



FULTON COUNTY  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
Community Development Block Grant Program  
137 Peachtree Street, Suite 300  
Atlanta GA, 30303



**AN AGREEMENT BETWEEN FULTON COUNTY  
and  
The City of Fairburn  
STATE OF GEORGIA, COUNTY OF FULTON**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CFDA Number 14.218 – Community Development Block Grants**

<b>Federal Award Identification Number:</b>	<b>B-25-UC-13-0003</b>
<b>City of Fairburn’s Unique Identifier Number (UEI):</b>	<b>EAN3TJNSNVS5</b>
<b>Federal Award Date:</b>	<b>10/1/2024-9/30/2033</b>
<b>Total Fulton County CDBG Municipality Agreement:</b>	<b>\$180,000.00</b>

**THIS AGREEMENT** entered this 4<sup>th</sup> day of March 2026 by and between Fulton County, Georgia (herein called the “Grantee”) and **the City of Fairburn, Georgia** (hereinafter called the “Subrecipient”).

**WITNESSETH THAT:**

**WHEREAS**, on July 9, 2025, the Fulton County Board of Commissioners approved the 2025 Annual Action Plan (25-0504) as part of the overall Fulton County 2020 – 2025 Consolidated Planning document which includes Community Development objectives and the projected uses of funds for the Community Development Block Grant (CDBG) program activities, as prescribed under the Housing and Community Development Act of 1974. On March 4<sup>th</sup>, 2026, the Board of Commissioners approved the Fairburn project via Agenda Item 26-0110.

**WHEREAS**, the City of Fairburn has been provided CDBG funds by Fulton County **for Pedestrian Improvements** as set forth in 24 CFR §570.201(c) and to meet a national objective benefiting low/moderate income persons; as set forth in 24 CFR §570.208(a)(1)(i); and

**WHEREAS**, the Twenty Percent (20%) cap on Administrative Cost expenditures pursuant to CFR §570.200(g) has been reached; and,

**WHEREAS**, the CDBG allocation awarded to the City of Fairburn in the amount of **\$180,000.00**, shall be specifically used for the Pedestrian Improvements located at Orchard Street & Strickland Fairburn, Georgia for citizens of Fulton County and shall not be used towards any Program Administrative Costs. The activities are designed to benefit low-/moderate income persons as required to meet the CDBG national objective; and

**WHEREAS**, these activities are designed to benefit low and moderate income persons as required to meet the CDBG national objective; and

**NOW, THEREFORE**, for and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

1 **I. SCOPE OF SERVICES**

2  
3 **A. Activities**

4  
5 The Subrecipient will be responsible for administering a CDBG Agreement for Grant Year 2023-2025  
6 in a manner satisfactory to Fulton County and consistent with any standards required as a condition of  
7 providing these funds.

8  
9 **B. Description of Activities**

10 *Pedestrian Improvements to Orchard Street & Strickland Street located in Fairburn, Georgia.*

11  
12 A copy of the complete scope of work is attached in EXHIBIT A.

13  
14 **C. National Objectives**

15  
16 The Sub-recipient certifies that the activities carried out with funds provided under this Agreement will  
17 meet one or more of the CDBG program's National Objectives:

- 18 1. benefit low/moderate income persons  
19 2. aid in the prevention or elimination of slums or blight  
20 3. meet community development needs having a particular urgency as defined in 24 CFR Part  
21 570.208

22  
23 **This project meets the National Objectives of the Community Development Block Grant program**  
24 **24 CFR Part 570.208(a)(2)(ii) area benefit.**

25  
26 **II. TIME OF PERFORMANCE**

27  
28 **Services of the Sub-recipient shall start on the 4<sup>th</sup> day of March 2026 and shall end on the 31<sup>st</sup> day of**  
29 **December 2027.**

30  
31 **III. BUDGET**

32  
33 **The City of Fairburn shall maintain a budget compliant with the CDBG program requirements.**  
34 **Reference Attachment C of the Agreement for Cost Reimbursement Budget.**

35  
36 **IV. PAYMENT**

37  
38 It is expressly agreed and understood that the total amount to be paid by CDBG funds under this Sub  
39 recipient Agreement shall not exceed **\$180,000.00** and **Expenses for eligible activities shall be**  
40 **retroactive to January 1, 2025.** Drawdowns for the payment of eligible expenses shall be made against  
41 the line-item budget specified in Paragraph III herein and in accordance with performance.

42  
43 **V. NOTICES**

44  
45 Communication and details concerning this Sub-Recipient Agreement shall be directed to the following:

	Grantee	Sub recipient
Name:	Kim Benjamin, Community Development Manager	Hattie Portis-Jones, Mayor
Address:	Fulton County Community Development Department 137 Peachtree Street Atlanta, Georgia 30303	City of Fairburn 56 Malone Street S.W Fairburn, Georgia 30213
Phone:	(404) 612-8077	(770) 964-2244
Email:	Kim.benjamin@fultoncountyga.gov	mayoravery@fairburn.com

1 **VI. SPECIAL CONDITIONS**  
2

- 3 • A complete description of the procurement process must be provided for any items purchased with
- 4 these funds. Items under \$20,000 may be purchased under the Micro-purchase provisions of 2 CFR
- 5 Part 200. All other items must be competitively procured.
- 6 • All staff costs covered by this grant, including those retroactive to January 1, 2025, must be fully
- 7 documented (separately from regular CDBG staff costs) and timesheets provided for each staff
- 8 position covered. Beneficiaries from this time period must also be reported.
- 9 • Funds being used retroactively cannot be used to pay for building renovations and other projects
- 10 that exceed the Part 58, Environmental Review Exempt or Categorically Excluded Not Subject To,
- 11 "CENST" thresholds unless an ERR was completed prior to the commitment of funds.
- 12 • Funds being used under the Urgent Need criteria must be tied to responding to a health and welfare
- 13 crisis in the community, the need must have arisen within 18 months, and the sub-recipient must
- 14 demonstrate and certify there are no other funds available to address the need.
- 15 • All Federal Cross-Cutting requirements apply including Financial Management and Procurement,
- 16 Environmental Review, Federal Labor Standards, Acquisition and Relocation and Fair Housing and
- 17 Non-Discrimination.

18  
19 **VII. GENERAL CONDITIONS**  
20

21 **A. General Compliance**  
22

23 The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal  
24 Regulations, Part 570 (the Housing and Urban Development regulations concerning Community  
25 Development Block Grants (CDBG)). The Sub-recipient also agrees to comply with all other applicable  
26 Federal, State and Local laws, regulations, and policies governing the funds provided under this  
27 Agreement. The sub-recipient further agrees to utilize funds available under this Agreement to  
28 supplement rather than supplant funds otherwise available.  
29

30 **B. Independent Contractor**  
31

32 Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating  
33 or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at  
34 all times remain an "independent contractor" or with respect to the services to be performed under this  
35 Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation FICA,  
36 retirement, life and/or medical insurance and Worker's Compensation Insurance as the Sub recipient  
37 is an independent sub-recipient.  
38

39 **C. Hold Harmless**  
40

41 To the extent allowable by law, the Sub-recipient hereby warrants, represents, covenants and agrees  
42 to release, indemnify, defend and hold harmless the County, its commissioners, officers, and  
43 employees, from any and all claims, losses, liabilities, damages, deficiencies or costs (including without  
44 limitation, reasonable attorney's fees and legal expenses) suffered or incurred by such parties, whether  
45 arising in tort, contract, strict liability or otherwise, and including without limitation, personal injury,  
46 wrongful death or property damage, arising in any way from the actions or omissions of the Sub-  
47 recipient, its agents, employees, Sub-recipients, officers, or directors. The Sub-recipient does further  
48 hereby agree to release, indemnify, defend and hold harmless the County, its commissioners, officers,  
49 and employees, from any injury (including death resulting there from), loss, claim or damage sustained  
50 by the Sub-recipient's agents and employees. The language of this indemnification clause shall survive  
51 termination of this Agreement, even if the County terminates the Agreement for its convenience.  
52  
53  
54

1 **D. Worker's Compensation**

2  
3 The Sub-recipient shall provide Worker's Compensation Insurance for all of its employees involved in  
4 the performance of this Agreement.  
5

6 **E. Insurance and Bonding**

7  
8 The Sub-recipient shall carry sufficient insurance coverage to protect contract assets from loss due to  
9 theft, fraud and /or undue physical damage.

