



**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 First Step Staffing, Inc.**

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 **First Step Staffing, Inc.** (“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**, First Step Staffing's purpose is to provide economic opportunities for those otherwise locked out of the employment system. Our innovative staffing model matches the necessities of employers and job seekers while addressing the employment challenges faced by people who may be experiencing homelessness or living in chronic poverty, military veterans, and the previously incarcerated. With a comprehensive approach that includes personal coaching, assessment and placement, job site transportation, above-minimum wage pay, and a network of nonprofit support services, we maintain a ready and motivated workforce designed for ongoing success. At First Step Staffing we believe everyone deserves a working future.; 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 Unemployed Workers(“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 30<sup>th</sup> 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:**

First Step Staffing, Inc.

302 Decatur St. Suite 103

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 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. 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:** First Step Staffing, Inc.

**Subrecipient's Unique Entity ID (SAM) Number:** UPMQZH9ZKSX3

**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 Unemployed Workers

**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...,Training Job Development Employment which leads to self sufficiency Ex offender support services...

**Health and Wellness:** Not Applicable

**Homelessness:** Emergency Financial Assistance supported by case management and other supportive services...

**Senior Services:** Not Applicable

**Veterans Services:** Veterans Disability Benefits. Includes the federal VA entities, Veteran Service Organizations...

**First Step Staffing, Inc., Working Future Employment Program 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):**

<b>Name of Program Site</b>	<b>Program Location (complete physical address)</b>	<b>Program City</b>	<b>Program State</b>	<b>Program Zip code</b>	<b>Fulton County District of the program (Facility) location</b>	<b>District(s) of Fulton County Residents Served by the program (facility) location</b>
First Step Staffing	302 Decatur St. SE Suite 103	Atlanta	GA	30312	5	1,2,3,4,5,6
First Step Staffing	302 Decatur St. Suite 103	Atlanta	GA	30312	5	1,2,3,4,5,6

**Approach and Design:**

**First Step Staffing, Inc., Working Future Employment Program will provide services, with ARPA-CCSP funding, to 200 clients that reside in Fulton County.**

**First Step Staffing, Inc., will provide the following activities and services in Fulton County with ARPA-CCSP funding:**

First Step Staffing's approach to promoting economic stability in the areas of: job placement, disability services and reducing homelessness through wrap around services is unique. First Step Staffing efficiently maximizes program impact, through a network of community partners such as: Goodwill of North Georgia, Gateway, Coca Cola, 1800Flowers, City of Atlanta, The Salvation Army, PNC Bank, Grady Healthcare, Westside Works, to name a few.

#### Priority 1 – Job Placement

First Step Staffing solicits contracts with major corporations within Fulton Co. and the City of Atlanta who are in need of a dedicated workforce. FSS negotiates fair wages and consistent job offers that allow many clients to work either, part-time, full-time, seasonal or temporary, depending on the clients' needs. The company's workload needs are met through strategic job placement, which is facilitated by First Step Staffing skilled Job Coaches.

FSS job coaches provide each client with an intake application during orientation. The orientation process allows the job coaches to gathering important information that is noted in the FSS internal database to allow for proper client data management, case management, monitoring and assessments. The orientation also allows for the job coach to identify any employment barriers the client may have that will prevent or deter them from stable employment. Before placing the client on a job assignment, the client is offered either Disability Services or Support Services to address the employment barriers that were identified during orientation and intake.

Once all the clients' employment barriers are addressed with FSS Support Services the client is placed on a job assignment, given the resources needed to attend work and typically reports to the job with 24-48 hours. After the first week of employment, all clients are paid weekly each Friday through FSS. Weekly payments allow for clients to have frequent, sustainable income.

#### Priority 2 – Disability Services

When FSS clients have disabilities and need assistance with gaining SSI/SSDI and Veteran Assistance benefits or other resources to help them become self-sufficient, they are provided with representation to acquire the benefits needed to receive Medicaid or job employment. The intake process for disability services mirrors the intake process for job placement and allows the Disability Services team to identify what the clients' barriers are and how to best provide resources. FSS utilizes the SOAR SSI/SSDI Outreach, Access and Recovery model which helps individuals with severe disabilities to quickly gain access to income and health insurance.

