



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS**

**FOR**

**REQUEST FOR PROPOSAL 24RFP013124C-MH**

**2024 CONSOLIDATED COMMUNITY SERVICES PROGRAM**

**FOR**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**OF**

**FULTON COUNTY, GEORGIA**

**CONTRACT AGREEMENT**

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2024**, 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 **North Fulton Community Charities, Inc.** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

**WITNESSETH**

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

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

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

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

The Agreement was approved by the Fulton County Board of Commissioners on **May 17, 2024, BOC#24-0350**.

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 **01/01/2024**, until midnight **12/31/2024**.

(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:**

#### **Consolidated Community Services Program (CCSP)**

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

**CCSP Funding Priority(ies):**

**Children and Youth:** Not Applicable

**Disabilities:** Not Applicable

**Economic Stability:** 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:** Not Applicable

**Senior Services:** Not Applicable

**Veterans Services:** Not Applicable

**North Fulton Community Charities, Inc., Improving Economic Stability for North Fulton Residents** will provide services at the following locations at specified times during the contract period of **01/01/2024** through **12/31/2024**:

**Service Delivery Site(s):**

Name of Program Site	Program Location (complete physical address)	Program City	Program State	Program Zip code	Fulton County District of the program (Facility) location	District(s) of Fulton County Residents Served by the program (facility) location
North Fulton Community Charities	11270 Elkins Road	Roswell	GA	30076	2	1,2
North Fulton Community Charities	11275 Elkins Road	Roswell	GA	30076	2	1,2

**Approach and Design:**

**North Fulton Community Charities, Inc., Improving Economic Stability for North Fulton Residents** will provide services to **4000** clients that reside in Fulton County, with CCSP funding.

## **North Fulton Community Charities, Inc., will provide the following activities and services in Fulton County with CCSP funding:**

### **Approach and Design**

NFCC utilizes a dual-sided approach to addressing the needs of North Fulton families: 1) distribute financial, food, and clothing assistance to stabilize a family and provide for immediate needs of food, clothing, and shelter; and 2) provide equitable access to no-cost services that build long-term economic stability and mobility, such as educational opportunities, skills training, and career and financial coaching and preparation.

NFCC's approach to household stabilization aligns with *CCSP Funding Priority #1 – Emergency Financial Assistance inclusive of Rental and Mortgage Assistance, as well as Utility Assistance*. Through our Case Management/Financial Assistance, Client Choice Pantry, Clothing Choice and Seasonal programs, we provide rent/mortgage assistance, access to free groceries, household goods and clothing, as well as offset costs for burdensome seasonal expenses like back to school and the holidays.

NFCC's Education and Workforce Development programs address the following CCSP Funding Priorities:

- *CCSP Funding Priority #2 Training/Job Development/Employment which leads to self-sufficiency*
- *CCSP Funding Priority #3 Access to and support for educational resources (GED testing, college/vocational school scholarships and partnerships)*
- *CSP Funding Priority #5 Improved access to economic opportunities, programs and resources focused on foundational education, career exploration, coaching to re-engage youth up to age 21 and provide job-readiness skills for employment. Wraparound support to address basic needs during training (rental assistance, transportation, childcare).*

### **Activities and Services**

#### Household Stabilization

As mentioned previously, 4 of NFCC's 5 program areas (Case Management/Financial Assistance, Client Choice Pantry, Clothing Choice and Seasonal programs) focus on providing immediate needs of a family in crisis. These short-term assistance types offer North Fulton families a safety net of services meant to prevent homelessness, reduce food insecurity, provide clothing assistance and offset seasonal costs.

