

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

OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME

DocuSigned by:  
*Robert L. Pitts*  
14F1B4AA5F6A44A  
Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

DocuSigned by Name of Signatory: **April Cline**  
*April Cline* Title of Signatory: **Executive Director**  
3E9747CDD04C441...  
Authorized Signature

Please select Attest OR Notary from the checkbox

Attest  Notary

ATTEST:

ATTEST:

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

2nd Signatory Name:  
2nd Signatory Title:  
Second Authorized Signature

(Affix County Seal)



(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

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

Yvonne Dover  
Notary Public

APPROVED AS TO CONTENT:

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

DocuSigned by:  
*Stanley Wilson*  
5E4D76DFB4A0450...  
Stanley Wilson, Director  
Fulton County Department of  
Community Development

August 31, 2026  
Commission Expires: \_\_\_\_\_  
DocuSigned by:

Please select RCS or RM from the checkbox

(Affix Notary Seal)

RCS

RM

ITEM#: 2023-0350	RCS: 5/17/2023	ITEM#: _____	RM: _____
RECESS MEETING		REGULAR MEETING	



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS**

**FOR**

**REQUEST FOR PROPOSAL 23RFP010923C-MH**

**2023 COMMUNITY SERVICES PROGRAM**

**FOR**

**YOUTH AND COMMUNITY SERVICES DIVISION**

**OF**

**FULTON COUNTY, GEORGIA**

## CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2023**, by and between **FULTON COUNTY**, Georgia (hereinafter referred to as “Fulton County” or “County”), a political subdivision of the State of Georgia, acting by and through its Community Development Department’s Youth and Community Services Division (“YCS”), and **Shelters to Shutters** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

### WITNESSETH

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

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

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

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

The Agreement was approved by the Fulton County Board of Commissioners on **March 17, 2023**, **BOC#23-0350**.

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

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**ARTICLE I - PARTIES AND TERM:**

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

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

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

(d) This Agreement will remain in effect from **January 1, 2023**, until midnight **December 31, 2023**.

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

**ARTICLE II - SCOPE OF CONTRACTOR’S DUTIES:**

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

**SCOPE OF WORK:**

**Community Services Program (CSP)**

**CSP Service Category:** Economic Stability/Poverty

**CSP Funding Priority(ies):**

**Economic Stability:** Economic Stability Poverty Self Sufficiency|Economic Stability Poverty Access to digital literacy Training|Economic Stability Poverty Improved access

**Shelters to Shutters, Shelters to Shutters (Atlanta Region) Housing and Job Placement Program** will provide services at the following locations at specified times during the contract period of **01/01/2023** through **12/31/2023**:

**Service Delivery Site(s):**

**CSP Staff paste Service delivery site(s) from WebGrants (Q.9):**

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:
Shelters to Shutters (Atlanta Region) Office	4405 Northside Parkway, Suite 2222	Atlanta	GA	30327	3	1, 2, 3, 4, 5, 6
Shelters to Shutters (Atlanta Region) Training Site #1	5100 Welcome All Rd. SW	Atlanta	GA	30327	5	1, 2, 3, 4, 5, 6
Shelters to Shutters (Atlanta Region) Training Site #2	1725 Windward Concourse	Alpharetta	GA	30005	1	1, 2, 3, 4, 5, 6

## Approach and Design:

**Shelters to Shutters, Shelters to Shutters (Atlanta Region) Housing and Job Placement Program** will provide services to 5 clients that reside in Fulton County, with CSP funding.

**Shelters to Shutters, Shelters to Shutters (Atlanta Region) Housing and Job Placement Program will provide the following activities and services in Fulton County with CSP funding:**