Clients can also benefit from other resources provided by the Disability Services if needed, clients have access to transportation, housing, job readiness, and upskills training. Disability Services also educates clients on their rights, their resources, and their access to employment or earning income their benefits. FSS staff works directly with all disability clients to help them gain the income and benefits they need to help them build a sustainable and healthy life.

FSS Disability Services also provides outreach outside of the headquarters location and goes directly into the Fulton County community. In partnership with Gateway and Grady Hospital, FSS is able to provide SSI/SSDI and Veteran Assistance services to the homeless patients and clients they receive. Having strong community engagement allows FSS to directly serve a very vulnerable population of people that need physical or mental healthcare.

### Priority 3 – Wrap Around Services – Reducing Homelessness

First Step Staffing offers wrap around service through the Support Services program. The Support Services team works directly with the FSS Job Coaches and the Disability Service team to ensure all FSS clients who are in need of resources to overcome employment barriers are provided those resources. Support Services receives client assessments from the various departments and provide immediately aid. The first step to economic stability is sustainable income through employment, the next step is staying gainfully employed, FSS Support Services offers resources to help client's stay employed through the Second Step program.

FSS Support Services team has a robust network of community partners which complement the Support Services department and include some of Atlanta's top agencies. A few of FSS key partnerships include: Goodwill of North Georgia, Westside Works, Atlanta Center for Self Sufficiency, The Salvation Army, Construction Ready, Enterprise Car Rental, Literacy Action, Mini City, Padsplit, Truist and more. The partnerships help FSS build a pipeline of immediate access to different employment barriers.

Goodwill of North Georgia provides job trainings to FSS clients who are interested in learning new skills which will help them gain higher wages or more skilled employment.

Westside Works offers FSS clients an array of job and educational trainings to help them obtain the credentials needed to advance in the workforce.

Atlanta Center for Self Sufficiency lends its referral services to FSS homeless, veteran and financially vulnerable clients. ACSS encourages FSS to become self-sufficient through life stabilization services.

Center for Employment Opportunities' mission is to reduce recidivism and increase employment. CEO refers their recently or formerly incarcerated participants to FSS for immediate employment.

The Salvation Army partners with FSS and offers immediate housing and food to clients in transition.

Construction Ready focuses on hands-on construction training. During the 4-week course, participants learn the skills needed to work within the construction industry: welding, piping, plumbing, HVAC, concrete application, infrastructure, blueprints, and more. Participants also have the opportunity to receive their certificate credentials before completing the program. Skills learned at Construction Ready equip FSS clients with the qualifications needed to make competitive wages in a high demand work industry.

Enterprise Corporation gifted FSS with a vehicle sponsorship, supplying FSS with two transit vans which are used daily to transport FSS clients to and from work from the FSS headquarters.

Padsplit's housing partnership allows FSS to pay for up to six months of rent for working clients. Padsplit apartments come fully furnished with utilities and provide a safe, reliable place for clients to re-establish stability and self-sufficiency.

Mini City has an inclusive platform which empowers FSS and other community organizations to serve homeless and people in transition. The platform allows all the service providers working with the client to track their progress and interaction for program services. This is an instrumental partnership for FSS, as it equips the organization with tracking and assessment tools to better monitor success and gaps in services to vulnerable populations that may otherwise get lost in a web of different providers.

Truist Bank – In partnership with Truist Bank, the FinLit Program is FSS's financial literacy program for all participants receiving resources from the Support Services department. Truist Bank comes out to our office location twice a month to facilitate banking and financial literacy to empower our clients to become fiscally responsible for themselves and their families. The majority of our clients are unbanked due to negative experiences and fees from banking institutions. Truist gives our clients financial information to help them better understand banking practices and the best accounts to setup to help them achieve their financial goals that will help them become economically stable.