10 **F. Grantor Recognition**

11  
12 The Sub-recipient shall insure recognition of the role of the grantor agency in providing services through  
13 this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be  
14 prominently labeled as to funding source. In addition, the Sub recipient will include a reference to the  
15 support provided herein in all publications made possible with funds made available under this  
16 Agreement.  
17

18 **G. Amendments**

19  
20 The Grantee or Sub-recipient may amend this Agreement any time provided that such amendments  
21 make specific reference to this Agreement, and are executed in writing, signed by a duly authorized  
22 representative of both organizations, and approved by the Grantee's governing body. Such  
23 amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub recipient  
24 from its obligations under this Agreement.  
25

26 The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or Local  
27 governmental guidelines, policies and available funding amounts, or for other reasons. If such  
28 amendments result in a change in the funding, the scope of service, or schedule of the activities to be  
29 undertaken as part of this Agreement, such modifications will be incorporated only by written  
30 amendment signed by both Grantee and Sub-recipient.  
31

32 **H. Suspension or Termination**

33  
34 In accordance with 2 CFR Part 200 Subpart D, Section 200.339, suspension or termination may occur  
35 if the Sub-recipient materially fails to comply with any term of the award and the award may be  
36 terminated for convenience.  
37

38 Either party may terminate this Agreement at any time by giving written notice to the other party of such  
39 termination and specifying the effective date there of at least 30 days before this effective date of such  
40 termination. Partial terminations of the Scope of Service in Paragraph I above may only be undertaken  
41 with the prior approval of the Grantee. In the event of any termination for convenience, all finished or  
42 unfinished documents, data, studies, surveys, maps, models, photographs, reports or other material  
43 prepared by the Sub-recipient under this Agreement shall at the option of the Grantee, become the  
44 property of the Grantee, and the Sub-recipient shall be entitled to receive just and equitable  
45 compensation for any satisfactory work completed on such documents or materials prior to the  
46 termination.  
47

48 The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient  
49 materially fails to comply with any term of this Agreement, or with any of the rules, regulations or  
50 provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further  
51 participation in the grantee's contracts, in addition to other remedies as provided by law. In the event  
52 there is probable cause to believe that Sub recipient is in noncompliance with any applicable rules or  
53 regulations, the Grantee may withhold up to fifteen (15) percent of said Agreement funds until such  
54 time as the Sub recipient is found to be in compliance by the Grantee, or is otherwise adjudicated to be  
55 in compliance.

1  
2 **VIII. ADMINISTRATIVE REQUIREMENTS**  
3

4 **A. Financial Management**  
5

6 **1. Accounting Standards**

7 The Sub-recipient agrees to comply with 2 CFR Part 200.302 and agrees to adhere to the  
8 accounting principles and procedures required therein, utilize adequate internal controls, and  
9 maintain necessary source documentation for all costs incurred.

10 **2. Internal Controls**

11 The Sub-recipient agrees to comply with 2 CFR Part 200.203 and maintain effective internal  
12 controls over the funds awarded herein.

13 **3. Cost Principles**

14 The Sub-recipient shall administer its program in conformance with 2 CFR Part 200, Subpart E,  
15 "Cost Principles". These principles shall be applied for all costs incurred whether charged on a  
16 direct or indirect basis.  
17

18  
19 **B. Documentation and Record-Keeping**  
20

21 **1. Records to be maintained**

22 The Sub-recipient shall maintain all records required by the Federal regulations specified in 24 CFR  
23 Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records  
24 shall include but not be limited to:  
25

- 26 ❖ Records providing a full description of each activity undertaken
- 27 ❖ Records demonstrating that each activity undertaken meet one of the National Objectives of  
28 the CDBG program
- 29 ❖ Records required to determine the eligibility of activities
- 30 ❖ Records required to document the acquisition, improvement, use or disposition of sale  
31 property acquired or improved with CDBG assistance
- 32 ❖ Records documenting compliance with the fair housing and equal opportunity components  
33 of the CDBG program
- 34 ❖ Financial records as required by 24 CFR Part 570.502, and 2 CFR Part 200 Subpart D
- 35 ❖ Other records necessary to document compliance with Subpart K of 24 CFR 570  
36

37 **2. Retention**

38 The Sub-recipient shall retain all records pertinent to expenditures incurred under this Agreement  
39 for a period of three (3) years from the date of submission of the final expenditure report for activities  
40 funded under this Agreement. Records for non-expendable property acquired with funds under  
41 this Agreement shall be retained for three (3) years after final disposition of such property. Records  
42 for any displaced person must be kept for three (3) years after he/she has received final payment.  
43 Notwithstanding the above, if there is litigation, claims, audits, negotiation or other actions that  
44 involve any of the records cited and that have started before the expiration of the three year period,  
45 then such record must be retained until completion of the actions and resolution of all issues, or  
46 the expiration of the three year period, whichever occurs later.  
47

48 **3. Client Data**

49 The Sub-recipient shall maintain client data demonstrating client eligibility for services provided.  
50 Such data shall include, but not be limited to, client name, address, income level, race, sex, elderly,  
51 head of household, family size, or other basis for determining eligibility, and description of service  
52 provided. Such information shall be made available to Grantee monitors or their designees for  
53 review upon request.  
54  
55

1                   **4. Disclosure**

2                   The Sub-recipient understands that client information collected under this Agreement is private and  
3                   the use of disclosure of such information, when not directly connected with the administration of  
4                   the Grantee's or Sub-recipient's responsibilities with respect to services provided under this  
5                   Agreement, is prohibited unless written consent is obtained from such person receiving service  
6                   and, in the case of a minor, that of a responsible parent/guardian.  
7

8                   **5. Property Records**

9                   The Sub-recipient shall maintain real property inventory records, which clearly identify properties  
10                  purchased, improved or sold. Properties retained shall continue to meet eligibility criteria and shall  
11                  conform to the "changes in use" restrictions specified in 24 CFR Parts 570.503 (b) (8), as  
12                  applicable.  
13

14                  **6. Close outs**

15                  The Sub-recipient's obligation to the Grantee shall not end until all closeout requirements are  
16                  completed. Activities during this closeout period shall include, but are not limited to making final  
17                  payments, disposing of program assets (including the return of all unused materials, equipment,  
18                  unspent cash advances, program income balances, and accounts receivable to the Grantee), and  
19                  determining the custodianship of records.  
20

21                  **7. Audit & Inspections**

22                  All Sub-recipient records with respect to any matters covered by this Agreement shall be made  
23                  available to the Grantee, grantor agency, their designees or the Federal Government, at any time  
24                  during normal business hours, as often as the Grantee or grantor agency deems necessary, to  
25                  audit, examine, and make excerpts or transcripts of all relevant data.  
26

27                  Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days  
28                  after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit  
29                  requirements will constitute a violation of this Agreement and may result in the withholding of future  
30                  payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in  
31                  accordance with current Grantee policy concerning sub recipient audits and, as applicable, 2 CFR  
32                  Part 200 subpart F.  
33

34                  **C. Reporting and Payment Procedures**

35                                  **1. Program Income**

36                                  The Sub-recipient shall report yearly income as defined as 24 CFR 570.500 (a) generated by  
37                                  activities carried out with CDBG funds made available under this Agreement. The use of program  
38                                  income by the Sub recipient shall comply with the requirements set forth at 24 CFR 570.504. By  
39                                  way of further limitations, the Sub-recipient may use such income during the Agreement period for  
40                                  activities permitted under this Agreement and shall reduce requests for additional funds by the  
41                                  amount of any such program income balance on hand. All unused program income shall be  
42                                  returned to the Grantee at the end of the Agreement period. Any interest earned on cash advances  
43                                  from the U.S. Treasury is not program income and shall be remitted promptly to the Grantee.  
44

45                                  **2. Indirect costs**

46                                  If indirect costs are charged, the Sub-recipient will develop an indirect cost allocation plan for  
47                                  determining the appropriate Sub-recipient's share of administrative costs and shall submit such  
48                                  plan to the Grantee for approval, in a form specified by the Grantee. The indirect cost allocation  
49                                  method shall comply with 2 CFR Part 200 Appendix IV – Indirect (F & A) Costs Identification and  
50                                  Assignment, and Rate Determination for Non-profit Organization or Appendix V to Part 200—  
51                                  State/Local Government-wide Central Service Cost Allocation Plans, as applicable.  
52

53                                  **3. Payment Procedure**

54                                  The Grantee will pay to the Sub-recipient funds available under this Agreement based upon  
55                                  information submitted by the Sub recipient and consistent with any approved budget and Grantee  
56

1 policy concerning payments. With the exception of certain advances, payments will be made for  
2 eligible expenses actually incurred by the Sub recipient, and not to exceed actual cash  
3 requirements. Payments will be adjusted by the Grantee in accordance with advance fund and  
4 program income balances available in Sub recipient accounts. In addition, the Grantee reserves  
5 the right to liquidate funds available under this Agreement for costs incurred by the Grantee on  
6 behalf of the Sub recipient.

7  
8 **4. Progress Report**

9 The Sub-recipient shall submit Quarterly Progress Reports to the Grantee in the form as provided  
10 in Appendix B or as otherwise specified by the Grantee.

11 **D. Procurement**

12  
13 **1. Compliance**

14 The Sub-recipient must establish written procurement procedures, shall comply with current  
15 Grantee policy concerning the purchase of equipment and shall maintain inventory records of all  
16 non-expendable personal property as defined by such policy as may be procured with funds  
17 provided herein. All program assets (unexplained program income, property, equipment, etc.) shall  
18 revert to the Grantee upon termination of this Agreement.