While the work of Shelters to Shutters addresses many of the funding priorities related to the CSP Service Category of “Homelessness,” we have chosen to highlight how our programs align with the funding priorities associated with the CPS Category of “Economic Stability/Poverty.” Those priorities include: CSP Funding Priority #1: Training/Job Development/Employment which leads to self-sufficiency. CSP Funding Priority #2: Access to digital literacy/training for middle-skill jobs including “earn and learn” models which allow job seekers to meet basic needs while training to enter living wage jobs. CSP Funding Priority #3: Improved access to economic opportunities, programs, and resources focused on foundational education, and career exploration; Wraparound Support to address basic needs during training (rental assistance, transportation, childcare). Service/Activity: Shelters to Shutters works with Continuum of Care service providers to identify program candidates that are a good fit for our program. In our model, Shelters to Shutters staff members cultivate relationships with non-profit social service providers who work with individuals experiencing homelessness, provide workforce development opportunities, or both. Those providers help us identify individuals who have the skills sought by our property management partners and would potentially be interested in our program. We then screen and vet candidates through interviews and background checks to ensure they are a good fit for our partners’ open positions and vice versa. Nonprofits referring candidates to Shelters to Shutters must complete a program application for each candidate. The program application (sent to the Executive Director and the national program team) requires the following information about the candidate, which is later confirmed by Shelters to Shutters staff: Client information - age, demographics, gender, race, marital and veteran status Household information - family members/dependents along with age, race, relationship status Education, criminal background, employment information Sources of income - All expenses and debt Service/Activity: Shelters to Shutters cultivates partnerships with multifamily housing companies that are willing to interview, employ and affordably house program participants A research study released in May 2022 commissioned by the National Multifamily Housing Council and National Apartment Association reports that the U.S. needs 4.3M new apartments by 2035 to meet demand. This rapid growth in the multifamily housing industry also leads to a demand for quality employees to fill entry-level positions in property management. Shelters to Shutters matches leading property management companies with individuals who are ready to work and have the motivation and skill set for a career in property management. The result is an innovative program that provides full-time employment and housing opportunities for individuals at-risk of or facing homelessness and a pipeline of high-quality, motivated employees for the multifamily housing industry. Shelters to Shutters (Atlanta Region) partners with 13 apartment management companies, placing people experiencing situational homelessness in entry-level jobs at residential communities where they are also provided with discounted onsite housing. Most regional partners provide a 70% market rate discount to rent for the first 12 months of the program participants’ employment. By comparison, the industry standard housing discount for on-site employees is approximately 20%. Service/Activity: Shelters to Shutters hosts targeted job fairs where participants are provided opportunities to connect with partnering multifamily housing companies that will ultimately offer them employment and housing. In 2023, Shelters to Shutters (Atlanta Region) is committed to 4 job fair hiring events. The events feature the following components and deliver tangible results: These are all-

day events. In the morning, our referrals/candidates will receive interview prep sessions and resume coaching to be well-prepared for actual interviews that will occur in the afternoon. Prospective employers set up booths where they display recruitment and marketing materials and can interact with candidates. In this model, candidates have an opportunity to talk to multiple potential employers, get a chance to practice “soft skills” like interviewing and networking, and have a greater agency in selecting where to submit applications. Prospective employers have an opportunity to interview potential employees, survey the candidate pool, pitch their specific job opportunities, and further their DEI objectives. These events also provide an opportunity for funders and other corporate partners to see first-hand the value of Shelters to Shutters in breaking down stereotypes about unhoused individuals and, most importantly, in connecting these persons with a future prospect that includes housing and a job. Not a theoretical, nebulous future but rather a tangible and near-term future. We will capture metrics for all events, including overall participation numbers. Candidate metrics include demographic information, family status, job categories, placements, and veteran status. For industry partners, we will track the number of interviews and for what role; the number of individuals asked back for a follow-up interview; and the number of individuals hired.

**Service/Activity:** Shelters to Shutters recently launched a mentor program to support program participants in the longer-term. The Shelters to Shutters mentoring program pairs Shelters to Shutters candidates with volunteer mentors who commit to engaging with the candidates for 12 months. We believe a robust mentoring program is crucial for our clients and will help ensure long-term self-sufficiency beyond the first year of employment. To work with our program participants, mentors must: Be at least 20 years old. Complete a volunteer application, sign a volunteer confidentiality agreement, and interview with the Executive Director (to assess appropriateness, commitment level, and gather the information that will assist in developing good mentor-mentee matches). Complete a specialized training program that covers topics like healthy mentoring relationships, boundaries, understanding the issue of homelessness, codes of conduct, procedures and communicating with Shelters to Shutters. Once matched, the Mentor, Mentee, and Shelters to Shutters will enter into a formal mutual mentoring agreement.