**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.

<b>Cost Category</b>	<b>Designation of CCSP Funding Award</b>
<b>Administrative</b> (5% Admin max of funds awarded.)	\$1,250.00
<b>Operational</b>	\$1,750.00
<b>Direct Services</b>	\$22,000.00
<b>Total</b>	\$25,000.00

**Explanation of Funding Details:**

Administrative costs - in the amount of \$1250.00 will pay for a portion of the Job Coach salary.

Direct costs – for program implementation in the amount of \$22,000.00 is allocated to a portion of client transportation costs (Marta/FSS Van) to assist with transportation to and from job assignments (\$12,000). Client training will receive \$10,000 (\$500 per course/20 clients).

Operation costs – to support organizational expenses which include: office supplies in the amount of \$750, marketing materials to promote program benefits and community outreach for \$1,000 for utility costs associated with office operations.

**Program Performance Measures:**

**First Step Staffing, 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:** Number of individuals placed in Living Wage Employment; receiving training/job development/employment support...,Number of individuals with improved access to economic opportunities, programs/resources focused on education...

**Health and Wellness:** Not Applicable

**Homelessness:** Number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created...

**Senior Services:** Not Applicable

**Veterans Services:** Number of Veterans receiving referrals to behavioral health and other supportive services



**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:**

The goals of the First Step Staffing – Working Future Employment Program are:

1. To increase the number of referrals for employment services for Fulton County residents.
2. To provide immediate job coaching, job placement, upskills training, wrap around resources to help clients’ gain access to income and gainful employment.
3. To help increase the number of low-income Fulton County residents who sustain job retention.

FSS will measure the impact of the program and monitor:

1. Number of Fulton Co. residents placed in livable wage employment.
2. Number of Fulton Co. residents that receive wrap around services (training/upskills, SSI/SSDI/VA benefits).
3. Percentage of Fulton Co. residents who can maintain job retention.

FSS strives to provide excellent services to all clients. Once a client completes the intake process, completes an application and assessment they’re placed in our internal TempWorks database for case management. Within 30 days of intake, FSS client have access to either employment, SSI/SSDI assistance, or training and other resources.

FSS is able to track and monitor the progress of all clients at any time by creating a progress report within the TempWorks system. The TempWorks software tracks client contact information, barriers, work assignments, work schedules, pay rate, wages, employee supervisor feedback, infractions, suspensions, clearances, federal forms, calendars, client engagement, and resource support. TempWork system is easily accessible, secure, and utilized by all FSS staff.

**Agency Defined Performance Measure(s):**

Strategy: Deepen and Broaden Our Impact on the Lives of the Individuals we Serve.

Goal: -Continue to improve support programs to facilitate job retention.

Action 1: Research retention support trends and explore innovative concepts to execute including housing, financial empowerment, social inclusion, and training/upskilling.

Action 2: Incorporate innovative coaching and client mindset shift strategies into organizational values and all client interactions.

Action 3: Increase 90-day retention rates in each market by 5% year over year.

Action 4: Standardize, analyze, and enhance data collection, particularly focused on all interventions and impact; develop and execute a rigorous measurement strategy.

Outcomes: Expansion of a scalable and replicable Retention Services model to all First Step markets by 2026. Develop and execute a Housing Pilot program in Atlanta and Philadelphia in 2023 and scale nationally by 2026. Increase retention and permanent placement numbers by a minimum of 10 percent.

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 **First Step Staffing, Inc.**

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

DocuSigned by: Name of Signatory: Amelia Nickerson  
*Amelia Deloach Nickerson*  
9921197BD9AC4CE...  
Authorized Signature

ATTEST:

ATTEST:

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

Signed by: Name of 2nd Signatory: **Kellie Brownlow**  
*Kellie Brownlow*  
F832D6A0097045A...  
Chief Mission Officer  
Second Authorized Signature

(Affix County Seal)



(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)  
02/14/2024

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).