Our Case Management/Financial Assistance program acts as the starting point to a pipeline of internal and external resources. Families make an appointment to sit down and explore their situation in-depth with one of our bilingual, compassionate case managers. In 2023, we prevented homelessness for 1,581 families and distributed nearly \$1.4 million in aid. Our case managers help families not only with assistance with rent/mortgage or utilities, but also look at a snapshot of a family's budget and can make recommendations and

referrals to internal and external resources that can help a family manage their resources. For example, families are encouraged to take advantage of free access to NFCC's Food Pantry to reduce grocery bills. A household is allotted a certain number of points per month based on household size. The family can shop as little or as much as necessary during the month, and are able to choose what they take home to reduce food waste. We partner with the Atlanta Community Food Bank and over 30 food recovery partners and other supporters to get food into the hands of those who need it. Our Clothing Choice program also allots points per household based on size. Each point is worth \$1 of clothing and accessories from our Thrift Shop. Case managers encourage families to utilize this resource to stretch clothing budgets and reallocate those funds to other expenses like rent and utilities. Finally, transportation assistance can be issued by either case managers or food pantry staff to families who rely on MARTA as their main source of transit, whether that is to search for employment, seek medical care, or other needs. As with food pantry and clothing choice, any funds saved by families can be used for rent/mortgage and other household costs. All four programs are offered continuously year-round and a family may enter the programs at any time.

#### Services Offered with Partners

In addition to partnering with the Atlanta Community Food Bank for our pantry and being an enabled agency through the United Way of Great Atlanta, we collaborate with many local organizations to provide the services necessary to keep all North Fulton families thriving. Other services offered in conjunction with partners that contribute to household stabilization are free tax preparation through the Volunteer Income Tax Assistance (VITA) program in partnership with United Way of Greater Atlanta, and energy bill assistance through the Low Income Home Energy Assistance Program (LIHEAP) in partnership with Fulton Atlanta Community Action Authority. We also offer free access to mental health services in partnership with The Summit Counseling Center, and grocery delivery to homebound seniors in partnership with Senior Services North Fulton. We work with other partners like Child Development Academy and STAR House to help families access quality, affordable child care and after school care.

As part of the North Fulton Housing Collaborative and Fulton Continuum of Care, NFCC is one of the first points of contact for families facing a housing crisis. We continuously work with other housing providers on the Continuum of Care, especially in instances where we cannot prevent an eviction or homelessness. We work with and refer to other agencies like The Drake House and Family Promise, who might be able to offer temporary and emergency housing. We also work with Homestretch and Mary Hall Freedom House when appropriate for transitional housing, and refer to Roswell Housing Authority and Habitat for Humanity of North Central Georgia for affordable permanent housing.

#### Education and Workforce Development

Addressing the second half of NFCC's dual-sided approach and CCSP Funding Priorities #2, #3, and #5, the Education and Workforce Programs aim to provide no-cost education and employment opportunities to local families. We offer English language instruction, GED tutoring and preparation, digital literacy classes, individual career and financial coaching, workforce readiness workshops, and links to local employers. In 2024, we plan to add a new service, transition coaching, which will support both English as a Second Language (ESL)

and GED graduates in formulating a plan for their next steps, whether that is secondary education, vocational training, or employment. By lowering or removing barriers to education and workforce readiness, we can empower families to take the next step toward increased wages and lasting economic stability and mobility.

For many of our families, the language barrier is an obstacle to social services, employment, transportation and other necessary resources. Our free ESL classes, which include no-cost child care to support parents, are offered day and evening to accommodate all schedules. Many students arrive from their home countries with degrees and extensive experience but lack the language skills needed to compete for employment. ESL classes remove this barrier, and we have seen success stories of students accepting job in healthcare, education, and more. Last year, 392 students received quality English language instruction at no cost. Students are surveyed at the end of each 4 month session to assess efficacy of the program and implement any improvements. In 2023, conversation classes were added to address the need for additional practice time. To ensure an impactful experience, instructors are interviewed and assessed on student progression and retention, and have experience in the field of education.

The GED program provides free one-on-one tutoring and test preparation, and also covers the cost of testing fees. Students are tested to evaluate their level, and are assigned an online curriculum that they can complete both onsite with a tutor or at home. Students also have access to free childcare during the evening hours. Earning a GED is a process that can take a student from a few months to a few years to complete. Once earned, a GED can open doors to higher wages, potential promotions, better employment opportunities, and secondary/vocational education. Without this credential, it is difficult to find work at a sustainable and living wage. In 2023, 44 students were enrolled in the GED program and in December 2023, we celebrated the accomplishment of 11 GED graduates.