**Service/Activity:** Shelters to Shutters provides online training opportunities specific to the needs of participants and high-demand jobs sought after by the property management industry as well as more advanced vocational/technical training that improves opportunities for advancement in the multifamily housing industry over time. Shelters to Shutters has recently incorporated a state-of-the-art Learning Management System, Edge2Learn, into our program. This online training platform specializes in vocational training for roles in the multifamily housing industry. They provide courses and learning paths that prepare program participants to succeed in Groundskeeper, Maintenance Technician, and Leasing Office Coordinator roles. A myriad of industry-specific and soft-skill training topics are available through Edge2Learn, including modules related to property maintenance, leasing and marketing, operations, human resources, and leadership. Shelters to Shutters also develops its own internal training courses that have been customized to meet the specific needs of our program participants. The Shelters to Shutters Training Department will continue to evolve our in-house offerings as the needs of participants and our multi-family partners emerge. Our soft skill literacy training courses are particularly valuable to participants, topics include: communication, interviewing, resume writing, presentation skills, self-motivation, and email etiquette. Technical training in Microsoft Word, Outlook, Powerpoint, and Excel are also offered.

**Service/Activity:** Shelters to Shutters partners with organizations that can equip program participants with more advanced vocational/technical training that improves their opportunities for advancement in the job market. When participants are ready, Shelters to Shutters helps provide pathways to more advanced and specialized training to improve their ability to get wage increases, promotions, or certifications. Shelters to Shutters engages in numerous partnerships with vocational training entities. Examples of these partnerships include: Goodwill Industries 7-week CAMT (Certified Apartment Maintenance Technician) course: Shelters to Shutters participants taking advantage of this opportunity receive training for careers in the field of residential or commercial facility management and repair,



OSHA 10 Safety Training, EPA Universal as well as R410A (Refrigerant). Plumbing, Electrical, and CPO (Certified Pool Operator) coursework. This 7-week course is free to all Shelters to Shutters participants. Licensing Boards of America offers an EPA 608 Certification. Shelters to Shutters refers their participants to the Licensing Board of America for EPA (Environmental Protection Act) 608 certification. This certification is mandatory for any maintenance technician who maintains, services, repairs, or disposes of chemicals in standard HVAC and heating systems. Chadwell University offers training in Appliance Troubleshooting. This hands-on program provides participants with the skills and experience to service all major appliances, from washing machines and dryers to ranges and refrigerators. The Atlanta Apartment Association offers CALP (Certified Apartment Leasing Professional) Certification. This is the first credential earned in a career in residential property management, and assists leasing agents with integrating successful sales techniques, increasing resident retention, and meeting resident needs.

**Health and Human Services Strategic Objective Alignment**

The services provided by Shelters to Shutters most closely align with the following Fulton County “Health and Human Services” Strategic Objectives and the associated Key Indicators that are improved by those services appear below:

**Fulton County “Health and Human Services” Strategic Objective #1: “Prevent health disparities by educating residents and connecting them to available resources.”** Associated Key Indicator improved by the services provided by Shelters to Shutters include:

**Number of uninsured adults and children** According to a study done by the National Healthcare for the Homeless Council, of the more than 20,000 patients served by Georgia’s federally-funded Health Care for the Homeless facilities in 2019, 65% were uninsured. When Shelters to Shutters enters into a partnership with a multifamily housing property management company, we negotiate a series of minimum requirements related to the job offers our program participants receive. Health insurance is one of those requirements. Therefore, we expect that all 10 Fulton County participants funded by this grant will become insured as part of their employment terms, thus helping Fulton County reduce the number of uninsured adults and children in 2023. In addition, the health insurance status of participants is tracked both 90-days after a participant is hired by one of our property management partners, and at Graduation or program exit (whichever comes first) as part of our “Self-Sufficiency Matrix” assessment.

**HHS Strategic Objective: “Support the vulnerable residents in our social services.”** Associated Key Indicators Improved by the services provided by Shelters to Shutters

**Number of residents who receive permanent supportive housing and support services** Percentage change in the homeless population each year. Shelters to Shutters has delivered impressive outcomes related to participant job retention and housing stability. As previously mentioned, data shows that 87% of Shelters to Shutters participants remain employed for at least one year in the multifamily housing industry - that employment includes discounted housing. Data also confirms that 93% of Shelters to Shutters participants do not re-enter homeless services within one year. We expect these trends to extend to the 10 Fulton County residents that would benefit from these grant funds, thus contributing to an increased number of residents receiving permanent supportive housing and a decrease in the homeless population in Fulton County for 2023.