<b>PRODUCER</b> Aon Risk Services, Inc. of Florida 4651 Salisbury Rd Suite 210 Jacksonville FL 32256 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (904) 724-2001 FAX (A/C. No.): (904) 223-0797	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Employee Management Solutions LP 7820 Roswell Road Atlanta GA 30350-4858 USA	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC #</b>	
	INSURER A: Philadelphia Indemnity Insurance Company	18058
	INSURER B: ACE American Insurance Company	22667
	INSURER C: ACE Fire Underwriters Insurance Co.	20702
	INSURER D:	
	INSURER E:	
	INSURER F:	

Holder Identifier :

**COVERAGES** **CERTIFICATE NUMBER:** 570103935115 **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.

Limits shown are as requested

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:			PHPK2630041	12/01/2023	12/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input 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			PHPK2630041	12/01/2023	12/01/2024	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"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB891431	12/01/2023	12/01/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLCR5067177A All other states WC SCFC50671872 Wisconsin WC	01/30/2024	01/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C							

570103935115

Certificate No :

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

## CERTIFICATE HOLDER

## CANCELLATION

Fulton County Government 141 Pryor St. SW Atlanta GA 30303 USA	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 

#24RFP013124C-MH

2024 Consolidated Community Services Program

Purchasing Forms &amp; 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 services<sup>1</sup> under a contract with [insert name of prime contractor (Agency)] First Step Staffing on behalf of Fulton County Government has registered with and is participating in a federal work authorization program<sup>2</sup>,<sup>2</sup> 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.

1164654  
EEV/Basic Pilot Program\* User Identification Number

First Step Staffing  
Name of Contractor (Agency)

[Signature]  
BY: Authorized Signature of Officer or Agent of Contractor

Chief Mission Officer  
Title of Authorized Officer or Agent of Contractor of Contractor

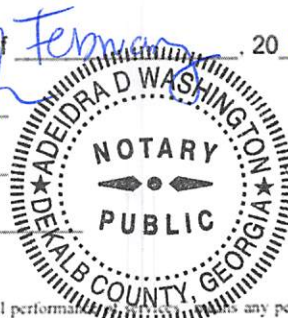
Kellie Brown low  
Printed Name of Authorized Officer or Agent of Contractor

Sworn to and subscribed before me this 20th day of February, 2024

Notary Public: Adeidra D. Washington

County: DeKalb

Commission Expires: 11/25/25



<sup>1</sup>O.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.) for a 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.

<sup>2</sup>[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 &amp; 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 services<sup>3</sup> under a contract with [insert name of prime contractor (Agency)] on behalf of Fulton County Government has registered with and is participating in a federal work authorization program<sup>4</sup>, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

N/A  
EEV/Basic Pilot Program\* User Identification Number of Subcontractor

N/A  
Name of Subcontractor (Individual/Agency)

N/A  
BY: Authorized Signature Officer or Agent of Subcontractor

N/A  
Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent of Subcontractor

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

<sup>3</sup>O.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.

<sup>4</sup>[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: 1EB5FB9453B241058AB9A21AAD89A83F

Status: Completed

Subject: Please DocuSign: 2024 ARPA-CCSP Contract-First Step Staffing, Inc.-BOC Agenda#24-0432 &amp; #24-0350

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 22

Certificate Pages: 7

AutoNav: Enabled

Enveloped Stamping: Enabled

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

Signatures: 6

Initials: 0

Stamps: 1

Envelope Originator:

Carlos S. Thomas

141 Pryor Street

Purchasing &amp; Contract Compliance, Suite 1168

Atlanta, GA 30303

carlos.thomas@fultoncountyga.gov

IP Address: 73.106.219.199

## Record Tracking

Status: Original

8/7/2024 1:36:23 PM

Holder: Carlos S. Thomas

carlos.thomas@fultoncountyga.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Fulton County Government

Location: DocuSign

## Signer Events

Amelia Deloach Nickerson

amelia@firststepstaffing.com

CEO

First Step Staffing

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:



9921197BD9AC4CE...

