



**FULTON
COUNTY**

CONTRACT DOCUMENTS

FOR

REQUEST FOR PROPOSAL 24RFP013124C-MH

2024 ARPA CONSOLIDATED COMMUNITY SERVICES PROGRAM

FOR

DEPARTMENT OF COMMUNITY DEVELOPMENT

OF

FULTON COUNTY, GEORGIA

American Rescue Plan Act

Subrecipient Contract between Fulton County

and Martin Luther King Sr. Community Resources Collaborative

This **SUBRECIPIENT CONTRACT** (“Contract”) is made by and between **Fulton County, Georgia**, a political subdivision of the State of Georgia (“Fulton County”), by and through its Department of Community Development (“Community Development”), and **Martin Luther King Sr. Community Resources Collaborative** (“Subrecipient”) as a nonprofit, tax exempt 501(c) (3) within the State of Georgia (hereinafter collectively referred to as the “Parties”).

WHEREAS, a world-wide emergency has arisen with respect to a novel coronavirus known as SARS-CoV-2 (“COVID-19”), which has rapidly spread throughout the world and is now having an unprecedented adverse impact on the citizens and communities throughout Fulton County, Georgia, among others; and

WHEREAS, On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program; and

WHEREAS, on June 26, 2024, the Fulton County Board of Commissioners (“Board”) accepted as a part of the Fulton County Operational report the allocation of \$250,000.00 in American Rescue Plan Act (“ARPA”) funding (Agenda Item #24-0432) to fund eligible, unfunded 2024 Consolidated Community Services Program (“CCSP”) recommended agencies (Agenda Item #24-0350).; and

WHEREAS, The Martin Luther King, Sr. Community Resources Collaborative works daily to disrupt generational poverty by creating sustainable pathways to economic mobility and empower disenfranchised citizens through social justice reform. We strive to accomplish this purpose by providing programs in three areas: education, healthcare, and safety net/wrap-around social services. Education includes job preparedness, financial literacy, VITA income tax preparation, and GED completion. Through our involvement with Choose Healthy Life we provide health screening, vaccinations and education around health problems that are prevalent in low-income areas. Finally, through grants we provide utility assistance, and rental assistance, ; and

WHEREAS, in 2024, Subrecipient was selected through a competitive application process for a funding award to provide services and programs to the citizens of Fulton County, and it has shown that it is capable of providing these services efficiently; and

WHEREAS, Fulton County desires to engage Subrecipient to render certain services hereinafter described herein, which is to be wholly or partially financed by ARPA funding; and

WHEREAS, Subrecipient desires to render such services in connection with the project as a subrecipient of the ARPA allocation, in compliance with all obligations required by this designation; and

WHEREAS, the Board finds that allocating ARPA funding to Subrecipient will allow this entity to provide assistance and services to Fulton County residents in the ARPA eligible use category(ies) of: Assistance to Households(“Eligible Use”); and

WHEREAS, the Parties deem it to be in the best interest of both parties to enter into this Contract under the terms, obligations and conditions expressed herein.

NOW THEREFORE, in consideration of the mutual benefits to both Parties, it is hereby agreed as follows:

ARTICLE I. PURPOSE AND RELATIONSHIP

1. Purpose. This Contract describes the way in which the Parties will use the ARPA funding allotment in responding to the economic and public health impacts of COVID-19 and efforts to contain impacts on the communities, residents, and businesses in Fulton County.

2. Independent Contractor. The relationship of Subrecipient to Fulton County is that of an independent contractor and not of an employee/employer. Neither this Contract, nor any activities described herein, shall be construed as creating a partnership, joint venture, franchise, agency, or other such relationship, and neither Party shall have the right, power, or authority to obligate or bind the other party in any manner whatsoever, without the other party’s prior written consent. It is expressly understood that any individual performing services under this Contract on behalf of Subrecipient shall not be deemed to be an employee or independent contractor of Fulton County, and such individual shall not be entitled to tax withholding, workers’ compensation, unemployment compensation or any employee benefits, statutory or otherwise, from Fulton County. Subrecipient agrees that it is solely responsible for the reporting and payment of income, social security and other employment taxes due to the proper taxing authorities with respect to such personnel. Subrecipient agrees to indemnify, defend and hold harmless Fulton County and its

directors, officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, relating to the reporting and payment of income, social security and other employment taxes and the provision of employee benefits with respect to such individual performing services under this Contract on behalf of Subrecipient. This provision shall survive the expiration or termination of this Contract.