New in 2023, NFCC added digital literacy classes to education program offerings. These classes focus on teaching computer skills, such as Microsoft Office, to build skills and empower students to be fully prepared to enter and compete in the job market. Last year, 41 students took advantage of this offering, increasing their confidence and skills, and preparing them for a brighter future.

The Workforce Development program focuses on successfully preparing participants for employment, which sustains long-term financial stability. We offer one-on-one career and financial coaching for participants that would like to go in-depth on their personal circumstances and need a more individualized approach to resume and cover letter writing, transferrable skills assessments, interview preparedness and job searching strategies. For those looking for a broader perspective, small group learning is offered through workshops. Each workshop focuses on a different topic, whether that is how to put your best foot forward in an interview, to how to create a household budget. Each workshop is facilitated by professionals in their field and a participant can easily transition to working with a coach after attending any number of workshops. The Workforce program also offers links to local employers, and 2024 plans include hosting a hiring event to bring employers to program participants. Last year, 52 individuals took steps to increase their job readiness level and participated in coaching to help them reach their goals.



### **Designation of CSP Funds:**

Based on the awarded amount of **\$50,000.00**, the CCSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

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

***Operational Expenditures-*** 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-*** 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 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.)	\$0.00
<b>Operational</b>	\$0.00
<b>Direct Services</b>	\$50,000.00
<i>Total</i>	\$50,000.00

## **Explanation of Funding Details:**

Funding from the Fulton County CCSP grant will support salaries for direct service intake staff at both buildings of North Fulton Community Charities. Intake staff welcome each person served, process paperwork, confirm eligibility, coordinate appointments and services, and help each person served receive all of their needed services. The intake staff is often the first point of contact for clients, guiding them through all NFCC services. Intake staff are also bilingual to ensure equitable access for historically marginalized groups in our area.

## **Program Performance Measures:**

**North Fulton Community Charities, 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 receiving access/support for educational resources...,Number of individuals receiving Emergency Financial Assistance,Number of individuals who complete GED requirements; Attainment of credential in post-secondary training...,Number of individuals with improved access to economic opportunities, programs/resources focused on education...

**Health and Wellness:** Not Applicable

**Homelessness:** Not Applicable

**Senior Services:** Not Applicable

**Veterans Services:** Not Applicable

**The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period 01/01/2024 through 12/31/2024:**

**Program Performance Measures**

<b>Program Goal</b>	<b>Achievement Method(s)</b>
Prevent Homelessness	Distribute emergency financial assistance for rent/mortgage to families facing evictions.
Prevent Utility Disconnection	Distribute emergency financial assistance for utility payments to families facing utility disconnection.
Lower and remove barriers to education	Provide equitable access to and deliver no-cost quality English as a Second Language classes, GED tutoring and test preparation, and digital literacy education. Cover GED testing fees to eliminate cost barrier.
Lower and remove barriers to sustainable and living wage employment	Provide equitable access to and deliver no-cost individualized career and financial coaching, small group workforce readiness workshops, and training that increases employability. Connect participants to post-secondary education, vocational, and employment opportunities.

NFCC will report on the following measures during the grant contract period:

**CCSP County Defined Performance Measures**

1. Number of individuals receiving Emergency Financial Assistance
2. Number of individuals placed in Living Wage employment; receiving training/job development/employment support services which leads to self-sufficiency
3. Number of individuals receiving access to and support for educational resources (GED testing, college/vocational school scholarships and partnerships)
4. Number of individuals who complete GED requirements; Attainment of credential in post-secondary training; Training Completions; Credentials obtained
5. Number of individuals with improved access to economic opportunities, programs and resources focused on foundational education, career exploration, and coaching to re-engage youth and provide job-readiness skills for employment

The CCSP County Defined Measures will be reported using the following KPIs:

1. Number of individuals who receive emergency financial assistance for rent, mortgage and/or utilities during the grant reporting cycle.
2. Number of individuals who participate in career and financial coaching, small group workshops, and other workforce development activities (hiring fairs, employer/professional expert speaking engagements, etc.)
3. Number of individuals enrolled in ESL and GED programs.
4. Number of ESL students progressing to the next proficiency level (e.g. moving from Level to Level 2), including those graduating from the highest level and completing the program (Level 5).
5. Number of students who attain their GED.