**Collaborative relationships to assist organizations to address this need:** Most non-profit organizations serving those experiencing homelessness must choose which to prioritize for their clients: housing or employment. Shelters to Shutters can offer both simultaneously through our partnerships with non-profit partners and property management firms. Shelters to Shutters is a Continuum of Care (CoC) organization in Atlanta and has relationships with more than 30 local nonprofits that help identify candidates for our program. These “referring nonprofit partners” help Shelters to Shutters connect with individuals experiencing situational homelessness, are enthusiastic about working in the multifamily housing industry, and have workforce experience. Referral partners in the Atlanta area include the Atlanta Veterans Administration, ARCHI (Atlanta Regional Collaborative for Health Improvement), Goodwill of North Georgia, the Salvation Army, Mercy Care of Atlanta, Action Ministries, the Atlanta Mission, Atlanta Technical College, Chris 180, the Warrior Alliance, Hope Atlanta, Project Community Connections, Inc., United Way of Atlanta, and Hands on Atlanta. Shelters to Shutters has 13 multifamily

industry partners that have agreed to interview, hire and house Shelters to Shutters participants in Atlanta including ACRE First Communities. Cortland. Crescent Communities. Dominion, Fairfield, Gables, Windsor, Harbor Group, IMT Residential, IRT Living, Middleburg. Ti Communities, and Waterton. Shelters to Shutters corporate partners include Home Depot, the Stand Together Foundation, the Smile Direct Club, and Walker & Dunlop. In addition, we partner with CORT Furniture, a company that provides furniture rentals and transitional services throughout the country. CORT and Shelters to Shutters have teamed up to provide a Housewares Essentials Kit to every Shelter to Shutters participant when they transition to their new apartment. The kit includes essentials such as linens, towels, kitchen necessities, small appliances, and more to make their new place to live a home in which to thrive. CORT also provides furniture pieces to our participants which include bedroom furniture, dining room set, and living room set - table, chairs, ottoman, coffee table, and television. Through a partnership with Comcast, we can provide free internet service and laptops to participants without significantly impacting our program budget. Any participant in our program who wants or needs a computer gets one. Computer literacy training will also be provided by our volunteers.

### Designation of CSP Funds:

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

- **Administrative Expenses-** CSP Funds that are spent on executive / management staff and administrative support staff salaries, salary fringe, and benefits; etc.).
- **Operational Expenditures-** CSP 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/catalogues, etc.
- **Direct Service Expenditures-** CSP funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, 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 CSP 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.

### CSP Staff paste designation of funding request chart from WebGrants (Q.8)

Cost Category	Designation of CSP Funding Award	Detailed Explanation of how the Funding Award will be Expended
<b>Administrative</b> (5% Admin max of funds awarded.)	\$1,000.00	Executive Director salary and support
<b>Operational</b>	\$4,500.00	Payroll taxes, etc.
<b>Direct Services</b>	\$19,500.00	Salaries, Training, Supplies, Laptops
<b>Totals</b>	<b>\$25,000.00</b>	

### Additional Explanation of Funding Details:

The following costs are requested to serve 5 Fulton County participants in 2023 with in-depth services for housing, employment, and income stability:

Administration: \$1,000 for Executive Director salary's administrative and management duties.

Operational: payroll taxes - FICA (\$2,219), postage, staff travel (\$1,000), liability insurance (\$1,281).

Direct Services: for Executive Director salary (\$6,000) and Training Manager salary (\$3,000), for Technical and Vocational Training classes including Edge2Learn, HVAC, Plumbing, Carpentry, CALP and CAMT

(\$9,500) materials and supplies for training and hiring events (\$500),laptop or iPad for participants (\$1,000).

**Program Performance Measures:**

**Shelters to Shutters agrees to track and report program performance to the Fulton County Department of Community Development.**

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

**Economic Stability:** Economic Stability Poverty referrals to WorkSource Fulton|Economic Stability Poverty Number of individuals placed in Living Wage Employment|Economic Stability Poverty Number of individuals who complete GED requirements attainment of credential in post sec