ARTICLE II. AWARD AND SCOPE OF SERVICES

1. Term. This Contract is effective from January 1, 2024 through December 31, 2024.
2. Award. ARPA funding in the amount of **\$25,000.00** ("Award Amount") will be provided by Fulton County to Subrecipient to provide support through the Eligible Use for individuals/families who reside in Fulton County, with such services provided for the period January 1, 2024 through December 31, 2024.
3. Disbursement. Fulton County will disburse the Award Amount in one installment upon execution of this Contract. All invoices subsequently submitted to verify services rendered are subject to review and approval by the Finance Department-Accounts Payable Division.
4. Scope of Services. Subrecipient will provide support for individuals/families who reside in Fulton County for the purpose of the Eligible Use, in the Award Amount in accordance with the scope of services described in Schedule 1 hereto (the "Scope of Services"). Subrecipient shall spend the Award Amount for the purposes described in Scope of Services, unless other direct changes are agreed to in writing in advance by Fulton County. In no event will Fulton County be obligated for providing any funding above the total amount of the Award Amount.

Subrecipient agrees that only five percent of the Award Amount may be used for administrative purposes. ARPA funding must be used for an "Eligible Use Category" cost/service for Subrecipient's client.

5. Right to Recovery. Use of grant funds for any costs not approved by this Contract may be subject to reimbursement to Fulton County.

ARTICLE III. REPORTING

1. Maintenance of Records. Subrecipient shall maintain a financial management system and financial records and shall administer funds received pursuant to this Contract in accordance with all applicable federal and state requirements. Subrecipient shall adopt such additional financial management procedures as may from time to time be prescribed by Fulton County if

required by applicable laws, regulations, or guidelines from its federal and state government funding sources. Subrecipient shall maintain detailed, itemized documentation and records of all income received and expenses incurred pursuant to this Contract.

Subrecipient must maintain all records, books, papers, and other documents related to its performance of the Scope of Services for a period of five years following the termination of this Contract or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit, or other inquiry involving this Contract. Such records shall include the full name of individuals served with ARPA funding and where applicable the date of birth, gender, race, and ethnicity of individual receiving assistance. Subrecipient shall make all records, books, papers, and other documents that relate to this Contract available at all reasonable times for inspection, review, and audit by the authorized representatives of Fulton County and the federal government, if so requested.

During the term of this Contract, the Parties shall comply with Federal and State laws and regulations regarding confidentiality of participant records and information.

2. Financial Reports. Subrecipient will submit a close out report of assistance provided to citizens from the allotment provided by Fulton County. Fulton County will provide the performance template and due date to the Subrecipient, and the Subrecipient shall submit the reports electronically. The Subrecipient shall register and maintain an updated profile with SAM.gov. The County reserves the right to impose additional reporting requirements based on the amount and nature of the award by providing these requirements to the Subrecipient in the County's discretion.

3. Limitations on Expenditures. Subrecipient shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date or following the earlier of the expiration or termination of this Contract. Fulton County shall only reimburse Subrecipient for documented expenditures incurred during the Contract Term that are: (i) reasonable and necessary to carry out the Scope of Services; (ii) documented by contracts or other evidence of liability consistent with established Fulton County and Subrecipient procedures; and (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this Contract.

Any item of expenditure by Subrecipient under the terms of this Contract which is found by auditors, investigators, and other authorized representatives of Fulton County or the federal government to be improper, unallowable, in violation of federal or state law or the terms of this Contract, or involving any fraudulent, deceptive, or misleading representations or activities of

Subrecipient, shall become Subrecipient's liability, to be paid by Subrecipient from funds other than those provided by Fulton County under this Contract or any other agreements between Fulton County, and Subrecipient. This provision shall survive the expiration or termination of this Contract.

4. Audited Financial Statements. If Subrecipient expends \$750,000 or more in federal awards during a fiscal year, Subrecipient acknowledges that it must comply with federal audit requirements, including the preparation of an audit by an independent certified public accountant. During the term of this Contract, the Parties shall comply will Federal and State laws and regulations regarding confidentiality of participant records and information. If Subrecipient expends less than \$750,000 in federal awards in any fiscal year, it is exempt from federal audit requirements, but its records must be available for review by Fulton County and the federal government. Subrecipient shall provide Fulton County with a copy of Subrecipient's most recent audited financial statements, federal Single Audit report, if applicable, and management letter within thirty (30) days after execution of this Contract and thereafter within nine (9) months following the end of Subrecipient's most recently ended fiscal year.

5. Survival. This Article shall survive the expiration or termination of this Contract.

ARTICLE IV. COOPERATION IN MONITORING AND EVALUATION.