### **Data Collection Tools and Methods**

Access to NFCC programs starts on our website. All enrollment, appointment making and service usage begins with an individual completing a form on the website, stating the need for assistance. If a family is deemed eligible (primary residence in service area) and dependent on types of assistance requested, NFCC then initiates the process for service delivery. Some programs require more documentation than others, so we are not collecting and storing more information than is completely necessary. All data and relevant documentation is safely sent via DocuSign and securely stored in CRM software available in the cloud to reduce reliance on paper files.

In our Case Management/Financial Assistance program, case managers meet privately with each family to determine recommendations for assistance. All shared information is stored safely in our CRM and ability to view files is based on role and client interaction. During the visit, case managers enter all relevant information, such as household members, demographics, type of emergency situation, recommended assistance, income and financial situation, household budget snapshot and all referrals given to family. Data is a combination of self-reporting, presentation of documentation, and case manager inquiry. NFCC also utilizes HMIS to record data where appropriate for client files.

The Education and Workforce Development programs utilize the same CRM software for secure data storage. NFCC staff enter all data into the student record, including primary residence, demographics, assessment test results and progression monitoring.

Ninety days after each financial assistance appointment, a bilingual Outcomes Analyst contacts each household to assess the effectiveness of the assistance and record other self-sufficiency indicators, such as risk of homelessness and need for additional assistance. At the end of each 4 month ESL session, students complete a survey to assess program efficacy and student achievement. Data collected from these programs are analyzed by our Impact and Outcomes Manager and presented to leadership and the Board to ensure NFCC is meeting goals and delivering effective and quality services that North Fulton families need. Many program improvements have been implemented through this valuable feedback process, including ESL conversation classes, off site ESL classes, additional and increased evening hours, and types of items available through the food pantry. This data

also informs strategic planning, new program development, and policy change to maintain accessibility and equity.

## **Major Milestones**

NFCC anticipates the following milestones related to County Defined Performance Measures in CY2024:

1. Approximately 1,500 Fulton County households (approximately 3,500 individuals) will receive rent, mortgage or utility assistance to prevent evictions and utility disconnections.
2. Approximately 375 Fulton County residents will enroll and participate in the Education program, including ESL, GED and digital literacy classes.
3. Approximately 70 individuals will participate in Workforce Development programming, including coaching and workshops.
4. Approximately 10 students will earn their GED credential.

## **Supporting Schedule**

### Education and Workforce Development Programs

Because education and workforce journeys are individualized, ESL, GED and workforce participants enter the program at their level and progress at their own pace. Examples of a typical schedule for the program is below:

1. Intake – a prospective student or participant completes an application form, usually found on the website. A file is created for each student to track progress.
2. Pre-assessment and goal setting – ESL and GED students complete a pre-test to determine their starting level. For example, an ESL student could test at a Level 3, which is somewhat proficient, whereas another student could test at a Level 1, which is little to no English proficiency. Testing is done prior to each 4 month session, or 3 times per year. For GED, students complete an online assessment test to determine which concepts their customized curriculum will cover. For example, if a student tests and passes the geometry component, then they curriculum will not show them lesson on geometry. For Workforce participants, an initial conversation with the Workforce Development Coordinator, performed in person or via phone, will determine what services the participant is looking for, assess their needs to individual or group activities, and what their goals are for the program.
3. Ongoing progression assessment – ESL students are assessed by instructors via oral and written assignments and tests when evaluating the progression of students. Instructors utilize curriculum tests and unit assessments, as well as their own assessment tools such as presentations, writing assignments, observation of in-class activity, and listening activities. GED students are continually assessed through the online curriculum, which advances students to the next level when appropriate. Tutors support students when required, such as when there is difficulty with a certain topic, or the student has a particular task they are having trouble with. Tutors also assist with test preparation if students request it.