19  
20 **2. All procurement must comply with 2 CFR Part 200 Subpart D.**

- 21  
22 a. Sub-recipients must avoid purchasing unnecessary items
- 23  
24 b. Where appropriate, an analysis is made of lease and purchase alternatives to determine  
25 which would be the most economical and practical procurement for the federal government
- 26  
27 c. Solicitations for goods and services provide for all of the following:
- 28 1. A clear and accurate description of the technical requirements for the material, product  
29 or service to be procured. In competitive procurements, such a description shall not  
30 contain features which unduly restrict competition.
  - 31 2. Requirements which the bidder/offeror must fulfill and all other factors to be used in  
32 evaluating bids or proposals.
  - 33 3. A description, whenever practicable, of technical requirements in terms of functions to be  
34 performed or performance required, including the range of acceptable characteristics or  
35 minimum acceptable standards.
  - 36 4. The specific features of "brand name or equal" descriptions that bidders are required to  
37 meet when such items are included in the solicitation.
  - 38 5. The acceptance, to the extent practicable and economically feasible, of products and  
39 services dimensioned in the metric system of measurement.
  - 40 6. Preference, to the extent practicable and economically feasible, for products and services  
41 that conserve natural resources and protect the environment and are energy efficient.
- 42  
43 d. Positive efforts shall be made by recipients to utilize small businesses, minority-owned  
44 companies and women's business enterprises, whenever possible. Recipients of Federal  
45 awards shall take all of the following steps to further this goal:
- 46 1. Ensure that small businesses, minority-owned companies and women's business  
47 enterprises are used to the fullest extent practicable.
  - 48 2. Make information on forthcoming opportunities available and arrange time frames for  
49 purchases and contracts to encourage and facilitate participation by small businesses,  
50 minority-owned companies and women's business enterprises.
  - 51 3. Consider in the contract process whether firms competing for larger contracts intend to  
52 subcontract with small businesses, minority-owned companies and women's business  
53 enterprises.
  - 54 4. Encourage contracting with consortiums of small businesses, minority-owned companies  
55 and women's business enterprises when a contract is too large for one of these firms to

1 handle individually.

2 5. Use the services and assistance, as appropriate, of such organizations as the Small  
3 Business Administration and the US Department of Commerce Minority Business  
4 Development Agency in the solicitation and utilization of small businesses, minority-  
5 owned companies and women's business enterprises.

6  
7 e. The type of procuring instruments used (e.g. fixed price contracts, cost reimbursable  
8 contracts, purchase orders, and incentive contracts) shall be determined by the recipient but  
9 shall be appropriate for the particular procurement and for promoting the best interest of the  
10 program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of  
11 construction cost" methods of contracting **shall not be used**.

12 f. Contracts shall be made only with responsible contractors who possess the potential ability  
13 to perform successfully under the terms and condition of the proposed procurement.  
14 Consideration shall be given to such matters as contractor integrity; compliance with public  
15 policy, including, where applicable, Section 3 of the Housing and Urban Development Act of  
16 1968 (12 U.S.C. 1701u); record of past performance; financial and technical resources or  
17 accessibility to other necessary resources.

18  
19 A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-  
20 wide exclusions in the System for Award Management (SAM), in accordance with the OMB  
21 guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp.,  
22 p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM  
23 Exclusions contains the names of parties debarred, suspended, or otherwise excluded by  
24 agencies, as well as parties declared negligible under statutory or regulatory authority other  
25 than Executive Order 12549.

26  
27 g. Sub-recipients shall, on request, make available for the Federal awarding agency and Fulton  
28 County, pre-award review and procurement documents, such as requests for proposals or  
29 invitation for bids, independent cost estimates, etc., when any of the following conditions  
30 apply:

- 31 1. A sub-recipient's procurement procedures or operation fails to comply with the  
32 procurement standards in HUD's implementation of 2 CFR Part 200 Subpart D.  
33 2. The procurement is expected to exceed \$10,000 or the small purchase threshold fixed at  
34 41 U.S.C. 403 (11), whichever is greater, and is to be awarded without competition or only  
35 one bid or offer is received in response to a solicitation;  
36 3. The procurement, which is expected to exceed the small purchase threshold, specifies a  
37 "brand name" product.  
38 4. The proposed award over the small purchase threshold is to be awarded to other than the  
39 apparent low bidder under sealed bid procurement.  
40 5. A proposed contract modification changes the scope of a contract or increases the contract  
41 amount by more than the amount of the small purchase threshold.

42  
43 h. Sub-recipient shall comply with 2 CFR 200.322 Procurement of recovered materials. A non-  
44 Federal entity that is a state agency or agency of a political subdivision of a state and its  
45 contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by  
46 the Resource Conservation and Recovery Act. The requirements of Section 6002 include  
47 procuring only items designated in guidelines of the Environmental Protection Agency (EPA)  
48 at 40 CFR part 247 that contain the highest percentage of recovered materials practicable,  
49 consistent with maintaining a satisfactory level of competition, where the purchase price of  
50 the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal  
51 year exceeded \$10,000; procuring solid waste management services in a manner that  
52 maximizes energy and resource recovery; and establishing an affirmative procurement  
53 program for procurement of recovered materials identified in the EPA guidelines.

54  
55 **3. Travel**

56 The sub-recipient shall obtain written approval from the Grantee for any travel outside the State of

Georgia with funds provided under this Agreement.

**4. Use and Reversion of Assets**

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

- a. Sub-recipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation or termination.
- b. Real property under the Sub-recipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement, or such longer period of time as Grantee deems appropriate. If the Sub-recipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Sub recipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditure of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Sub-recipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period, or such longer time as the Grantee deems appropriate.
- c. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to which funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Sub recipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee (an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment).

**IX. Relocation, Real Property Acquisition and One-for-One Housing Replacement**

The Sub-recipient agrees to comply with (a) the Uniform Relocation Assistance and Real property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b), (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104 (d) of the HCD Act; and (c) the requirements in 570.606(d) governing optional relocation policies.

The sub recipient shall provide relocation assistance to persons (families, individuals, businesses, nonprofit organizations and farms) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Sub recipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

**X. Personnel and Participant Conditions**

**A. Civil Rights**

**1. Compliance**

The Sub-recipient agrees to comply with the State of Georgia and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Executive Order 11063.

1                   **2. Nondiscrimination**

2                   The Sub-recipient will not discriminate against any employee or applicant for employment because  
3                   of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age,  
4                   marital/familial statues with regard to public assistance. The Sub recipient will take affirmative  
5                   actions to insure that all employment practices are free from such discrimination. Such employment  
6                   practices include but not limited to the following: hiring, upgrading, demotion, transfer, recruitment  
7                   or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and  
8                   selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous  
9                   places, available to employees and applicants for employment, notices to be provided by the  
10                  contracting agency setting forth the provisions of this nondiscrimination clause.

11                  **3. Land Covenants**

12                  This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-  
13                  352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land acquired,  
14                  cleared or improved with assistance provided under this Agreement, the Sub-recipient shall cause  
15                  or require a covenant running with the land to be inserted in the deed or lease for such transfer,  
16                  prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy  
17                  of such land, or in any improvements erected or to be erected thereon, providing that the Grantee  
18                  and the United States are beneficiaries of and entitled to enforce such covenants. The Sub-  
19                  recipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take  
20                  such measures as are necessary to enforce such covenant and will not itself so discriminate.

21                  **4. Section 504**

22                  The Sub-recipient agrees to comply with any Federal regulations issued pursuant to compliance  
23                  with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 706), which prohibits discrimination  
24                  against the handicapped in any Federal assisted program. The Grantee shall provide the Sub  
25                  recipient with any guidelines necessary for compliance with that portion of the regulations in force  
26                  during the term of this Agreement.

27                  **5. Fair Housing**

28                  The Sub-recipient agrees to comply with Public Law 90-284, which is the Fair Housing Act (42  
29                  U.S.C. 3601-3620). In accordance with the Fair Housing Act, the Secretary of the Department of  
30                  Housing and Urban Development requires that grantees administer all programs and activities  
31                  related to housing and community development in a manner to affirmatively further the policies of  
32                  the Fair Housing Act.

33                  The Sub-recipient agrees to take all actions necessary to assure compliance with the Fair Housing  
34                  Act, and affirmatively further fair housing. The Sub-Recipient also agrees to affirmatively further  
35                  fair housing within its own jurisdiction and support Fulton County's actions to comply with the  
36                  County's fair housing certification. This provision is required because noncompliance by a unit of  
37                  general local government included in an urban county may constitute noncompliance by the  
38                  grantee (i.e., the county) that can, in turn, provide cause for funding sanctions or other remedial  
39                  actions by the Department of Housing and Urban Development.

40                  **6. Benefits to Legal Resident Aliens**

41                  Under Section 214, the Secretary of Housing and Urban Development may not make financial  
42                  assistance available to an alien unless the alien both is a resident of the United States and is:

- 43                  a. an alien lawfully admitted for permanent residence as an immigrant ... excluding, among  
44                  others, alien visitors, tourists, diplomats, and students who enter the United States  
45                  temporarily with no intention of abandoning their residence in a foreign country;  
46                  b. an alien who ... is deemed to be lawfully admitted for permanent residence [under the registry  
47                  provisions of the INA];  
48                  c. an alien who has qualified ... [as a refugee or asylee];  
49  
50  
51  
52  
53  
54  
55

- 1 d. an alien who is lawfully present in the United States as a result of an exercise [of the Attorney  
2 General’s parole authority] ...;
- 3
- 4 e. an alien within the United States as to whom the Attorney General has withheld deportation  
5 [on the basis of prospective persecution] ...; or
- 6
- 7 f. an alien lawfully admitted for temporary or permanent residence under Section 245A of the  
8 Immigration and Nationality Act

9 Unauthorized aliens are not eligible for financial assistance under Section 214-covered programs.

10 **B. Reserved**

11

12 **C. Employment Restriction**

13

14 **1. Prohibited Activity**

15 The Sub-recipient is prohibited from using funds provided herein or personnel employed in the  
16 administration of the program for: political activities; sectarian or religious activities; lobbying,  
17 political patronage, and nepotism activities.

