Signature Adoption: Pre-selected Style
Using IP Address: 50.215.241.210

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Electronic Record and Signature Disclosure:

Accepted: 6/23/2025 10:29:24 AM

ID: 85da771e-f4b4-422f-bdc7-672604ab01d2

Mark Hawks2

mark.hawks@fultoncountyga.gov

Chief Assistant Purchasing Agent

Purchasing and Contract Compliance

Security Level: Email, Account Authentication
(None)

Completed

Using IP Address: 74.174.59.4

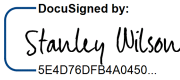
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Signed: 6/23/2025 11:48:12 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

| Signer Events | Signature | Timestamp |
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| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None) | Completed Using IP Address: 74.174.59.4 | Sent: 6/24/2025 12:42:08 PM Resent: 6/25/2025 1:09:08 PM Viewed: 6/25/2025 3:21:11 PM Signed: 6/25/2025 3:23:14 PM |
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| David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None) | Signed by:  0EC92EDADEFB4B8... Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.4 | Sent: 6/25/2025 3:23:17 PM Viewed: 6/25/2025 3:24:22 PM Signed: 6/25/2025 3:25:17 PM |
| Electronic Record and Signature Disclosure: Accepted: 6/25/2025 3:24:22 PM ID: aa25a976-3cac-4c53-8fb3-1fc7ce96fd05 | | |
| Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None) | Completed Using IP Address: 66.56.23.82 | Sent: 6/25/2025 3:25:19 PM Viewed: 6/27/2025 2:26:57 PM Signed: 6/27/2025 2:27:18 PM |
| Electronic Record and Signature Disclosure: Accepted: 11/27/2017 1:39:37 PM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8 | | |
| Robert L. Pitts michael.oconnor@fultoncountyga.gov Fulton County Security Level: Email, Account Authentication (None) | DocuSigned by:  BA715B1A26544E7... Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4 | Sent: 6/27/2025 2:27:21 PM Resent: 6/30/2025 11:51:26 AM Viewed: 6/30/2025 11:57:18 AM Signed: 6/30/2025 11:57:25 AM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None) | Signed by:  EEC476C4837648D...  Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191 | Sent: 6/30/2025 11:57:28 AM Viewed: 7/1/2025 10:45:23 AM Signed: 7/1/2025 10:45:35 AM |
| Electronic Record and Signature Disclosure: | | |

| Signer Events | Signature | Timestamp |
|---|---|--|
| Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4 Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | Completed Using IP Address: 45.20.200.178 | Sent: 7/1/2025 10:45:40 AM Resent: 7/3/2025 10:44:20 AM Viewed: 7/9/2025 9:33:20 AM Signed: 7/9/2025 9:33:28 AM |
| In Person Signer Events | Signature | Timestamp |
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | <div>COPIED</div> | Sent: 6/15/2025 9:47:33 PM Viewed: 7/9/2025 9:39:14 AM |
| Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | <div>COPIED</div> | Sent: 6/15/2025 9:47:33 PM Resent: 7/9/2025 9:33:36 AM |
| Carlos Thomas carlos.thomas@fultoncountyga.gov Division Manager Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | <div>COPIED</div> | Sent: 6/15/2025 9:47:34 PM Viewed: 7/9/2025 9:38:20 AM |
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| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |

| Envelope Summary Events | Status | Timestamps |
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| Envelope Sent | Hashed/Encrypted | 6/15/2025 9:47:33 PM |
| Certified Delivered | Security Checked | 7/9/2025 9:33:20 AM |
| Signing Complete | Security Checked | 7/9/2025 9:33:28 AM |
| Completed | Security Checked | 7/9/2025 9:33:32 AM |
| Payment Events | Status | Timestamps |
| Electronic Record and Signature Disclosure | | |

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Required hardware and software

| | |
|----------------------------|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |
| Enabled Security Settings: | Allow per session cookies |

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