4. Post-assessment – At the end of an ESL session, each student is assessed by the instructor and the next level is recommended for students who have met criteria, e.g. moving from Level 1 to Level 2. Students also complete a survey, in which they assess their instructor and the program as a whole. That data informs program improvements. The GED curriculum will recommend a student take one of the four content focused GED tests when they have successfully completed that subject area's material. GED tests can be taken in any order. Once all four tests have been successfully passed, the student has earned their GED credential.
5. Evaluations – NFCC periodically evaluate all program materials, instructors and policies to ensure programs are effective. These evaluations help program staff hone curriculum, materials, methods, and objectives, if necessary.

#### Case Management/Financial Assistance Program

Appointments for financial assistance are recommended by our Intake Manager and set by a Case Manager. Once eligibility has been determined and documentation and been provided, a case manager is assigned to contact the family directly for an appointment. This process usually takes about 1 week. Ninety (90) days after each financial assistance appointment, the Outcomes Analyst contacts each family served and an assessment is conducted on the efficacy of the assistance, and current stability of the family. In the past six months, 71% of households contacted reported not being at risk of homelessness.

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

#### **Agency Defined Performance Measures**

NFCC will report on the following Agency Defined Performance Measures:

1. Number of ESL students that progress one level toward English proficiency, increasing employability.
2. Number of workforce participants that secure interviews and/or employment after participation in any workforce development program activity, including coaching, workshops and hiring events.

The Agency Defined Performance Measures will be reported using the following KPIs

1. Number of ESL students who meet course requirements, pass all assessments, and are recommended by instructors to move to next level.
2. Number of workforce participants that report a promotion, wage increase, securing of an interview, or job offer within six months of participation.

## 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 **2024 Consolidated Community Services Program 24RFP013124C-MH**.
6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **"Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development."**

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

## **Reporting**

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

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 12, 2024, and January 10, 2025)**) to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

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

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

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

### **Expenditure of Funds**

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

12. Community Services Program funds must be expended by December 31<sup>st</sup> of the contract year. All funds that are not spent by this date must be reimbursed to Fulton County Government within 30 days of written request. A Contractor's failure to adhere to this requirement will result in one or



more of the following: inability to receive future funding from Fulton County, and/or legal action against the agency to recoup funding that are not reimbursed by the deadline.

### **ARTICLE III - COMPENSATION FOR SERVICES**

(a) Fulton County agrees to pay Contractor a maximum sum of **\$50,000.00**.

(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 **2024 Consolidated Community Services Program 24RFP013124C-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 12, 2024 for the period January 1, 2024-June 30, 2024; and January 10, 2025 for the period July 1, 2024-December 31, 2024.**

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

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

To Fulton County:

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

To Contractor:

**North Fulton Community Charities, Inc.  
11270 Elkins Rd  
Roswell, Georgia 30076**

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

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

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

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

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

(a) This Agreement is effective on **01/01/2024**, and shall terminate on **12/31/2024**, unless earlier terminated in accordance with the provisions of this Agreement. Notwithstanding

termination of the Agreement, Contractor is obligated to fulfill all of its obligations, including its reporting requirements.

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

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

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

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

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

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

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

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

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

## **ARTICLE VIII - INSURANCE**

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

## **ARTICLE IX – AMENDMENTS AND MODIFICATIONS TO CONTRACT**

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

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

#### **ARTICLE X - SUBCONTRACTING**

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

#### **ARTICLE XI - ASSIGNABILITY**

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

#### **ARTICLE XII - SEVERABILITY OF TERMS**

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

#### **ARTICLE XIII – PRECEDENCE OF AGREEMENT**

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

#### **ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

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

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

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

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

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

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

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

#### **ARTICLE XVII - JURISDICTION**

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

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



#24RFP013124C-MH

2024 Consolidated Community Services Program

Purchasing Forms & Instructions

## FORM F: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

### **Instructions:**

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided.

Applicants are required to complete and upload FORM F and FORM G in two (2) places FORM F: 2024 Georgia Security and Immigration Contractor Affidavit and Agreement, and as applicable FORM G: 2024 Georgia Security and Immigration Subcontractor Affidavit. Must use templates provided in the RFP. Previous year forms will not be accepted.

