

## INTEROFFICE MEMORANDUM

Exhibit # 2



### INTEROFFICE MEMO

**TO:** Elsa Castro, Chief Assistant Purchasing Agent  
Felicia Strong-Whitaker, Director Department of Purchasing & Contract Compliance

**THROUGH:** Mia Redd, Deputy Director  
Stanley Wilson, Director

**FROM:** Nathan Simms, Division Manager *Nathan F. Simms*  
Department of Community Development

**DATE:** May 31, 2023

**SUBJECT:** Vendor- Meals on Wheels Atlanta, Inc. – Housing Rehabilitation Program

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The Board of Commissioners Approved the Meals on Wheels, Inc Housing Rehabilitation proposal for contract execution on January 18, 2023.

Since this time the Community Development Department has made tremendous strides to create programmatic infrastructure, including transferring the Senior Services citizen Wait List for program consolidation. In addition, we have worked in tandem with Meals on Wheels Atlanta, Inc to develop administrative process improvements and partnered with Neighborly technology software to create a streamlined portal for increased efficiency.

We now believe that the consolidated Community Development Department Housing Rehabilitation Program, in partnership with Meals on Wheels Atlanta, Inc is ready and able to move forward to expand our citizens reach with an approval to increase its funding capacity with Fulton County General Fund dollars.