1. Fulton County Responsibilities. Fulton County shall monitor, evaluate, and provide guidance and direction to Subrecipient in the conduct of the Scope of Services performed under this Contract. Fulton County has the responsibility to determine whether Subrecipient has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of Subrecipient to ensure that Subrecipient has met such requirements. Fulton County may require Subrecipient to take corrective action if deficiencies are found. Methods to ensure compliance for federal awards made to the Subrecipient may include pre-award audits, monitoring during the contract and post-award audits.

2. Subrecipient Responsibilities. Subrecipient shall permit Fulton County to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and Subrecipient agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this Contract.

Subrecipient shall cooperate fully with any reviews or audits of the activities under this Contract by authorized representatives of Fulton County or the federal government and Subrecipient agrees to ensure to the extent possible the cooperation of its agents, employees, and board members in any such reviews and audits. This provision shall survive the expiration or termination of this Contract.

ARTICLE V. COMPLIANCE WITH GRANT AGREEMENT AND APPLICABLE LAWS.

1. Compliance with Prime Award and Subaward. Subrecipient shall perform all activities funded by this Contract in accordance with this Contract, Schedule 1 and the applicable contract provisions for non-federal entity contracts under federal awards required under Appendix II to the Uniform Guidance.

2. Compliance with Applicable Laws. Subrecipient shall perform all activities funded by this Contract in accordance with all applicable federal, state, and local laws, including without limitation laws which regulate the use of funds allocated under ARPA. The term “federal, state and local laws” as used in this Contract shall mean all applicable statutes, rules, regulations, executive orders, directives, or other laws, including all laws as presently in effect and as may be amended or otherwise altered during the Term, as well as all such laws which may be enacted or otherwise become effective during the Term. The term “federal, state and local laws” shall include, without limitation, any regulation promulgated pursuant to ARPA.

By entering into this Contract, Subrecipient represents and warrants that it is not in violation of any, and complies with all, federal laws and regulations applicable to subawardees of federal funds and maintains all required federal, state, and local licenses, certifications, permits and accreditations, including the Uniform Guidance found in 2 C.F.R. 200.

ARTICLE VI. TERMINATION

1. Any Party may terminate this Contract by giving thirty (30) calendar days written notice to the other Party and such termination shall be effective upon the 30th day. Notice of termination shall be given to the appropriate Party at the address shown in Article VII of this Contract.

2. Anything contained herein to the contrary notwithstanding, Fulton County may terminate the Contract effective immediately prior to expiration of the term where Subrecipient commits a material breach of the Contract and fails to cure said breach within the time allotted by Fulton County.

3. Upon expiration of the term of this Contract or termination of the Contract, the Parties shall agree upon any outstanding present and future obligations and performance commitments to one another, and shall arrange for a proper accounting and work plan for any and all such obligations.

ARTICLE VII. NOTICES

1. For purposes of this Contract, any notices required to be sent to the Parties shall be hand delivered or mailed to the addresses provided below:

To Fulton County:

Fulton County Community Development Department

137 Peachtree Street SW

Atlanta, Georgia 30303

Copy to:

Office of the County Manager

141 Pryor Street, Suite 10062

Atlanta, Georgia 30303

Office of the County Attorney

141 Pryor Street, Suite 4038

Atlanta, Georgia 30303

To Subrecipient:

Martin Luther King Sr. Community Resources Collaborative

101 Jackson Street

Atlanta, Georgia 30312

ARTICLE VIII. INSURANCE

Subrecipient 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 cancellation 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. GENERAL PROVISIONS

1. If any part of this Contract is found to be invalid or unenforceable, or is otherwise stricken, the rest of this Contract shall remain in full force and effect.

2. This Contract constitutes the entire agreement between the Parties. It supersedes any prior oral understandings between them with respect to the matters addressed herein.

3. This Contract may be modified only by written agreement of the Parties, with such modification being subject to approval by the governing bodies of the Parties.

4. Waiver of any term or condition of this Contract shall be effective in writing and shall not be construed as a waiver of any subsequent breach or waiver of the same term or condition, or a waiver of any subsequent breach or waiver of the same term or condition, or a waiver of any other term or condition of this Contract. Nothing herein shall constitute or be considered a limitation upon or waiver of the Parties’ rights under applicable law.

5. This Contract shall inure to the benefits of and be binding upon the Parties hereto, their successors and assigns. This Contract is not intended to create any rights interest, or benefits in third parties.

6. This Contract shall be governed by the laws of the State of Georgia.

7. This Contract may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original without the production of any other counterpart. Any signature delivered via facsimile or other electronic means shall be deemed an original signature hereto.

8. This Contract is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to

or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Contract.