**The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period (January 1, 2023-December 31, 2023):**

Shelters to Shutters will use the following methods to reach goals relating to three Economic Stability/Poverty County defined performance measures: Number of referrals to WorkSource Fulton/WorkSource Atlanta Number of individuals placed in Living Wage Employment, receiving training/job development/employment support services which lead to self-sufficiency Number of individuals receiving access to and support for educational resources (vocational partnerships) County-defined performance measure #1: Number of referrals to WorkSource Fulton/Worksource Atlanta Corresponding Goal: 10 Methods: After a candidate has been screened and accepted into the Shelters to Shutters program, it is standard practice to refer them to WorkSource Fulton/WorkSource Atlanta (WorkSource). The executive director makes these referrals and keeps a record of any WorkSource assistance received for each candidate in the program. After referral to WorkSource Fulton/WorkSource Atlanta candidates will have the option to apply for WIOA funding for the following 2 services: (1) WorkSource provides funding to economically disadvantaged adults, at-risk youth, and dislocated workers through the WIOA (Workforce Innovation and Opportunity Act). When well-suited, this program provides funding to Shelters to Shutters participants seeking training to increase or enhance skill levels to gain employment. When Shelters to Shutters participants need vocational or technical training from a WorkSource-eligible training provider, WorkSource uses WIOA funds to pay for the training. (2) On-the-Job Training (OJT) utilizes WIOA resources to subsidize the training period for eligible new hires. New hires must be WIOA eligible participants and hired as an “employee” of the business. Subsidies can be up to 75% of wages for six months for qualified employers and qualified jobs/positions. For example, if an apartment complex hired one of our participants as a leasing coordinator, Shelters to Shutters could ask WorkSource to use WIOA funds to subsidize up to 75% of their salaries for the first 6 months. How this will be measured (tools used): Shelters to Shutters will track the number of referrals to WorkSource Fulton and WorkSource Atlanta as well as the number of participants who are subsidized for WIOA funding for training and credentialing and/or OJT. County-defined performance measure #2: Number of individuals placed in Living Wage Employment, receiving training/job development/employment support services which lead to self-sufficiency Corresponding Goals: 10 Methods: Helping people move from homelessness to self-sufficiency is at the core of our mission. As such, we ensure that we are effectively meeting the needs of those we serve by closely tracking job placement, training, and housing data. The Executive Director maintains this data. Additionally, Shelters to Shutters uses a tested tool, the “Self-Sufficiency Matrix,” to ascertain how self-sufficient participants are at different stages in our relationship with them and uses that information to guide the support we provide them. The Self-Sufficiency Matrix is administered at three points in the relationship: 1) initial screening, 2) 90 days after a participant is hired by one of our property management partners, and 3) at Graduation or program exit (whichever comes first). To complete the Self-

Sufficiency Matrix, the Executive Director of Shelters to Shutters (Atlanta Region) asks the program participant a series of questions related to seven domains of self-sufficiency: income, employment, housing, food, adult education, legal and life skills. Once the appropriate current status of the participant is found, the Executive Director scores all seven domains and enters it into a system referred to as “Trax” so that information can be aggregated for analysis to help refine programming over time. This information has a very immediate impact on participants as well. As mentioned, administering the Self-Sufficiency Matrix includes direct interaction between the participant and the Executive Director. Participants’ responses are scored by domain and on a continuum that includes ratings of 1) in-crisis, 2) vulnerable, 3) safe, 4) building capacity, and 5) empowered. Because there is real-time interaction, Shelters to Shutters can act quickly to help participants if they fall into an “in-crisis” or “vulnerable” state in any of the domains. This tool lets us strategically engage our wide network of CoC partners. This tool also allows us to identify areas of opportunity that might help a participant move from a “safe” to an “empowered” state in a domain. How this will be measured (tools used): We will capture metrics for all job fair events, including overall participation numbers. Candidate metrics include demographic information, family status, job categories, placements, and veteran status. For industry partners, we will track the number of interviews and for what role; the number of individuals asked back for a follow-up interview; and the number of individuals hired. Shelters to Shutters also monitors and adjusts participant support over time by using the Self-Sufficiency Matrix with all participants at the three intervals mentioned above. County-defined performance measure #3 Number of individuals receiving access to and support for educational resources (including vocational partnerships) Corresponding Goals: 10 Methods: All Shelters to Shutters program participants engage in career and life skill training. The Executive Director closely tracks each participant's education-related connections and accomplishments while in the Shelters to Shutters program. We believe that the strongest path to economic self-sufficiency lies in providing their participants with extensive vocational training and specific certifications. We encourage program participants to continue honing their skill sets in the long term, making it more likely that their financial health and overall quality of life will continue to improve over time. As discussed in more depth under the Design & Activities section, we have relationships with training providers like Goodwill Industries, Licensing Boards of America, Chadwell University, and the Atlanta Apartment Association. Some of the specialized certifications/skills available to our participants through these providers include: Certified Apartment Maintenance Technician OSHA 10 Safety Training Certification EPA Section 608 Technician Training (Universal) R410A (Refrigerant) Certification Make Ready Maintenance Technician training (including basic Plumbing, Electrical, and Certified Pool Operator (CPO) Appliance Tear Down & Troubleshooting Coursework Certified Apartment Leasing Professional) Certification The Self-Sufficiency Matrix is also used to identify challenges and opportunities specifically related to “adult education.” For instance, if a participant doesn’t have a high school diploma or GED, and isn’t currently enrolled in high school, a GED program, or an alternative education program, they are flagged as “in crisis.” In this case, Shelters to Shutters would refer that participant to a CoC partner with a GED or alternative education program. How this will be measured (tools used): The Executive Director tracks the number of participants who enroll in training and credentialing programs and the number of participants who graduate and obtain a credential or certification. The Self-Sufficiency Matrix is also administered as described above. Project Milestones to be Achieved and Supporting Schedule