**Form F must include name of agency, EEV number, Signature & Notary.**

**If applicable, Form G must include name, EEV number, and Signature of subcontractor.**

**Upload 1-Via Purchasing Bid page - BidNet Direct:**

<https://www.bidnetdirect.com/georgia/fultoncounty>

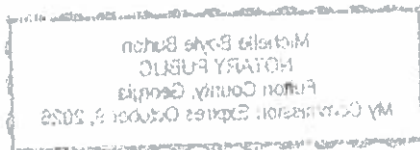
(Note: You will be required to set up a FREE registration with BidNet Direct to use the upload feature)

**Upload 2 -Via WebGrants under 2024 CCSP Eligibility Requirements:**

<https://fulton.dullestech.net>

**To Complete Fillable Form - Please enter the all required information,**

- ✓ Press "TAB" key to navigate easily through the form \*once you enter your Agency name, it will repopulate throughout the form.\*
- ✓ Save as: "Form F Agency Name" as a .pdf version.
- ✓ Print for Signature and Notary.
- ✓ Scan and upload to WebGrants as directed above in "Upload 1 and Upload 2"



#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)]** North Fulton Community Charities 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.

**97478**

EEV/Basic Pilot Program\* User Identification Number

**North Fulton Community Charities**

Name of Contractor (Agency)

*Sandra Holiday*

BY: Authorized Signature of Officer or Agent of Contractor

**Executive Director**

Title of Authorized Officer or Agent of Contractor of Contractor

**Sandra Holiday**

Printed Name of Authorized Officer or Agent of Contractor

Sworn to and subscribed before me this 13<sup>th</sup> day of February, 2024.Notary Public: *Michelle Boyle Burton*County: *Fulton*Commission Expires: *October 9, 2026*

Michelle Boyle Burton  
NOTARY PUBLIC  
Fulton County, Georgia  
My Commission Expires October 9, 2026

<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].

**FORM G: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT****Instructions:**

In the event that your company is awarded the contract for this project and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

Applicants are required to complete and upload FORM F and FORM G in two (2) places  
FORM F: 2024 Georgia Security and Immigration Contractor Affidavit and Agreement, and as applicable FORM G: 2024 Georgia Security and Immigration Subcontractor Affidavit. Must use templates provided in the RFP. Previous year forms will not be accepted.

**Form F must include name of agency, EEV number, Signature & Notary.**

**If applicable, Form G must include name, EEV number, and Signature of subcontractor.**

**Upload 1-Via Purchasing Bid page - BidNet Direct:**

<https://www.bidnetdirect.com/georgia/fultoncounty>

(Note: You will be required to set up a FREE registration with BidNet Direct to use the upload feature)

**Upload 2 -Via WebGrants under 2024 CCSP Eligibility Requirements:**

<https://fulton.dullestech.net>

**To Complete Fillable Form - Please enter the all required information,**

- ✓ Press "TAB" key to navigate easily through the form \*once you enter your Agency name, it will repopulate throughout the form.\*
- ✓ Save as: "Form F Agency Name"
- ✓ Print for Signature and Notary.
- ✓ Scan and upload to WebGrants as directed above in "Upload 1 and Upload 2"

**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)]** North Fulton Community Charities 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.

**97478**

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

N/A - no subcontractor will be used for this project

Name of Subcontractor (Individual/Agency)

BY: Authorized Signature Officer or Agent of Subcontractor

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 LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/22/2024