18

19 **2. Labor Standards**

20 The Sub-recipient agrees to comply with the requirements of the Secretary of Labor in accordance  
21 with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety  
22 Standards Act, the Copeland “Anti-Kickback” Act (40 U.S.C. 276a-276a-5; 40 USC 327 and 40 USC  
23 276c) and all other applicable Federal, State, and local laws and regulations pertaining to labor  
24 standards insofar as those acts apply to the performance of this Agreement. The Sub recipient  
25 shall maintain documents which shall be made available to the Grantee for review upon request.

26

27 The Sub-recipient agrees that, except with respect to the rehabilitation or construction of residential  
28 property containing less than eight (8) units, all contractors engaged under contracts in excess of  
29 2,000.00 for construction, renovation or repair work financed in whole or in part with assistance  
30 provided under this Agreement, shall comply with Federal requirements adopted by the Grantee  
31 pertaining to such contract and with the applicable requirements of the regulations of the  
32 Department of Labor, under 20 CFR Parts 1,3, 5, and 7 governing the payment of wages and ratio  
33 apprentices and trainees are imposed by state or local law, nothing hereunder is intended in full, in  
34 all such contracts subject to such regulations, provisions meeting the requirement of this paragraph.

35

36 The Sub-recipient shall be prohibited from the use of debarred, suspended or ineligible contractors  
37 or subcontractors. The requirements set forth in 24 CFR part 5 apply to this program.

38

39 **3. “Section 3” Clause**

40

41 **a. Compliance**

42 Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all  
43 applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be  
44 a condition of the Federal financial assistance under this Agreement and binding upon the  
45 Grantee, the Sub-recipient and any of the Sub recipients sub-recipients and subcontractors.  
46 Failure to fulfill these requirements shall subject the Grantee, the Sub-recipients and any of the  
47 Sub-recipients sub-recipients and subcontractors, their successors and assigns, to those  
48 sanctions specified by the Agreement through which Federal assistance is provided. The Sub-  
49 recipient certifies and agrees that no contractual or other disability exists which would prevent  
50 compliance with these requirements.

51 The Sub-recipient further agrees to comply with these “Section 3” requirements and to include  
52 the following language in all subcontracts executed under this Agreement:

53

1 “The work to be performed under this Agreement is project assisted under a program providing  
2 direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of  
3 the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. Section 3 requires  
4 that to the greatest extent feasible opportunities for training and employment be given to low  
5 and very low income. Residents of the project area and contracts for work in connection with  
6 the project be awarded to business concerns that provide economic opportunities for low and  
7 very low-income persons residing in the community in which the project is located.”  
8

9 The Sub-recipient further agrees to ensure that opportunities for training and employment  
10 arising in connection with a housing rehabilitation (including reduction and abatement of lead  
11 based paint hazards), housing construction, or other public construction projects are given to  
12 low and very low income persons residing within the area in which the CDBG funded project is  
13 located; where feasible, priority should be given to low and very low income persons within the  
14 service area of the project or the neighborhood in which the project is located, and to low and  
15 very low income participants in other HUD programs; and award contracts for work undertaken  
16 in connection with a housing rehabilitation (including reduction and abatement of lead based  
17 paint hazards) housing construction, or other public construction projects are given to business  
18 concerns that provide economic opportunities for low and very low income persons residing  
19 within the municipality in which the CDBG funded project is located where feasible, priority  
20 should be given to business concerns which provide economic opportunities to low and very low  
21 income residents within the service area or the neighborhood in which the project is located, and  
22 to low and very low income participants in other HUD programs.

23 The Sub-recipient certifies and agrees that no contractual or other legal incapacity exists which  
24 would prevent compliance with these requirements.

25 **b. Notifications**

26 The Sub-recipient agrees to send to each labor organization or representative of workers with  
27 which it has a collective bargaining agreement or other contract or understanding, if any, a notice  
28 advising said labor organization or worker’s representative of this commitment under this  
29 Section 3 clause and shall post copies of the notice in conspicuous places available to  
30 employees and applicants for employment of training.  
31

32 **c. Subcontracts**

33 The Sub-recipient will include this Section 3 clause in every subcontract and will take appropriate  
34 action pursuant to the subcontract upon finding that the subcontractor is in violation of  
35 regulations issued by the grantor agency. The Sub recipient will not subcontract with any entity  
36 where it has notice or knowledge that the latter has found in violation of regulations under 24  
37 CFR 135 and will not let any subcontract unless the entity has first provided it with a preliminary  
38 statement of ability to comply with the requirements of these regulations.  
39

40 **d. Compliance with Fulton County Section 3 Plan**

41 The Sub-recipient agrees to comply with the provisions of the Fulton County Section 3 Plan  
42 attached as Exhibit F.  
43

44 **D. Conduct**

45 **1. Assignability**

46 The Sub-recipient shall not assign or transfer any interest in this Agreement without the prior written  
47 consent of the Grantee thereto; provided, however, that claims for money due or to become due to  
48 the Sub-recipient from the Grantee under this Agreement may be assigned to a bank, trust  
49 company, or other financial institution without such approval. Notice of any such assignment or  
50 transfer shall be furnished promptly to the Grantee.  
51  
52  
53  
54  
55

1           **2. Subcontracts**  
2

3           **a. Approvals**

4           The Sub-recipient shall not enter into any subcontracts with any agency or individuals in the  
5           performance of this Agreement without the written consent of the Grantee prior to the execution  
6           of such agreement.  
7

8           **b. Monitoring**

9           The Sub-recipient will monitor all subcontracted services on a regular basis to assure contract  
10           compliance. Results of monitoring efforts shall be summarized in written reports and supported  
11           with documented evidence of follow-up actions taken to correct areas of noncompliance.  
12

13           **c. Content**

14           The Sub-recipient shall cause all of the provisions of this Agreement in its entirety to be included  
15           in and made a part of any subcontract executed in the performance of this Agreement.  
16

17           **d. Selection Process**

18           The Sub-recipient shall undertake to ensure that all subcontracts let in the performance of this  
19           Agreement shall be awarded of a fair and open competition basis. Executed copies of all  
20           subcontracts shall be forwarded to the Grantee along with documentation concerning the  
21           selection process.  
22

23           **3. Hatch Act**

24           The Sub-recipient agrees that no fund provided, nor personnel employed under this Agreement,  
25           shall be in any way or to any extent engaged in the conduct of political activities in violation of  
26           Chapter 15 of Title V United States Code.

27           **4. Conflict of Interest**

28           The sub-recipient agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts  
29           of interest, and covenants that it presently has no financial interest and shall not acquire any  
30           financial interest, direct or indirect, which would conflict in any manner or degree with the  
31           performance of services required under this Agreement. The Sub-recipient further covenants that  
32           in the performance of the Agreement no person having such a financial interest shall be employed  
33           or retained by the Sub recipient hereunder. These conflicts of interest provisions apply to any  
34           person who is an employee, agent, consultant, officer, or elected official or appointed official of the  
35           Grantee, or of any designated public agencies or sub recipients which are receiving funds under  
36           the CDBG Entitlement program.  
37

38           **5. Lobbying**

39           The Sub-recipient hereby certifies that:  
40

41           a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any  
42           person for influencing or attempting to influence an officer or employee or an agency, a  
43           member of Congress, an officer or employee of Congress, or an employee of a member of  
44           Congress in connection with the awarding of any Federal contract, the making of any Federal  
45           grant, the making of any Federal loan, the entering into of any cooperative agreement, and  
46           the extension, continuation, renewal, amendment, or modification of any Federal contract,  
47           grant, loan or cooperative agreement.

48           b. If any funds other than Federal appropriated funds have been paid or will be paid to any  
49           person for influencing or attempting to influence an officer or employee of any agency, a  
50           member of Congress, an officer or employee of Congress, or an employee of a Member of  
51           Congress in connection with this Federal contract, grant, loan or cooperative agreement, it  
52           will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in  
53           accordance with its instruction.  
54

55           c. It will require that the language of paragraph (d) of this certification be included in the award

1 documents of all sub awards at all tiers (including subcontracts, sub grants, and contracts  
2 under grants, loans, and cooperative agreements) and that all sub recipients shall certify and  
3 disclose accordingly.  
4

5 d. **Lobbying Certification**

6 This certification is a material representation of fact upon which reliance was placed when  
7 this transaction was made or entered into. Submission of this certification is a prerequisite  
8 for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code.  
9 Any person who fails to file the required certification shall be subject to a civil penalty or not  
10 less than \$10,000 and not more than \$100,000 for each such failure.  
11

12 e. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award  
13 exceeding \$100,000 must file the required certification. Each tier certifies to the tier above  
14 that it will not and has not used Federal appropriated funds to pay any person or organization  
15 for influencing or attempting to influence an officer or employee of any agency, a member of  
16 Congress, officer or employee of Congress, or an employee of a member of Congress in  
17 connection with obtaining any Federal contract, grant or any other award covered by 31  
18 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes  
19 place in connection with obtaining any Federal award. Such disclosures are forwarded from  
20 tier to tier up to the non-Federal award.  
21