Signature Adoption: Pre-selected Style

Using IP Address: 12.133.192.27

## Timestamp

Sent: 8/7/2024 1:41:12 PM

Viewed: 8/7/2024 1:41:54 PM

Signed: 8/7/2024 1:42:58 PM

## Electronic Record and Signature Disclosure:

Accepted: 5/22/2019 8:41:57 AM

ID: 63164162-3f86-49d4-9b9f-0713a64d99b5

Kellie Brownlow

kellieb@firststepstaffing.com

Vice President, Development &amp; Community Re

Security Level: Email, Account Authentication  
(None)

Signed by:



F832D6A0097045A...

Signature Adoption: Pre-selected Style

Using IP Address: 12.133.192.27

Sent: 8/7/2024 1:43:01 PM

Resent: 8/13/2024 4:47:31 PM

Viewed: 8/13/2024 4:50:19 PM

Signed: 8/13/2024 4:50:47 PM

## Electronic Record and Signature Disclosure:

Accepted: 8/13/2024 4:50:18 PM

ID: 4c83e0dc-3e1d-438d-b26f-17909a533e63

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: 8/13/2024 4:50:50 PM

Viewed: 8/14/2024 9:16:30 AM

Signed: 8/14/2024 9:16:51 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stanley Wilson


Stanley.Wilson@fultoncountyga.gov

Director

Stanley Wilson

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



5E4D78DFB4A0450...

Signature Adoption: Pre-selected Style

Using IP Address: 76.209.103.30

Sent: 8/14/2024 9:16:54 AM

Viewed: 8/14/2024 9:48:48 AM

Signed: 8/14/2024 9:48:55 AM



Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

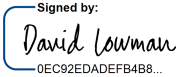
Lauren Hansford  
lauren.hansford@fultoncountyga.gov  
Security Level: Email, Account Authentication  
(None)

Completed  
  
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Viewed: 8/14/2024 10:27:17 AM  
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Electronic Record and Signature Disclosure:  
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David Lowman  
David.Lowman@fultoncountyga.gov  
Security Level: Email, Account Authentication  
(None)

Signed by:  
  
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Signature Adoption: Pre-selected Style  
Using IP Address: 74.174.59.4

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Signed: 8/14/2024 10:35:57 AM

Electronic Record and Signature Disclosure:  
Accepted: 8/14/2024 10:33:33 AM  
ID: 18c880ed-84c3-44e6-9871-8388dfe4a63a

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

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Viewed: 8/14/2024 2:43:26 PM  
Signed: 8/19/2024 3:16:20 PM

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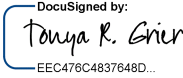

Robert L. Pitts  
michael.oconnor@fultoncountyga.gov  
Security Level: Email, Account Authentication  
(None)

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Signature Adoption: Pre-selected Style  
Using IP Address: 68.208.197.4

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Signed: 8/19/2024 3:44:10 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

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Signed: 8/19/2024 7:24:45 PM

Electronic Record and Signature Disclosure:  
Accepted: 3/16/2018 10:54:59 AM  
ID: f3f241e8-3027-4447-9476-6cf20ae25dd4



Signer Events	Signature	Timestamp
Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 45.20.200.178	Sent: 8/19/2024 7:24:49 PM Viewed: 8/21/2024 8:29:28 AM Signed: 8/21/2024 8:29:33 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) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/7/2024 1:41:09 PM
Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/7/2024 1:41:10 PM
Carlos Thomas carlos.thomas@fultoncountyga.gov Division Manager Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/7/2024 1:41:11 PM Resent: 8/21/2024 8:29:42 AM
Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/21/2024 8:29:38 AM Viewed: 8/21/2024 1:24:25 PM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/7/2024 1:41:10 PM
Certified Delivered	Security Checked	8/21/2024 8:29:28 AM

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Completed	Security Checked	8/21/2024 8:29:38 AM
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.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

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](mailto: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](mailto: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.

**To request paper copies from Carahsoft OBO Fulton County, Georgia**

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](mailto: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.

**To withdraw your consent with Carahsoft OBO Fulton County, Georgia**

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](mailto: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.