(SIGNATURES ON LAST PAGE)

Schedule I

Name of Subrecipient: Martin Luther King Sr. Community Resources Collaborative

Subrecipient's Unique Entity ID (SAM) Number: 079826816

SCOPE OF CONTRACTOR'S DUTIES:

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

SCOPE OF WORK:

ARPA Consolidated Community Services Program (ARPA-CCSP)

CCSP Service Category: Economic Stability/Poverty

Eligible Use Category(ies): Assistance to Households

CCSP Funding Priority(ies):

Children and Youth: Not Applicable

Disabilities: Not Applicable

Economic Stability: Access to digital literacy training for middle skill jobs-earn & learn models allowing job seekers to meet basic needs...,Career Exploration/ re engagement with educational systems by opportunity youth. Access to educational resources...,Emergency Financial Assistance inclusive of Rental and Mortgage assistance as well as Utility assistance,Improved access to economic opportunities programs/resources focused on foundational education...

Health and Wellness: Not Applicable

Homelessness: Not Applicable

Senior Services: Not Applicable

Veterans Services: Not Applicable

Martin Luther King Sr. Community Resources Collaborative , Journey to Economic Mobility will provide services at the following locations at specified times during the contract period of 01/01/2024 through 12/31/2024:

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 |
|--|---|---------------------|----------------------|-------------------------|--|---|
| Martin Luther King, Sr. Community Resource Complex | 101 Jackson Street, NE | Atlanta | Georgia | 30312 | 4 | 1,2,3,4,5,6 |

Approach and Design:

Martin Luther King Sr. Community Resources Collaborative , Journey to Economic Mobility will provide services, with ARPA-CCSP funding, to 15 clients that reside in Fulton County.

Martin Luther King Sr. Community Resources Collaborative , will provide the following activities and services in Fulton County with ARPA-CCSP funding:

The MLK Sr. Collaborative believes citizens deserve efficient and high impact services. Our focus is on Economic Stability/Poverty Funding Priorities.

ASPIRATIONS

- Identify and remove barriers for families living in poverty
- Provide accurate and necessary supports with life coaching to empower vulnerable individuals
- Increase health/medical and technical learning opportunities for individuals from disadvantaged backgrounds during the grant period
- Increase pipeline of work-ready individuals who can fill skills gaps in the regional workforce and/or launch entrepreneurial ventures during the grant period
- Increase diversity in health and STEM related fields by actively recruiting low-income individuals, individuals who identify as Black or African American, and women during the grant period (at least 75% of the cohort will identify as racial/ethnic minorities and 50% will be women)

ACTIVITIES

- 100% of participants (up to 15 individuals) will receive wrap around services during the grant period. Wrap services may include Finding or funding affordable childcare to remove employment barriers
Providing MARTA breeze cards and bus fares
Benefits screening and enrollment services (SNAP, TANF, health management services)
DFACS casework management
- 60% of participants (up to 15 individuals) will receive assistance in their job search. This could include enroll in one of the following career pathways: 1) Information Technology (IT) & healthcare/medical credential, or 2) other high demand careers according to the GDOL and City of Atlanta Worksource Plan 2020-2024.
- 100% of participants will be referred to relevant programs and partners to further support their journey to economic mobility.

OTHER SERVICES AVAILABLE TO CLIENTS

1. Emergency Financial Assistance inclusive of Rental and Mortgage assistance, as well as Utility assistance.

We have a screening criteria and verification process to determine an emergency need. Once determined, we will assist with the need and leverage other community support to alleviate the emergency need. Our goal is to ensure we remove barriers that will prevent the client from meeting goals and moving forward based on the verified emergency.

2. Training/Job Development /Employment which leads to self-sufficiency. Ex-offender support services (employment, housing options and transitional skills training).

We will provide one-on-one year long goal setting and support, ensure each client accesses the available training and provide economic opportunities by providing and partnering with agencies that can assist with job readiness, job skills, and job preparation. Our work with the ongoing record restriction programs with Multi-faith Ending Mass Incarceration Program will allow us to continue our support of working with ex-offenders.

3. Access to and support for education resources (GED testing, college/vocational school scholarships and partnerships, wraparound workforce development and life skills services.
4. Google suite of training modules and Google certifications for increased employability.

Our relationships with WorksSource Atlanta, WorkSource Fulton, Rescare and others will ensure we can provide evaluative services and help individuals secure educational opportunities to open doors for new skills and employment preparation. Working with other agencies, we will be able to provide access to training related to the fastest growing skills in creative ways. We know that if we address these objections, we can provide opportunities to move out of the generational poverty in which they live.