22 **6. Rights to Inventions Made under Contract or Agreement**

23 If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the  
24 recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit  
25 organization regarding the substitution of parties, assignment or performance of experimental,  
26 developmental, or research work under that “funding agreement,” the recipient or sub recipient  
27 must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit  
28 Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative  
29 Agreements,” and any implementing regulations issued by the awarding agency.  
30

31 **7. Religious Organization**

32 The Sub-recipient agrees that funds provided under this Agreement will not be utilized for religious  
33 activities, to promote religious interest, or for the benefit of a religious organization in accordance  
34 with the Federal regulations specified in 24 CFR 570.200(j).  
35

36 **E. Code of Conduct**

37  
38 The sub-recipient shall maintain written standards of conduct governing the performance of its  
39 employees engaged in the award and administration of contracts. No employee, officer, or agent shall  
40 participate in the selection, award, or administration of a contract supported by Federal funds if a real  
41 or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or  
42 agent, any member of his or her immediate family, his or her partner, or an organization which employs  
43 or is about to employ any of the parties indicated herein, has a financial or other interest in the company  
44 selected for an award.  
45

46 The officers, employees, and agents of the sub-recipient shall neither solicit nor accept gratuities,  
47 favors, or anything of monetary value from contractors, or parties to sub-agreements. However, sub-  
48 recipients may set standards for situations in which the financial interest is not substantial or the gift is  
49 an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to  
50 be applied for violations of such standards by officers, employees, or agents of the sub-recipient.  
51

52 **XI. ENVIRONMENTAL CONDITIONS**

53  
54 The Sub-recipient shall carry out the project in compliance with all Federal laws and regulations, except that  
55 the sub recipient does not assume the recipient’s environmental responsibilities described in 24 CFR  
56 570.604 and the sub recipient does not assume the recipient’s responsibility for initiating the review process

1 under the provisions of 24 CFR.  
2

3 **A. Air and Water**

4 The Sub recipient agrees to comply with the following requirements insofar as they apply to the  
5 performance of this Agreement:  
6

- 7 1. Clean Air Act, 42 U.S.C., 7401, et seq.  
8 2. Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et set, as amended, 1318  
9 relating to inspection, monitoring, entry, reports, and information, as well as, other requirements  
10 specified in said Section 114 and Section 308, as all regulations and guidelines issued  
11 hereunder.  
12 3. Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R., Part 50, as amended  
13

14 **B. Flood Disaster Protection**

15 In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 USC 4001), the  
16 Sub recipient shall assure that for activities located in an area identified by FEMA as having special  
17 flood hazards, flood insurance under the national Flood Insurance Program is obtained and maintained  
18 a condition of financial assistance for acquisition or construction purposes (including rehabilitation).  
19

20 **C. Lead Based Paint**

21 The Sub-recipient agrees that any construction of rehabilitation of residential structures with assistance  
22 provided under this Agreement shall be subject to HUD Lead Based Paint Regulations at 24 CFR  
23 570.608 and 24 CFR Part 35. Such regulations pertain to all HUD-assisted housing and require that  
24 all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified  
25 that such properties may include lead-based paint. Such notifications shall point out the hazards of  
26 lead-based paint and explain the symptoms, treatment and precautions that should be taken when  
27 dealing with lead-based paint poisoning and the advisability of blood lead level screening for children  
28 under seven. The notice should also point out that if lead-based paint is found on the property,  
29 abatement measures may be taken.  
30

31 **D. Historic Preservation**

32 The Sub-recipient agrees to comply with the Historic Preservation requirements set forth in the National  
33 Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR,  
34 Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties,  
35 insofar as they apply to the performance of this Agreement.  
36 In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation  
37 and demolition of historic properties that fifty years old or older that are included on a Federal, State or  
38 local historic property list.  
39

40 **E. Architectural Barriers Act of 1968 and Americans with Disabilities Act**

41 The Sub-recipient agrees to comply with the requirements of the Architectural Barriers Act of 1968 and  
42 the Americans with Disabilities Act of 2008 in the design or alteration of any property improved with  
43 funds provided hereunder. These standards ensure accessibility to, and use by, physically  
44 handicapped people.  
45

46 **F. E.O. 12373 – Interagency Review**

47 The Sub-recipient agrees to comply with E.O. 12373 Interagency Review which applies to the CDBG  
48 Program only when funds will be used for the planning or construction (reconstruction or installation) of  
49 water or sewer facilities. Such facilities include storm sewers as well as all sanitary sewers, but do not  
50 include water and sewer lines connecting a structure to the lines in the public right-of-way or easement.  
51

52 **XII. SEVERABILITY**

53  
54 If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected  
55 thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS HEREOF, the parties hereunto have set their hands and seal.

**CITY OF FAIRBURN, GEORGIA**

**FULTON COUNTY, GEORGIA**

*Hattie Portis-Jones*

*Robert L. Pitts*

Hattie Portis-Jones, Mayor  
City of Fairburn

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

**ATTEST**

**ATTEST**

*Deannia Ray*

*Tonya Grier*

Deannia Ray  
City Clerk

Tonya Grier, Clerk to the Commission

**DATE:** 04/15/2026 | 9:19 AM EDT

**DATE:** 04/21/2026 | 10:33 PM EDT

**SEAL:**

**SEAL:**



**APPROVED AS TO CONTENT:**

*Stanley Wilson*

Stanley Wilson, Director  
Department of Community Development

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

*Rory K. Starkey*

*Chad Alexis*

Rory K. Starkey  
City Attorney

Chad Alexis  
Office of the County Attorney

**DATE:** 04/14/2026 | 11:19 AM EDT

**DATE:** 04/15/2026 | 2:55 PM EDT

**Fulton County Community Development Block Grant Program**  
**ATTACHMENT A- 2026 Project Description**  
**City of Fairburn: Orchard Street and Strickland Pedestrian**  
**Improvements**

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The Orchard and Strickland Street Pedestrian Improvements Project involves the installation of sidewalk on Orchard Street and Strickland Street in the Lightning Neighborhood. The project also comprises the installation of new ADA handicap ramps, and the reconstruction of driveways to accommodate pedestrian movements. In addition, the project will consist of the preparation of sub-grade, saw-cutting and demolition of existing asphalt and concrete, as well as clean up and backfilling. The scope of work for Add Alternate #1 involves the installation of pedestrian lighting. The scope of the work for Add Alternate #2 involves milling, asphalt paving, the installation of decorative traffic-print textured paving crosswalks, manhole adjustments and associated tasks. No existing granite curb will be impacted by the proposed project.

The City of Fairburn completed a planning initiative in 2009, with significant public involvement, which identified this type of project as being a priority for the Lightning Neighborhood. This program is the result of the 2009 Livable Centers Initiative (LCI) Study and aligns with the recommendations identified in the short-term strategies for the City as we continue to improve the Lightning District. The completion of this proposed project will aid in satisfying some of the recommendations contained within the aforementioned study.

It is important to note that the Orchard and Strickland Street Pedestrian Improvements Project also stemmed from recommendations contained in the Lightning Community Strategic Plan, which is the community-based vision for guiding the growth of and change in the Lightning Neighborhood, and a direct result of the Lightning Community Development Study completed in 2019. It is also important to note that the Lightning Community Development Study (\$59,240) was paid for with Fulton County Community Development Block Grant (CDBG) Funds.

The service area of the Fairburn program is approximately 500 homes within a quarter-mile radius of the project limits. Based on our occupancy records, we anticipate this project will positively impact over 1,000 residents in the area. Job creation is most likely negligible; however, the project will create work for approximately 20 employees, contractors, and suppliers. Because the intent of the project is to complete a construction project and create a fixed asset, no continuing employment will be affected by it.

**Target Population:** The target population for the public infrastructure improvements project as described above are the residents of Fairburn, particularly those within the Lightning Community. Mullis Street is a local roadway within the residential L/M income Lightning Community. The City currently has 1,038 residents residing in census tract 105.14, of which all are categorized as low/moderate income levels. The stated census tract is within the project activity area.

**National Objective:** The CDBG national objective being addressed is to provide low/moderate income persons under area benefit qualified by median income of the target population census tracts. The City of Fairburn has a median income of \$43,886.