**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> Hilb Group Operating Company 11175 Cicero Drive Suite 575 Alpharetta GA 30022	<b>CONTACT NAME:</b> Eric Whitt <b>PHONE (A/C, No, Ext):</b> (678) 297-7977 <b>FAX (A/C, No):</b> (678) 297-9575 <b>E-MAIL ADDRESS:</b> ewhitt@hilbgroup.com																					
<b>INSURED</b> North Fulton Community Charities, Inc. 11270 Elkins Road Roswell GA 30076	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td><b>INSURER A:</b> Alliance of Nonprofits for Insurance, Risk Retention</td><td></td><td>10023</td></tr> <tr> <td><b>INSURER B:</b> Farmington Casualty Company</td><td></td><td>41483</td></tr> <tr> <td><b>INSURER C:</b> Travelers Casualty &amp; Surety Co of America</td><td></td><td>31194</td></tr> <tr> <td><b>INSURER D:</b></td><td></td><td></td></tr> <tr> <td><b>INSURER E:</b></td><td></td><td></td></tr> <tr> <td><b>INSURER F:</b></td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b> Alliance of Nonprofits for Insurance, Risk Retention		10023	<b>INSURER B:</b> Farmington Casualty Company		41483	<b>INSURER C:</b> Travelers Casualty & Surety Co of America		31194	<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>		
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<b>INSURER E:</b>																						
<b>INSURER F:</b>																						

**COVERAGES****CERTIFICATE NUMBER:** 2/1/24-25 MASTER**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"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y	Y	2024-22522	02/01/2024	02/01/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Sexual Conduct						MED EXP (Any one person) \$ 20,000
	<input checked="" type="checkbox"/> Physical Abuse Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 3,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>			2024-22522	02/01/2024	02/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>						Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b>			2024-22522-UMB	02/01/2024	02/01/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED RETENTION \$						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y / N	N / A	UB5K857939	02/01/2024	02/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<b>CRIME/EMPLOYEE DISHONESTY</b>			107416029	02/01/2024	02/01/2025	EMPLOYEE THEFT \$1,000,000

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

ADDITIONAL INSURED ENTITIES:

**CERTIFICATE HOLDER****CANCELLATION**

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

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

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

OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME **North Fulton Community Charities**

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

DocuSigned by: Name of Signatory: Sandra Holiday  
*Sandra Holiday*  
Name of Signatory: Executive Director  
8A96616C6AD44A0...  
Authorized Signature

ATTEST:

ATTEST:

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

Signed by: Name of 2nd Signatory: **John Doolen**  
*John Doolen*  
Name of 2nd Signatory: **Director of Finance**  
5E2F100B3B2A4C6...  
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#: 24-0350 2ND RM: 5/15/2024
REGULAR MEETING	SECOND REGULAR MEETING

Certificate Of Completion

Envelope Id: 6B929D37322949609CE6EC007B09E812		Status: Completed
Subject: Please DocuSign: 2024 CCSP Contract-North Fulton Community Charities-BOC Agenda#24-0350		
Parcel ID:		
Employee Name:		
Source Envelope:		
Document Pages: 30	Signatures: 6	Envelope Originator:
Certificate Pages: 7	Initials: 0	Cherie Williams
AutoNav: Enabled	Stamps: 1	141 Pryor Street
Envelopeld Stamping: Enabled		Purchasing & Contract Compliance, Suite 1168
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Atlanta, GA 30303
		Cherie.Williams@fultoncountyga.gov
		IP Address: 136.55.230.223

Record Tracking

Status: Original	Holder: Cherie Williams	Location: DocuSign
10/9/2024 11:43:52 AM	Cherie.Williams@fultoncountyga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: DocuSign

Signer Events	Signature	Timestamp
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Sandra Holiday	<div>DocuSigned by:</div> <div>Sandra Holiday</div> <div>8A96616C6AD44A0...</div>	Sent: 10/9/2024 12:01:38 PM
sholiday@nfcchelp.org		Resent: 10/12/2024 7:50:19 PM
Executive Director		Viewed: 10/13/2024 9:52:46 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Signed: 10/13/2024 9:53:28 PM
	Using IP Address: 73.7.162.208	

Electronic Record and Signature Disclosure:

Accepted: 6/8/2023 2:57:19 PM  
ID: cb369daf-b18e-4dba-88f5-95f985646ca1

John Doolen	<div>Signed by:</div> <div>John Doolen</div> <div>5E2E100B3B2A4C6...</div>	Sent: 10/13/2024 9:53:31 PM
jdoolen@nfcchelp.org		Viewed: 10/14/2024 7:51:33 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	Signed: 10/14/2024 7:52:17 AM
	Using IP Address: 47.46.166.18	