The JEM Model aligns with Fulton County's Community Services Programs (CSP) service Category of Economic Stability/Poverty, by providing participants with activities that are related to goal setting and self-assessments that determine client's optimal route to economic independence based on their unique circumstances. The MLK Sr. Collaborative brings synergy to the overall process by offering free on-going in-house client orientation/intake and evaluation services, life skills coaching support, client tracking and other support placement. We fill in the gap where our partners may not be able to provide on-going year-long services to address the multi-needs of our clients.

Designation of ARPA-CCSP Funds:

Based on the awarded amount of **\$25,000.00**, the ARPA-CCSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

Administrative Expenses- ARPA-CCSP Funds that are spent on executive / management staff and administrative support staff salaries, salary fringe, and benefits; etc.).

Operational Expenditures- ARPA-CCSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), utility expenses, transportation expenses (staff travel expenses), marketing/catalogs, etc.

Direct Service Expenditures- ARPA-CCSP 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, 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).

The maximum amount of ARPA-CCSP funds allowed for administrative purposes (executive staff salaries and benefits only) is 5% of funds awarded. Throughout the contract period, program expenditures will be monitored (via performance reports) to ensure that funding is utilized as contracted.

| Cost Category | Designation of CCSP Funding Award |
|---|--|
| Administrative (5% Admin max of funds awarded.) | \$1,250.00 |
| Operational | \$5,750.00 |
| Direct Services | \$18,000.00 |
| <i>Total</i> | \$25,000.00 |

Explanation of Funding Details:

In our efforts our first step is to address the immediate need of the participant that interfering with their ability to address root causes of their situation.

Administrative – \$1,250

- College intern Stipend/organizational salary

Operational – \$5,750

- General (Postage, Marketing, Promotional materials, etc) \$4,160
- Insurance \$1,590

Direct Service – \$18,000.00

- Case Management, Wraparound Services & Financial Literacy Coaching and Training Workforce Development Services and referrals and action plan creation/Supports - \$7,000
- Barriers to Family Success to Support Case Management - Family stabilization support for urgent or emergent barriers to success. (ie. Fine, cost, & fees that impact employment, housing, education, work clothing and/or transportation)
\$5,000
- Content Experts, Speakers, & Trainers - Hired trainers and speakers and support for training specialty services for financial literacy, employment and career prep and behavior health supports.
\$4,500
- Direct Program Supplies and Participant career items and printed Materials
\$1,500

Program Performance Measures:

Martin Luther King Sr. Community Resources Collaborative 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: Number of individuals placed in Living Wage Employment; receiving training/job development/employment support...,Number of individuals receiving Emergency Financial Assistance,Number of individuals who complete GED requirements; Attainment of credential in post-secondary training...

Health and Wellness: Not Applicable

Homelessness: Not Applicable

Senior Services: Not Applicable

Veterans 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 ARPA-CCSP funding, during the funding period 01/01/2024 through 12/31/2024:

METHODS AND GOALS

The Journey to Economic Mobility (JEM) model utilizes a method to bridge families towards self-sufficiency, improve living conditions, increase disposable income and their overall quality of life. With our outstanding life skills training, clients will create and attain personalized educational, financial and career related goals that will disrupt the poverty cycle and move them towards self-sufficiency.

Method includes:

1. Evaluation

2. In-depth Income Review/Verification
3. Educational Analysis
4. Career Development Review
5. Credit and Money Management Evaluation
6. Referral Tracking
7. Barrier Mitigation
8. Success Plan Development
9. Monitoring & Adjustment

We will evaluate, document, assist in goal setting, track and support the client to meet all areas defined on their action plan. We know that each of our clients will come through our doors with individual needs. The MLK Sr. Collaborative's JEM model is equipped to meet the needs of our clients. Our trained professional staff are here to provide each client with an opportunity to create, access and incorporate new skills. Our purpose is for our clients to complete their action plan and help move our families towards self-sufficiency. We know that each individualized goal will be different, but each will have the same path of working with our in-house or outside social services partners.

MAJOR MILESTONES TO BE ACHIEVED – GOALS TO BE ACCOMPLISHED AND TRACKED AS REQUIRED

The JEM program addresses current gaps within human service agencies, uses itself as a model approach of being a one-stop shop and creates strategies to address unmet needs of the community we serve. We provide each client with up to one year of case management services. We must be flexible with our client's needs due to them walking in with all different priorities. We know that not all our client will need all of the training that is offered but may need other services. We will make sure that collaborative partners meet the client's goals.