**Fulton County Community Development Block Grant Program  
ATTACHMENT B: 2026 Project Implementation Schedule  
City of Fairburn: Orchard and Strickland Street Pedestrian Improvements**

*\*City of Fairburn, in partnership with Fulton County Community Development Department, shall coordinate a CDBG project groundbreaking, ribbon cutting, or announcement type media event to include in the below project implementation schedule where feasible.*

	TASK	DATE/YEAR
<b>Environmental Review</b>	Completion of Environmental Assessments, submittal, review and approval	5/13/2025
<b>Board of Commissioners Approval</b>	Board of Commissioners Approve 2025 Annual Action Plan	6/6/2024
<b>Board of Commissioners Approval</b>	Board of Commissioners Approve Contract Agreement	3/4/2026
<b>Award Letter</b>	2025 CDBG Award City of Fairburn	March 2026
<b>Mayor Council Approval of Fairburn Contract</b>	Next Calendar for Council Approval	February 9 <sup>th</sup> or 23 <sup>rd</sup> , 2026
<b>Fulton County Fairburn Contract</b>	Contract Route for Execution	March 2026
<b>Fulton County Notice to Proceed</b>	Project Notice to Proceed for City of Fairburn	March 2026
<b>City Award to Bid</b>	City of Fairburn to provide Notice of Award to most responsible bidder. PROJECT IMPROVEMENT RECORDS - The City of Fairburn will maintain procurement records and files for all purchases made with Federal funds, to include: Basis for bidder/offeror selection; Justification for lack of competition when bids or offers are not obtained; CDBG Compliance Documents and Basis for the award cost or price.	04/15/2026
<b>Request for Proposals from Architects/Engineers/Consultants<sup>1</sup></b>	Receive proposal for services (Architect/Engineering Services)	RFP, On-Call Professional Engineering & Landscape Architectural Services. 05/25/2022.
<b>Selection of A&amp;E/Consultants by City<sup>1</sup></b>	Approve and proceed Services Awarded	On-Call Professional Engineering & Landscape Architecture Contract Awarded to Pond & Company 10/10/2022.
<b>Design Phase by Architect/Engineer<sup>1</sup></b>	Design/Specifications	04/17/2025 - Task Order #31, Orchard-Strickland Street Pedestrian Improvements Project Design Services.
<b>Approval of Award to Contractor</b>	Approval of Contractor Award by Mayor Council	04/13/2026: Anticipated City Council Meeting presentation
<b>Notice of Award to Contractor</b>	Award Conference <b>Note: Actual Date Pending Fulton County Notice to Proceed</b>	04/15/2026

<p><b>Contract Administration<sup>1</sup></b></p>	<p>The City of Fairburn will maintain a system of contract administration to ensure contractor conformance with the terms, conditions, and specifications of the contract and to ensure adequate and timely follow-up of all procurement activities and purchases. The agency will evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract.</p>	<p>04/15/2026</p>
<p><b>Contractor Provisions<sup>1</sup></b></p>	<p>The City of Fairburn will maintain a system of contract administration to ensure contractor conformance with the terms, conditions, and specifications of the contract and to ensure adequate and timely follow-up of all procurement activities and purchases. The agency will evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract.</p>	<p>04/15/2026</p>
<p><b>Project Construction</b></p>	<p>Subrecipient shall complete project activities in compliance w/ Federal Requirements to include timely emailed weekly submittals as applicable of Davis Bacon, Certified Payrolls &amp; other applicable HUD requirements as well as reimbursement schedule according to contract timely progression. Project delays shall be communicated in writing to CDBG Community Development Specialist &amp; CDBG Community Development Manager. Weekly virtual project updates are required as well as on going site visits w/ Fulton County Community Development Specialist.</p>	<p>06/01/2026 – 10/31/2026</p>
<p><b>Project Completion</b></p>	<p>Submission of project close out documentation and Year End Report shall be provided for close out HUD compliance monitoring to Fulton County CD Specialist/Project Manager.</p>	<p>4<sup>th</sup> Quarter 2026</p>

**Fulton County Community Development Block Grant Program  
ATTACHMENT C: 2026 PROJECT BUDGET  
City of Fairburn: Orchard and Strickland Street Pedestrian  
Improvements Project**

**PROJECT DELIVERY OPERATING BUDGET**

<b>PROJECT EXPENSES</b>	<b>PROJECTED DATE</b>	<b>CDBG</b>	<b>CITY</b>
Construction Cost (Labor, Equipment/Supplies, Permits, Demolition, etc.)	06/01/26 –10/31/26	\$180,000	\$305,000
<b>Total Grant Award 2025</b>	<b>10/31/2026</b>	<b>\$180,000</b>	<b>\$305,000</b>

**REIMBURSEMENT EXPENDITURE SCHEDULE  
(insert new projections and submission dates based on \$180,000)**

<b>Municipality Expenses (update below)</b>	<b>January 1, 2026, to October 31, 2026 Projections</b>	<b>Submission Date</b>
<b>Construction Costs</b> ▪ Labor ▪ Equipment/Supplies	\$180,000	10/16/2026
<b>Equipment/Materials</b> ▪ Pedestrian Light Poles		
<b>Construction Costs</b> ▪ Milling ▪ Paving		
<b>TOTAL EXPENSES</b>	<b>\$180,000</b>	

**Note: An updated project budget and reimbursement schedule shall be provided upon City of Fairburn’s Contractor selection. Ongoing invoices shall be submitted weekly by the 3rd business day by the following week for work performed during the previous week in accordance with this agreement. The final reimbursement in accordance with this agreement shall be submitted on or before October 31<sup>st</sup>, 2026.**

***\*\*Please reference the Department of Community Development-Federal Programs Division Reimbursement Policy Guidelines when submitting reimbursement requests.***

**Fulton County Community Development Block Grant Program  
ATTACHMENT D:  
City of Fairburn – Pedestrian Improvements Orchard Street & Strickland  
Quarterly Performance Report**

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Municipality: **City of Fairburn** CDBG Funding Year: **2025**

Project Name: **Orchard Street & Strickland Pedestrian Improvements**

Administering Department: **City of Fairburn**

Reporting Period From: \_\_\_\_\_ To: \_\_\_\_\_

I. **Project Status:**

CDBG allocation amount: **\$180,000.00**

Number of Contracts Awarded: \_\_\_\_\_ (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Has CDBG spending occurred for this project?  Yes  No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$ \_\_\_\_\_

Agency's Local Match project fund balance: \$ \_\_\_\_\_

Date of Construction start-up: \_\_\_\_\_

Date of Notice to Proceed (if different): \_\_\_\_\_

Number of days worked on project: \_\_\_\_\_

Percentage (%) of project complete: \_\_\_\_\_ %

Percentage (%) of CDBG funds spent: \_\_\_\_\_ %

Number of employees/workers on the job site: \_\_\_\_\_

Number of subcontractors on site: \_\_\_\_\_

Number of subcontractor's employees on site: \_\_\_\_\_

Wage decision or modification in use: \_\_\_\_\_

Number of submitted payrolls within reporting period: \_\_\_\_\_

Number of drawdowns within reporting period: \_\_\_\_\_

Total amount of drawdowns to date: \$ \_\_\_\_\_

CDBG remaining balance: \$ \_\_\_\_\_

Anticipated project completion date: \_\_\_\_\_

II. **Narrative Description of Project Progress (attach additional sheets as necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. **Project Issues, Considerations, or Problems (attach additional sheets as necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FY 2025 INCOME LIMITS SUMMARY								
	Persons in Family							
	1	2	3	4	5	6	7	8
Extremely Low Income (0-30%)	\$24,000	\$27,400	\$30,850	\$34,250	\$37,650	\$43,150	\$48,650	\$54,150
Very Low Income (31%-50%)	\$40,000	\$45,700	\$51,400	\$57,100	\$61,700	\$66,250	\$70,850	\$75,400
Low Income (51%-80%)	\$63,950	\$73,100	\$82,250	\$91,350	\$98,700	\$106,000	\$113,300	\$120,600

FY 2024 Income Limit Category	Jan 1st – March 31st	April 1st – June 30th	July 1st – Sept 30th	Oct 1st – Dec 31st
Extremely Low Income (0-30% )				
Very Low Income (31%-50%)				
Low Income (51%- 80%)				
Low/Moderate Income (81%-100%)				
<b>Total</b>				

**BENEFICIARY DEMOGRAPHICS**

Quarter	Jan 1st – March 31st		April 1st – June 30th		July 1st – Sept 30th		Oct 1st – Dec 31st	
Race Categories	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity	Number Served	of Hispanic Ethnicity
American Indian or Alaska Native								
American Indian or Alaska Native & Black or African American								

American Indian or Alaska Native & White								
Asian								
Asian and White								
Black or African American								
Black or African American & White								
Native Hawaiian or Other Pacific Islander								
Other Multi Racial								
White								
<b>TOTAL</b>								

**3. NEW/CONTINUING OR IMPROVED SERVICE OR BENEFIT**

Of the total number of persons assisted and represented above, enter the number of those persons that received a <b>NEW or Continued Access</b> to the service or benefit provided by the CDBG funded activity	
Of the total number of persons assisted and represented above, enter the number of those persons that received <i>IMPROVED ACCESS</i> to the service or benefit provided by the CDBG funded activity	
<b>TOTAL</b>	

**4. LEVERAGED FUNDS:** Provide the amount of money leveraged from other federal, state, local, and private sources to carry out this program.

<b>Cumulative amount of funds leveraged this this reporting period that supported this CDBG funded activity</b>	
---	--

**Prepared by Municipality:**

\_\_\_\_\_  
Name and Title

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature

**Title:** \_\_\_\_\_

**Approved by  
Municipality:**

\_\_\_\_\_

**Name and Title**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_

**Quarterly Report Reviewed by Fulton County CDBG CD Specialist:**

\_\_\_\_\_

***CD Specialist/ Project Manager Signature***

**Date:** \_\_\_\_\_

**Approved by Fulton County CD Manager**

\_\_\_\_\_

**CD Manager Signature**

**Date:** \_\_\_\_\_

**Fulton County Community Development Block Grant Program  
ATTACHMENT D1: Year End Performance Report**

Municipality: City of Fairburn CDBG Funding Year: 2025

Project Name: Orchard Street & Strickland Pedestrian Improvements

Administering Department: City of Fairburn

Reporting Period From: \_\_\_\_\_ To: \_\_\_\_\_

I. *Project Status:*

CDBG allocation amount: \$180,000.00

Number of Contracts Awarded: \_\_\_\_\_ (If contract was awarded this reporting period, attach a copy of the fully executed contract).