Quarter	Job Fair	Participants Accepted	Training Provided	Job Placement	WSA Referrals
January 1-March 31, 2023	Quarterly job fair	Accept 10 Fulton Co participants	Provide training to 1-2 participants	Provide job placement to 1-2 participants	Provide WSA referrals to 1-2 participants
April 1-June 30, 2023	Quarterly job fair	Accept 10 Fulton Co participants	Provide training to 1-2 participants	Provide job placement to 1-2 participants	Provide WSA referrals to 1-2 participants
July 1-September 30, 2023	Quarterly job fair	Accept 10 Fulton Co participants	Provide training to 1-2 participants	Provide job placement to 1-2 participants	Provide WSA referrals to 1-2 participants
October 1-December 31, 2023	Quarterly job fair	Accept 10 Fulton Co participants	Provide training to 1-2 participants	Provide job placement to 1-2 participants	Provide WSA referrals to 1-2 participants

Shelters to Shutters also measures milestones per

participant as opposed to program year. The two biggest milestones are the 1 year graduation (the participant has been in the program for 1 year and been with the same employer for a year and maintained stable housing for a year), and not returning to homelessness at the end of the program. The other two milestones are that at the end of the year, the participant has received a promotion and or wage increase. Data collection tool(s) used to report progress on performance measures: We use focus groups, surveys, telephone surveys/screenings, customer service polls.

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


The following agency-defined performance measures correspond with our national objectives and Shelters to Shelters will strive to achieve them locally and capture data to report to Fulton County as well: Agency-defined performance measure #1: Number of individuals remaining with their original employer after one year of employment. Methods: We commit to exceeding a 80% retention rate, defined as Shelters to Shelters participants remaining with their original employer after one year of employment. High retention rates generally reflect healthy job satisfaction among participants and, for the employer, create value in labor stability, resident satisfaction, and cost savings (lower turnover rates are associated with lower recruitment training costs). In the multifamily industry, workforce turnover is extremely high. According to the National Multifamily Housing Council, on average, property management companies replace 31% of their workforce annually, with many operators reporting a 50% turnover for their entry-level positions. Shelters for Shelters has an astonishing 87% annual employee retention rate among the individuals we have placed through this program. How this will be measured: Job retention rates reported by employer-partners and the participants. Agency-defined performance measure #2: Number of individuals not reentering homeless services within 1 year. Methods: We expect that at least 90% of Fulton County participants will not re-enter homeless services within 1 year. Through our comprehensive program that combines housing, employment, training, and support services, we expect to help participants overcome common barriers to stability that cause them to experience homelessness again. Our goal is to transition individuals from experiencing homelessness or housing instability to economic self-sufficiency. We are proud to have a 93% success rate of participants not re-entering homeless services. We commit to maintaining this level of success and will continue to track this metric. How this will be measured: By analyzing HMIS data and participant follow-up contact. Agency defined performance measure #3: Number of individuals that receive a wage increase within 12 months. Methods: The multifamily industry offers clear and direct pathways with opportunities for advancement and promotions mapped out for entry-level employees. We work with our entry-level participants to enroll them in training and certification courses, making them eligible for wage increases and promotions to ensure their long-term success further. Of those participants who have been with the program for at least one year, 89% have received wage increases. For Fulton County participants supported by this funding, this performance measure would be tracked at multiple points after employment (3 months, 6 months, 12 months) How this will be measured: By wage/salary reports such as offer letters, pay stubs, etc. reported by employer-partners and the participants involved.