DATA COLLECTION TOOL(S)/SOURCE(S) USED

The MLK Sr. Collaborative uses data collection and evaluation tools: clients entry informational forms (registration), surveys/questionnaires, and demographics. We use this information to see what the client needs are, used during training to see what skills are learned, end of training to evaluate what Best Practices were used, and collect information from partnering agencies. This information provides accurate reports that measures the outcomes and successes. We use evidence-based practices to review our programs. The JEM model has significant level of quantitative and qualitative data showing positive outcomes. This collected data will confirm the success of the program and support continuous quality improvement. This information will be retained in the MLK Sr. Collaborative's CRM tracking system, VCM, and will be used to measure the program success and challenges.

COUNTY/AGENCY DEFINED GOALS & PERFORMANCE MEASURES TO REPORT.

The MLK Sr. Collaborative JEM program will report on County defined performance measures during the contract in the following categories:

- Number of referrals to WorkSource Fulton/WorkSource Atlanta (or other job search agencies)
- Number of individuals placed in Living Wage Employment; receiving training/job
- Number of individuals receiving access to and support for educational resources
- Number of individuals with improved access to economic opportunities, programs, and resources focused on foundational education, career exploration, and coaching.

Accordingly, we will keep data on supplemental metrics, which will inform our compliance with county defined goals.

Agency Defined Performance Measure(s):

The MLK Sr. Collaborative JEM program will report on Agency defined performance measures during the contract in the following categories: (80% achievement in each area is the goal)

- Percentage of clients who complete an Intake Sessions with Life skills/Career & Skills Assessment
- Percentage of clients who Create, Implement life plan of actions plan
- Percentage of clients who complete Financial literacy, Grow with Google training, or a new credential/certification

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:

FULTON COUNTY, GEORGIA

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

CONTRACTOR:

Martin Luther King Sr. Community
Resources Collaborative, Inc.
VENDOR NAME

Signed by: Name of Signatory: Kenneth Palmer
Kenneth Palmer
Title of Signatory: Board Chair
3523F2FD2A1F4AD...
Authorized Signature

ATTEST:

DocuSigned by:
Tonya R. Grier
EEC476C4837648D...
Tonya R. Grier
Clerk to the Commission

(Affix County Seal)



ATTEST:

Signed by: Name of 2nd Signatory: Zalia Scott
Zalia Scott
Title of 2nd Signatory: Program Coordinator
0FE02A568B56407...
Second Authorized Signature

(Affix Corporate Seal, if applicable)



APPROVED AS TO FORM:

Signed by:
David Lowman
0EC92EDADEFB4B8...
Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:
Stanley Wilson
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#: 24-0432 2ND RM: 6/26/2024 |
| REGULAR MEETING | SECOND REGULAR MEETING |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/13/2024

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 Relation Insurance, Inc. 11215 N.Community House Rd Suite 200 Charlotte NC 28277 | CONTACT NAME: Juanita Scott PHONE (A/C, No, Ext): (678) 740-0101 FAX (A/C, No): (678) 740-0111 E-MAIL ADDRESS: juanita.scott@relationinsurance.com | | | | | | | | | | | | | | |
|--|--|-------------------------------|--------|---|--|--|-------|---|-------|-------------------|--|-------------------|--|-------------------|--|
| INSURED Martin Luther King Sr Community Resources Collaborative 101 Jackson Avenue NE Atlanta GA 30312 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: United States Liability Insurance Group</td> <td></td> </tr> <tr> <td>INSURER B: USLBIC - Mount Vernon Fire Insurance Company</td> <td>26522</td> </tr> <tr> <td>INSURER C: Hartford Accident And Indemnity Company</td> <td>22357</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: United States Liability Insurance Group | | INSURER B: USLBIC - Mount Vernon Fire Insurance Company | 26522 | INSURER C: Hartford Accident And Indemnity Company | 22357 | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: United States Liability Insurance Group | | | | | | | | | | | | | | | |
| INSURER B: USLBIC - Mount Vernon Fire Insurance Company | 26522 | | | | | | | | | | | | | | |
| INSURER C: Hartford Accident And Indemnity Company | 22357 | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:** 24/25 GL Auto UM WC**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 | Y | | NPP1575725G | 05/01/2024 | 05/01/2025 | EACH OCCURRENCE \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | MED EXP (Any one person) \$ 5,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | OTHER: | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | | | | | | | \$ |
| A | AUTOMOBILE LIABILITY | | | NPP1575725G | 05/01/2024 | 05/01/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB | | | CUP2553467 | 08/12/2024 | 08/12/2025 | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> EXCESS LIAB | | | | | | AGGREGATE \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | \$ |
| | DED <input type="checkbox"/> RETENTION \$ 0 | | | | | | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | N/A | | 20WECAA9BED | 11/08/2023 | 11/08/2024 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | | E.L. EACH ACCIDENT \$ 500,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ 500,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A | Professional Liability D&O/EPLI | | | NPP1575725G | 05/01/2024 | 05/01/2025 | Limit: \$1,000,000 |