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Contract Amounts: \$ \_\_\_\_\_ CDBG Amount: \$ \_\_\_\_\_

Has CDBG spending occurred for this project?  Yes  No

(If payments have been made toward contracts with CDBG funds, attach up-to-date expenditure and revenue account printouts or similar official financial report)

CDBG project fund balance: \$ \_\_\_\_\_

Agency's Local Match project fund balance: \$ \_\_\_\_\_

Date of Construction start-up: \_\_\_\_\_

Date of Notice to Proceed (if different): \_\_\_\_\_

Number of days worked on project: \_\_\_\_\_

Percentage (%) of project complete: \_\_\_\_\_ %

Percentage (%) of CDBG funds spent: \_\_\_\_\_ %

Number of employees/workers on the job site: \_\_\_\_\_

Number of subcontractors on site: \_\_\_\_\_

Number of subcontractor's employees on site: \_\_\_\_\_

Wage decision or modification in use: \_\_\_\_\_

Number of submitted payrolls within reporting period: \_\_\_\_\_

Number of drawdowns within reporting period: \_\_\_\_\_

Total amount of drawdowns to date: \$ \_\_\_\_\_

CDBG remaining balance: \$ \_\_\_\_\_

Anticipated project completion date: \_\_\_\_\_

II. ***Narrative Description of Project Progress (attach additional sheets as necessary):***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. ***Project Issues, Considerations, or Problems (attach additional sheets as necessary):***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the Contractor / Subcontractor hire new employees to complete the construction job? If so how many and if any how many were local Section 3 residents? (Section 3 residents: Local/ area residents who are of Low- and Very Low Income who were hired by the Contractor / Subcontractor specifically to work on this construction job.)

A Job Category	B Number of New Hires	C Number of New Hires that are Section 3 Residents	D % of Aggregate Number of Staff Hours of new hires that are Section 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Trade:					
Other (List):					
Total:					
* Program Codes  1 = Flexible Subsidy  2 = Section 202/811	3 = Public/Indian Housing  A = Development  B = Operation  C = Modernization		4 = Homeless Assistance  5 = HOME  6 = HOME State/Administered  7 = CDBG Entitlement	8 = CDBG State Administered  9 = Other CD Programs  10 = Other Housing Programs	

**Description of Scope of Work:** Provide a complete description of the actual activity undertaken including 1) what products or services were performed, 2) where they were provided, 3) for whom they were provided, and 4) how they were provided.

**Description of Specific use of CDBG funds:** Provide a summary of what expenses the CDBG funds were utilized to support the activity listed above.

**Income Benefit: Complete the following statement.**

It is documented that \_\_\_\_\_unduplicated low-moderate income clients/participants were served over the course of the January – December of this grant award. Of those served, \_\_\_\_\_ clients/participants had household income levels at the 0-30% area median income (AMI) level; \_\_\_\_\_ clients/participants had household income levels at the 31-50% area median income (AMI) level; \_\_\_\_\_, and clients/participants had household income levels at the 51-80% area median income (AMI) level.

Anticipated Accomplishments: \_\_\_\_\_  
 Actual Accomplishment: \_\_\_\_\_  
 Total Number of Beneficiaries: \_\_\_\_\_  
 Zip Code of Project Location: \_\_\_\_\_

Census Tract(s) and Block Groups Impacted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Commission District(s) Impacted:  District 1     District 2     District 3  
 District 4     District 5     District 6

**Outcome Measurement System:** Check the box which identifies the best generalized Outcome Statement for the activity funded by the Fulton County Community Development Block Grant.

	<b><u>Outcome 1:</u></b> <b>Availability/Accessibility</b>	<b><u>Outcome 2:</u></b> <b>Affordability</b>	<b><u>Outcome 3:</u></b> <b>Sustainability</b>
<b><u>Objective #1:</u></b> <b>Suitable Living Environment</b>	<input type="checkbox"/> Accessibility for the purpose of creating Suitable Living Environments	<input type="checkbox"/> Affordability for the purpose of creating Suitable Living Environments	<input type="checkbox"/> Sustainability for the purpose of creating Suitable Living Environments
<b><u>Objective #2:</u></b> <b>Decent Housing</b>	<input type="checkbox"/> Accessibility for the purpose of providing Decent Housing	<input type="checkbox"/> Affordability for the purpose of providing Decent Housing	<input type="checkbox"/> Sustainability for the purpose of providing Decent Housing
<b><u>Objective #3:</u></b> <b>Economic Opportunity</b>	<input type="checkbox"/> Accessibility for the purpose of creating Economic Opportunities	<input type="checkbox"/> Affordability for the purpose of creating Economic Opportunities	<input type="checkbox"/> Sustainability for the purpose of creating Economic Opportunities

**Prepared by  
Municipality:**

\_\_\_\_\_

**Name and Title**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_

**Approved by  
Municipality:**

\_\_\_\_\_

**Name and Title**

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_

**Year End Report Reviewed by CDBG CD Specialist:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**CD Specialist/Project Manager**

**Approved by Fulton County CD Manager**

\_\_\_\_\_

**CD Manager Signature**

**Date:** \_\_\_\_\_

## **Exhibit A**

### **Sub-recipient Monitoring Fulton County Community Development Block Grant Sub-recipient Monitoring**

Fulton County must meet the requirements for record keeping set by the U.S. Department of Housing and Urban Development. To do so, we have to standardize the type of data collected from all agencies that receive federal CDBG funds.

The CDBG Program is mandated to service lower income persons. Each funded program or activity is designed to provide a service or facility that enhances the quality of life for our residents. To demonstrate that persons of lower income are the beneficiaries of the programs and to satisfy other record keeping requirements, we must collect data on persons who utilize services at each agency.

- Those agencies that do an intake of clients to determine eligibility must provide information on the income of those beneficiaries by family size as well as race and ethnicity and number of female head of households.
- Those agencies that provide services that must document that not less than 51% of persons served must also provide information on income, race and ethnicity and female head of households.
- Those agencies eligible to provide services based on the Census Tract area that is served, must still provide data on the beneficiaries by race and ethnicity. If you do not do a daily census or intake, estimate the total number served by race and ethnicity based on your client contact.
- Agencies who serve groups presumed to be lower income (elderly, abused women, homeless), must also provide data on total numbers serviced, race and ethnicity.

If you administer more than one program using federal funds, please report on the unduplicated total for all programs.

In addition to the above, we need a brief statement as to how the accomplishments for the period meet the objectives outlined in your sub-recipient agreement with the County.

**EXHIBIT B**  
SUB-RECIPIENT MONITORING PLAN  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**Fulton County**  
**CDBG PROGRAM ANNUAL MONITORING PLAN**  
**Fiscal Year 2024**

This plan represents Fulton County strategy for overseeing the activities of entities that carry out CDBG assisted activities. This plan will identify:

- The organizations to be monitored
- The issues to be explored and the methodology to be utilized in conducting the monitoring
- The schedule to be followed in conducting the monitoring
- Identification of the specific staff members of the County's Planning Department who will assume responsibility for monitoring
- The follow up measures to be followed in communicating the results of the monitoring to affected organizations and the methods that will be utilized to obtain feedback from affected organizations

The County will conduct an **external** monitoring to review the activities of its sub-recipients. In addition, the County will conduct an **internal** monitoring to review certain CDBG activities being carried out by County departments and agencies, when such activities are undertaken.

The purpose of the County's monitoring efforts is:

1. to identify and correct issues that prevent the County from achieving full compliance with the regulatory requirements of the CDBG Program and other Federal requirements *before* deficiencies lead to HUD monitoring findings, and
2. to learn more about the strengths and weaknesses of the various organizations that play a role in the County's CDBG program and to use this knowledge as the basis for structuring future CDBG activities.

## **GENERAL POLICY FOR CDBG MONITORING**

The Fulton County will conduct on-site (external) monitoring for all active CDBG activities carried out by sub-recipients at least annually.

The County will also conduct an internal monitoring evaluation of CDBG activities carried out by County staff if such activities are selected. In addition, the County will conduct an annual monitoring evaluation of its CDBG administrative processes.

## **PROCESS FOR NOTIFYING SUB-RECIPIENTS OF SCHEDULED MONITORING REVIEWS**

The County will notify sub-recipients by mail of the time and date for their scheduled monitoring visit. In addition, sub-recipients will be notified of the program areas to be evaluated. The County's notification will include a list of documentation to be made available and the key staff of the organization that need to be present during the monitoring visit. Notification will be provided approximately four weeks prior to the scheduled visit.

## **DETERMINING THE PROGRAM AREAS TO BE INCLUDED IN ANNUAL MONITORING**

For all internal activities and sub-recipient (external) activities, the County will conduct a full evaluation that includes all program areas. These reviews will involve an evaluation of eligibility, statutory objective compliance, accomplishments, timeliness, financial management, and other federal requirements.

## **COMPLIANCE CHECKLISTS**

The County will utilize the CDBG monitoring checklist attached to this plan.