Electronic Record and Signature Disclosure:

Accepted: 10/14/2024 7:51:33 AM  
ID: a676c954-4f67-42d5-9fab-b6fb98d4511c

Mark Hawks2	<div>Completed</div>	Sent: 10/14/2024 7:52:21 AM
mark.hawks@fultoncountyga.gov		Resent: 10/14/2024 10:23:57 AM
Chief Assistant Purchasing Agent		Viewed: 10/14/2024 2:17:27 PM
Purchasing and Contract Compliance	Using IP Address: 38.109.203.17	Signed: 10/14/2024 2:17:35 PM

Security Level: Email, Account Authentication (None)		
--	--	--

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Stanley Wilson	<div>DocuSigned by:</div> <div>Stanley Wilson</div> <div>5E4D76DFB4A0450...</div>	Sent: 10/14/2024 2:17:38 PM
Stanley.Wilson@fultoncountyga.gov		Viewed: 10/14/2024 2:59:30 PM
Director		Signed: 10/14/2024 2:59:37 PM
Stanley Wilson	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 76.209.103.30	

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

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

Completed

Using IP Address: 24.99.91.51

Sent: 10/14/2024 2:59:40 PM  
Resent: 10/15/2024 4:20:48 PM  
Viewed: 10/15/2024 4:23:06 PM  
Signed: 10/15/2024 4:25:41 PM

Electronic Record and Signature Disclosure:  
Accepted: 10/15/2024 4:23:06 PM  
ID: 4026dd64-f00b-47d7-95d6-4bb779f7bafa

David Lowman  
David.Lowman@fultoncountyga.gov  
Security Level: Email, Account Authentication  
(None)

Signed by:  
*David Lowman*  
0EC92EDADEFB4B8...

Signature Adoption: Pre-selected Style  
Using IP Address: 24.30.118.185

Sent: 10/15/2024 4:25:44 PM  
Viewed: 10/15/2024 4:26:32 PM  
Signed: 10/15/2024 4:29:12 PM

Electronic Record and Signature Disclosure:  
Accepted: 10/15/2024 4:26:32 PM  
ID: cc224e82-1e67-4217-81cb-fe1ea31876c9

Nikki Peterson  
nikki.peterson@fultoncountyga.gov  
Chief Deputy Clerk to the Board of Commissioners  
Fulton County Government  
Security Level: Email, Account Authentication  
(None)

Completed

Using IP Address: 68.208.197.4

Sent: 10/15/2024 4:29:15 PM  
Resent: 10/17/2024 9:51:53 AM  
Viewed: 10/17/2024 2:05:50 PM  
Signed: 10/17/2024 2:06:07 PM

Electronic Record and Signature Disclosure:  
Accepted: 11/27/2017 1:39:37 PM  
ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

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

DocuSigned by:  
*Robert L. Pitts*  
BA715B1A26544E7...


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

Sent: 10/17/2024 2:06:10 PM  
Viewed: 10/17/2024 2:10:03 PM  
Signed: 10/17/2024 2:10:07 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:  
*Tonya R. Grier*  
EEC476C4837648D...



Signature Adoption: Pre-selected Style  
Using IP Address: 99.96.24.191

Sent: 10/17/2024 2:10:12 PM  
Viewed: 10/17/2024 8:06:37 PM  
Signed: 10/17/2024 8:06:48 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: 10/17/2024 8:06:53 PM Viewed: 10/17/2024 10:30:59 PM Signed: 10/17/2024 10:31:07 PM
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 10/9/2024 12:01:36 PM Viewed: 10/17/2024 10:35:35 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: 10/9/2024 12:01:37 PM Resent: 10/17/2024 10:31:15 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: 10/9/2024 12:01:37 PM Viewed: 10/17/2024 10:35:37 PM
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: 10/17/2024 10:31:11 PM Viewed: 10/17/2024 10:37:12 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/9/2024 12:01:37 PM
Certified Delivered	Security Checked	10/17/2024 10:30:59 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	10/17/2024 10:31:07 PM
Completed	Security Checked	10/17/2024 10:31:11 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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