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

Grant Number: 26558

Grant Title: Journey to Economic Mobility -- CCSP 2024

Fulton County Government is an Additional Insured as respects General Liability when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Fulton County Government
 141 Pryor St SW
 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

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#24RFP013124C-MH
2024 Consolidated Community Services Program

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

FORM G: GEORGIA SECURITY AND IMMIGRATION 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 services³ under a contract with [insert name of prime contractor (Agency)] Martin Luther King, Sr. Community Resources Co. on behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,⁴ in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

896208

EEV/Basic Pilot Program* User Identification Number of Subcontractor

Martin Luther King Sr. Community Resources Collaborative

Name of Subcontractor (Individual/Agency)

Kenneth Palmer

BY: Authorized Signature Officer or Agent of Subcontractor

Board Chair

Title of Authorized Officer or Agent of Subcontractor

Kenneth Palmer

Printed Name of Authorized Officer or Agent of Subcontractor

Sworn to and subscribed before me this 25th day of February, 2024.

Notary Public:

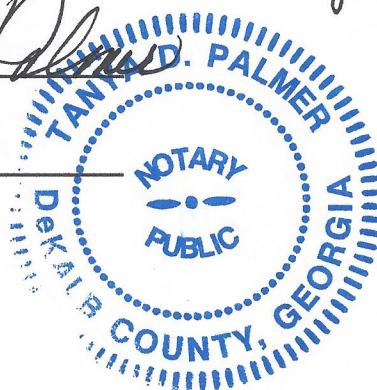
Tanya D. Palmer

County:

DeKalb

Commission Expires:

06/24/2027



³O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

⁴*[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].

#24RFP013124C-MH
2024 Consolidated Community Services Program

Purchasing Forms & Instructions

STATE OF GEORGIA

COUNTY OF FULTON

FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor 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 services¹ under a contract with **[insert name of prime contractor (Agency)]** Martin Luther King, Sr. Community Resources Collaborative, Inc on behalf of Fulton County Government has registered with and is participating in a federal work authorization program*,² in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

896208

EEV/Basic Pilot Program* User Identification Number

Martin Luther King, Sr. Community Resources Collaborative, Inc

Name of Contractor (Agency)

Kenneth Palmer

BY: Authorized Signature of Officer or Agent of Contractor

Board Chair

Title of Authorized Officer or Agent of Contractor of Contractor

Kenneth Palmer

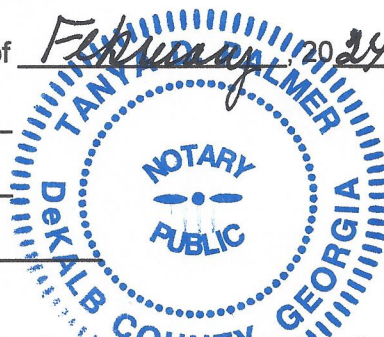
Printed Name of Authorized Officer or Agent of Contractor

Sworn to and subscribed before me this 25th day of February, 2024.

Notary Public: *Tanya Palmer*

County: DeKalb

Commission Expires: 08/24/2027



¹O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

²*[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].

Certificate Of Completion

| | | |
|---|---------------|--|
| Envelope Id: 0920BC6C303148509EC4C281566C5121 | | Status: Completed |
| Subject: Please DocuSign: 2024 ARPA-CCSP Contract-Martin Luther King Sr. Comm-BOC Agenda#24-0432 & #24-0350 | | |
| Parcel ID: | | |
| Employee Name: | | |
| Source Envelope: | | |
| Document Pages: 21 | Signatures: 6 | Envelope Originator: |
| Certificate Pages: 7 | Initials: 0 | Carlos S. Thomas |
| AutoNav: Enabled | Stamps: 2 | 141 Pryor Street |
| Envelopeld Stamping: Enabled | | Purchasing & Contract Compliance, Suite 1168 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | | Atlanta, GA 30303 |
| | | carlos.thomas@fultoncountyga.gov |
| | | IP Address: 73.106.219.199 |