## **ADDITIONAL REQUIREMENTS**

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

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.
3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).
4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete addresses of Fulton County residents served by this funding.
5. Contractor agrees to comply with the Operational Specifications outlined in the 2023 Community Services Program RFP 23RFP010923C-MH.
6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgement: **“Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development.”**

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

County Logo 

### **Reporting**

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

6. Contractor will be required to submit completed performance reports (with deadlines of July 28, 2023, and January 12, 2024) to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.
7. Contractor will be required to provide demographic information concerning the Fulton County residents served, including, but not limited to age, race/ethnicity and gender.
8. Contractor will be required to report the number of UNDUPLICATED/NEW participants directly served through the Community Services Program funding. **Please note:** Failure to serve the total number of participants contracted to be served with CSP funding may result in reimbursement of CSP funding to Fulton County. Failure to reimburse the funding requested will result in the ineligibility to receive future funding.
9. Contractor will be required to submit unduplicated client rosters in a spreadsheet format that includes the complete residential addresses of the Fulton County residents served with CSP funding, and



LEDGERS demonstrating how Community Services Program funds were expended for the specified reporting period.

**Expenditure of Funds**

10. Contractor is prohibited from utilizing CSP funds for capital expenditures. (A “capital expenditure” is defined as: any resource not completely consumed during the contract year, i.e. computers, printers, construction, vehicles, cell phones, etc.) Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are excluded from the definition of “capital expenditure” (e.g., children's story books, educational materials, games, puzzles, and flash cards).
  
11. Community Services Program funds must be expended by December 31, 2023. All funds that are not spent by this date must be reimbursed to Fulton County Government within 30 days of written request. A Contractor’s failure to adhere to this requirement will result in one or more of the following: inability to receive future funding from Fulton County, and/or legal action against the agency to recoup funding that are not reimbursed by the deadline.

**ARTICLE III - COMPENSATION FOR SERVICES**

(a) Fulton County agrees to pay Contractor a maximum sum of **\$25,000.00**.

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

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

(d) The Contractor agrees and understands that all expenditures must be consistent with the scope and purpose of this Agreement, and expenditures must be consistent with the guidelines and definitions established in the **Community Services Program Request for Proposal (“RFP”)** **23RFP010923C-MH**, which is hereby incorporated by reference herein and made a part of this agreement. The County reserves the right to approve and reject payment for expenditures which are not consistent with the scope and purpose of this Agreement, and which the County determines are not consistent with the guidelines and definitions established in the Community Services Program RFP.

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

**ARTICLE IV - RECORD KEEPING**

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

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

(c) A performance report, with supportive documentation consistent with provisions of the Agreement outlined in Article II, must be provided to Fulton County no later than **July 28, 2023, for the period January 1, 2023-June 30, 2023; and January 12, 2024, for the period July 1, 2023-December 31, 2023.**

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

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

**Youth and Community Services Division  
Community Services Program  
c/o: Grants Administration  
[hsd.grants@fultoncountyga.gov](mailto:hsd.grants@fultoncountyga.gov)  
137 Peachtree Street, SW  
Atlanta, Georgia 30303**

To Contractor:

**Shelters to Shutters  
4405 Northside Parkway  
Atlanta, Georgia 30327**

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

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

#### **ARTICLE V - INDEMNIFICATION**

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

**ARTICLE VI – TERMINATION OF AGREEMENT FOR COUNTY’S CONVENIENCE AND  
FOR CAUSE**

(a) This Agreement is effective on **January 1, 2023**, and shall terminate on **December 31, 2023**, unless earlier terminated in accordance with the provisions of this Agreement. Notwithstanding termination of the Agreement, Contractor is obligated to fulfill all of its obligations, including its reporting requirements.

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

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

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

(e) In the event that this agreement is terminated by Fulton County or Contractor, following the Fulton County’s determination that Contractor is not or has not been in substantial compliance with any provision of this agreement, Contractor agrees that Fulton County shall have the right to terminate this Agreement between Fulton County and Contractor without penalty. Contractor acknowledges and agrees

that Fulton County's right to terminate includes, but is not limited to, the right to withhold any and all future compensation due to Contractor pursuant to the terms of any and all other agreements between Fulton County and Contractor.

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

### **ARTICLE VII - INDEPENDENT CONTRACTOR STATUS**

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

(b) Contractor acknowledges that **Shelters to Shutters**, its directors, officers, employees, agents and assigns shall have no right of redress pursuant to the Personnel Rules and Regulations of Fulton County.

(c) The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to Fulton County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from Fulton County such documents and information as may be necessary to obtain

such tax exemptions. Fulton County shall have no liability to the Contractor for payment of any tax from which it is exempt.

### **ARTICLE VIII - INSURANCE**

Contractor agrees to obtain, maintain and furnish to Fulton County, a Certificate of Insurance (COI) showing the required coverage during the entire term of this Agreement. All insurance limits are listed in the “Insurance and Risk Management Provisions” document, Attachment “A”, with Fulton County, Georgia added as an “Additional Insured”. The 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 – AMENDMENTS AND MODIFICATIONS TO CONTRACT**

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

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

### **ARTICLE X - SUBCONTRACTING**

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

**ARTICLE XI - ASSIGNABILITY**

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

**ARTICLE XII - SEVERABILITY OF TERMS**

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

**ARTICLE XIII – PRECEDENCE OF AGREEMENT**

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

**ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY**

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

(1) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, or disability. As used herein, the words “shall not discriminate” shall mean and include without limitations the following:

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



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

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

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

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

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

#### **ARTICLE XV - CAPTIONS**

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

#### **ARTICLE XVI - GOVERNING LAW**

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

**ARTICLE XVII - JURISDICTION**

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

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

[SIGNATURES ON FOLLOWING PAGE]

# Attachment A

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] Shelters for Shelters on behalf of Fulton County Government has registered with and is participating in a federal work authorization program<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.

2062921  
EEV/Basic Pilot Program\* User Identification Number

April Clive  
BY: Authorized Officer of Agent  
(Insert Contractor Name)

Executive Director  
Title of Authorized Officer or Agent of Contractor

April Clive  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this 25 day of January, 20  .

Notary Public: [Signature]

County: Paulding

Commission Expires: 9/15/26



<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, RFP, 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>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].

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>1</sup> under a contract with [insert name of prime contractor] behalf of Fulton County Government has registered with and is participating in a federal work authorization program<sup>\*, 2</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

Non Applicable  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer of Agent  
(Insert Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

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

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

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

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

<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.) 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>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].



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/08/2023

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> Windermere Insurance Group LLC P O Box 32008 Charlotte, NC 28232-2008 Scott H. Shannon		<b>704-247-3000</b> <b>CONTACT NAME:</b> Jaime C. Noble <b>PHONE (A/C, No, Ext):</b> 704-247-3000 <b>FAX (A/C, No):</b> 704-247-3050 <b>E-MAIL ADDRESS:</b> poi@windinsgroup.com																					
<b>INSURED</b> Shelters to Shutters 1921 Gallows Rd Ste 700 Vienna, VA 22182-3994		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Selective Insurance Co of SE</td> <td>39926</td> </tr> <tr> <td>INSURER B:</td> <td>Selective Insurance Co of SC</td> <td>19259</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Selective Insurance Co of SE	39926	INSURER B:	Selective Insurance Co of SC	19259	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																							

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		S 2257799	04/05/2023	04/05/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S 2257799	04/05/2023	04/05/2024	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"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S 2257799	04/05/2023	04/05/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC 9040841	04/05/2023	04/05/2024	<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
A	Employee Theft -			S 2257799	04/05/2023	04/05/2024	ERISA Lim 100,000
A	D&O			MY101244200	04/05/2023	04/05/2024	Limit 1,000,000

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

Fulton County is an additional insured as regard to general liability for the ongoing operations of the named insured.

**CERTIFICATE HOLDER CANCELLATION**

<b>FULTONC</b>  Fulton County 141 Pryor Street 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 
--	---

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

OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

DocuSigned by Name of Signatory: April Cline  
*April Cline* Title of Signatory: Executive Director  
3E9747CDD04C441...

Authorized Signature

Please select Attest OR Notary from the checkbox

Attest

Notary

ATTEST:

ATTEST:

2nd Signatory Name: *Kristen Poteet*  
2nd Signatory Title: *VP, External Affairs*

Tonya R. Grier  
Clerk to the Commission

Second Authorized Signature *Kristen Poteet*

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

Office of the County Attorney

*Yvonne Dover*  
Notary Public

COMMONWEALTH OF VIRGINIA

APPROVED AS TO CONTENT:

County: *FAIRFAX*

Stanley Wilson, Director  
Fulton County Department of  
Community Development

Commission Expires: *AUGUST 31, 2026*

(Affix Notary Seal)



ITEM#: \_\_\_\_\_ RCS: \_\_\_\_\_  
RECESS MEETING

ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_  
REGULAR MEETING