Record Tracking

| | | |
|--------------------------------------|----------------------------------|--------------------|
| Status: Original | Holder: Carlos S. Thomas | Location: DocuSign |
| 8/19/2024 1:40:18 PM | carlos.thomas@fultoncountyga.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Fulton County Government | Location: DocuSign |

| Signer Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| | | |
|--|---|------------------------------|
| Kenneth Palmer ken@mlksrcollaborative.org Security Level: Email, Account Authentication (None) | <div>Signed by: <i>Kenneth Palmer</i> 3523F2FD2A1F4AD...</div> Signature Adoption: Pre-selected Style Using IP Address: 50.168.204.34 | Sent: 8/19/2024 1:49:28 PM |
| | | Viewed: 8/20/2024 4:20:07 PM |
| | | Signed: 9/9/2024 12:43:02 PM |

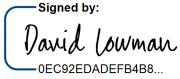
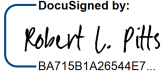
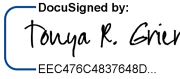
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| Zalia Scott ZScott@mlksrcollaborative.org Security Level: Email, Account Authentication (None) | <div>Signed by: <i>Zalia Scott</i> 0FE02A568B56407...</div> <div></div> Signature Adoption: Pre-selected Style Using IP Address: 76.192.155.226 | Sent: 9/9/2024 12:43:05 PM |
| | | Viewed: 9/9/2024 4:14:28 PM |
| | | Signed: 9/9/2024 4:25:35 PM |

Electronic Record and Signature Disclosure:
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ID: 6e3d4b32-81c8-4cef-a868-7b7c11102c44

| | | |
|--|---|-----------------------------|
| Mark Hawks2 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) | Completed Using IP Address: 45.20.200.178 | Sent: 9/9/2024 4:25:38 PM |
| | | Viewed: 9/9/2024 4:57:09 PM |
| | | Signed: 9/9/2024 4:57:24 PM |

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

| Signer Events | Signature | Timestamp |
|---|--|--|
| Stanley Wilson Stanley.Wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None) | DocuSigned by:  5E4D76DFB4A0450... Signature Adoption: Pre-selected Style Using IP Address: 76.209.103.30 | Sent: 9/9/2024 4:57:27 PM Viewed: 9/9/2024 4:58:32 PM Signed: 9/9/2024 4:58:39 PM |
| 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: 24.99.91.51 | Sent: 9/9/2024 4:58:41 PM Resent: 9/13/2024 6:46:56 PM Viewed: 9/17/2024 9:51:52 AM Signed: 9/17/2024 10:05:07 AM |
| Electronic Record and Signature Disclosure: Accepted: 9/17/2024 9:51:52 AM ID: a3e2a87a-73f8-43fa-b685-812f8145a730 | | |
| David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None) | Signed by:  0EC92EDADEFB4B8... Signature Adoption: Pre-selected Style Using IP Address: 47.36.19.90 | Sent: 9/17/2024 10:05:11 AM Viewed: 9/17/2024 10:06:36 AM Signed: 9/17/2024 10:08:47 AM |
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| 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: 68.208.197.4 | Sent: 9/17/2024 10:08:51 AM Viewed: 9/19/2024 1:37:05 PM Signed: 9/19/2024 1:37:45 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 Security Level: Email, Account Authentication (None) | DocuSigned by:  BA715B1A26544E7... Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4 | Sent: 9/19/2024 1:37:49 PM Viewed: 9/19/2024 1:49:29 PM Signed: 9/19/2024 1:49:31 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Tonya R. Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None) | DocuSigned by:  EEC476C4837648D...  Signature Adoption: Pre-selected Style Using IP Address: 99.96.24.191 | Sent: 9/19/2024 1:49:34 PM Viewed: 9/19/2024 5:04:51 PM Signed: 9/19/2024 5:04:56 PM |
| 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: 9/19/2024 5:05:00 PM Viewed: 9/19/2024 5:50:24 PM Signed: 9/19/2024 5:50:29 PM |
| 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 | COPIED | Sent: 8/19/2024 1:49:26 PM |
| Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 8/19/2024 1:49:27 PM |
| 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 | COPIED | Sent: 8/19/2024 1:49:27 PM |
| Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 9/19/2024 5:50:34 PM |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |

| Envelope Summary Events | Status | Timestamps |
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| Envelope Updated | Security Checked | 8/22/2024 6:23:52 PM |
| Envelope Updated | Security Checked | 9/5/2024 12:01:01 PM |
| Certified Delivered | Security Checked | 9/19/2024 5:50:24 PM |
| Signing Complete | Security Checked | 9/19/2024 5:50:29 PM |
| Completed | Security Checked | 9/19/2024 5:50:34 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Carahsoft OBO Fulton County, Georgia (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Fulton County, Georgia:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: glenn.king@fultoncountyga.gov

To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at glenn.king@fultoncountyga.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to glenn.king@fultoncountyga.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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 |

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO Fulton County, Georgia as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Fulton County, Georgia during the course of my relationship with you.