## **SITE VISIT PROCEDURES**

When conducting an on-site visit, the County will:

1. Conduct an entrance interview with key staff involved in conducting the activity.
2. Review all pertinent sub-recipient files, including any third party contractor files, for necessary documentation.
3. Interview appropriate officials and employees of the sub-recipient organization, third party contractor staff, program clientele, and interested citizens, to discuss the sub-recipient's performance.
4. A fiscal officer of the County will conduct an on-site monitoring of each sub-recipient's financial management system.
5. Visit the project site(s) or a sampling of the projects being conducted.
6. Discuss with the sub-recipient any discrepancies resulting from the review of files, interviews, and site visits.
7. Conduct an exit interview with the appropriate officials and/or staff of the sub-recipient organization to discuss the findings of the monitoring visit.

## **MONITORING RESULTS**

An official letter reporting the results of the monitoring visit will be sent to the authorized agency official (Director) within 30 days of the monitoring visit. A copy of the letter will also be provided to the chairperson of the agency's governing board.

This letter will generally contain the following information:

1. Name of the activity monitored
2. Date(s) of monitoring visit
3. Names of the department staff who conducted the monitoring visit

4. Scope of the monitoring visit
5. Names of agency officials and staff involved in the monitoring visit
6. Findings and results of the monitoring visit, with both positive and negative, supported by facts considered in reaching the conclusions
7. Specific recommendations or corrective actions to be taken by the sub-recipient
8. Time frame for completion of necessary action(s)
9. If appropriate, an offer of technical assistance

#### **FOLLOW UP ACTION**

If concerns or findings identified during the monitoring visit require corrective action by the sub-recipient, those actions must be completed by the sub-recipient within the time frame mandated in the monitoring letter.

In the event that the sub-recipient fails to meet a target date for making required actions, a written request for response will be sent to the authorized agency official and board chairperson.

If a sub-recipient has not sufficiently responded within 30 days from the date the corrective actions were to be made, further payments to the sub-recipient will be withheld until the sub-recipient submits the required responses and/or take the required corrective actions and those responses or actions are determined to be acceptable. If responses or corrective actions are determined to be unacceptable, funds will continue to be withheld until satisfactory actions are taken.

#### **RESOLVING MONITORING FINDINGS**

When reviews of all documents of corrective actions taken by the sub-recipient indicate that the identified concerns or findings have been corrected to the satisfaction of the County, a letter will be mailed to the authorized official of the sub-recipient and the chairperson of the governing board stating that the findings are resolved.

**FULTON COUNTY**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**CDBG Sub-recipient Monitoring Checklist**

**A. GENERAL INFORMATION**

1.	Name of sub-recipient:	
2.	Address of sub-recipient:	
3.	Telephone:	
4.	Email:	
5.	Name(s) of sub-recipient staff interviewed	
6.	Date of most recent monitoring:	
7.	Today's date:	

**B. PROJECT INFORMATION**

1. Sub-recipient activity being monitored (complete a separate checklist for each activity.)

CDBG Program Year Funding	Project No.	Project Description	Amount of CDBG funds budgeted for this activity

2.	Eligibility	
	a.	Type of eligible activity:
	b.	Regulatory citation:
	c.	If this is a public service activity:
		New activity
		Quantifiable increase in an existing public service (describe documentation)

3.	National Objective (check all that apply)	
	<input type="checkbox"/> Low/moderate-income benefit:	
	Area benefit (not applicable to Public Services)	
	Presumed benefit (check applicable boxes below)	
	Abused children	Battered spouses
	Elderly persons	Severely disabled adults (use census population report definition)
	Homeless persons	Illiterate adults
	Persons living with AIDS	Migrant farm workers
	Limited clientele	
	Family size and income (income surveys)	
	Nature and location of activity	
	<input type="checkbox"/> Prevention and elimination of slums and blight	
	a.	National objective justification (describe):
	b.	National objective file documentation reviewed during monitoring visit (describe):
c.	National objective regulatory citation:	
4.	How does the sub-recipient verify actual beneficiaries of the project?	
5.	Performance benchmarks as stated in written agreement:	
6.	Project accomplishments to date (describe):	
7.	Amount of CDBG funds financially obligated by sub-recipient:	\$
8.	Amount of CDBG funds expended by sub-recipient:	\$
9.	Amount of CDBG funds that remain unexpended for this activity:	\$
10.	Performance assessment (describe timeliness, outcomes, quality aspects of project, the success of the project in terms of achieving the stated objective of the activity and whether actual performance is consistent with the terms of the written agreement.)	

11.	Based on the performance assessment in #9, describe any special measures required in order to bring this activity to a timely and successful conclusion.
12.	Describe any relevant training or technical assistance received by the sub-recipient during the past year.
13.	Does the sub-recipient provide adequate documentation in support of requests for payment of CDBG funds? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain.
14.	During the past year, has the sub-recipient's payment requests been reasonable in relation to actual performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain.
15.	Does the written agreement require the sub-recipient to submit written Sub-recipient Performance Reports to the County? <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	If the answer to #14 is "yes", are the sub-recipient's written reports:
a.	Being submitted to the County in a timely manner? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Adequate in terms of the level of detail? <input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Has the County encountered any difficulty in obtaining information from the sub-recipient in support of the County's CAPER? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.
18.	Are the recordkeeping requirements of the CDBG regulations being followed:
a.	Eligibility documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	National objective documentation <input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Has program income been generated by sub-recipient activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what is the process for tracking, reporting, and using program income?
Is the use of program income consistent with the terms of the written agreement?	

	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20.	Has any portion of the sub-recipient's administrative assignment been contracted out to other parties? <input type="checkbox"/> Yes <input type="checkbox"/> No	
21.	What sub-recipient staff members have responsibility for administering the project?   	
22.	Is there any evidence of conflict of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>NOTE: MONITORING QUESTIONS #23 THROUGH #35 TO BE COMPLETED BY THE CDBG FISCAL OFFICER.</b>		
23.	Are financial records kept in accordance with CDBG administrative requirements?	
	a.	Is the financial management system in compliance with 2 CFR Part 200 Subpart D?
	(1)	Retention Requirements (200.333) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(2)	Requests for Transfer of Records (200.334) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(3)	Methods for collection, transmission and storage of Information (200.335) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(4)	Restrictions on public access to records (200.337) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(5)	Reporting Requirements (200.327) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(6)	Monitoring and Reporting Performance (200.328) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(7)	Records on Source and application of funds <input type="checkbox"/> Yes <input type="checkbox"/> No
	(8)	Effective Control and accountability of funds, property and assets <input type="checkbox"/> Yes <input type="checkbox"/> No
	(9)	Comparison of expenditures with budget amounts for each Federal Grant <input type="checkbox"/> Yes <input type="checkbox"/> No
	(10)	Written Procedures to implement requirements of 200.305 Payment (reimbursement preferred) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(11)	Written procedures for determining allowability of costs per Subpart E – Cost Principles <input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Internal controls (200.303)
	(1)	Effective internal controls (COSO)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(2)	Evaluates and monitors compliance with federal regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(3)	Prompt action for non-compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
	(4)	Safeguards to protect identifiable information designated Sensitive <input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	(1) Audit procedures in compliance 2 CFR Part 200 Subpart F? <input type="checkbox"/> Yes <input type="checkbox"/> No
		(2) Written method for resolution of audit findings? <input type="checkbox"/> Yes <input type="checkbox"/> No
24.	Has the sub-recipient used CDBG funds for the retention of professional services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
25.	If yes, what types of professional services have been retained?	
	<u>Type of Service</u>	<u>Name of Contractor</u>

26.	How were professional services procured?		
27.	Has the sub-recipient used CDBG funds for the purchase of materials and/or supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
28.	If yes, what types of materials and supplies have been purchased?		
	<u>Type of Materials</u>	<u>Supplier</u>	
29.	How were materials and supplies procured?		
30.	Has the sub-recipient entered into CDBG-funded construction contracts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<u>Description of Project</u>	<u>Contractor</u>	<u>Contract Amount</u>
31.	Does a review of CDBG-funded construction contracts reveal the inclusion of all federal terms and conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
32.	Does this activity involve a slower than expected rate of expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", describe the reason for the delay:		
33.	Does the sub-recipient employ a system to adequately identify CDBG property and assets? <input type="checkbox"/> Yes <input type="checkbox"/> No		
34.	Does the sub-recipient have adequate internal fiscal controls as evidenced by:		
a.	Organizational chart?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Written definition of duties of key employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Formal system of authorization and supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.	Separation of duties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e.	Staff qualifications for accounting functions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f.	Control over access to assets, blank forms, and confidential documents? (physical control such as locking file cabinet)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	g. Comparison of financial records to actual assets and liabilities performed. <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

35.	Does the sub-recipient's accounting system contain the following elements:	
	a.	Chart of accounts <input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Cash receipts journal <input type="checkbox"/> Yes <input type="checkbox"/> No
	c.	Cash disbursements journal <input type="checkbox"/> Yes <input type="checkbox"/> No
	d.	Payroll journal <input type="checkbox"/> Yes <input type="checkbox"/> No
e.	General ledger <input type="checkbox"/> Yes <input type="checkbox"/> No	
36.	Does the sub-recipient maintain good records? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	a.	Are journal entries approved and explained / supported? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b.	Are posting and trial balances performed on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Is there fidelity bond coverage for sub-recipient officials? <input type="checkbox"/> Yes <input type="checkbox"/> No	
37.	Are appropriate time distribution records being maintained for all sub-recipient employees on the CDBG payroll? <input type="checkbox"/> Yes <input type="checkbox"/> No	
38.	Based on this review, does there appear to be any significant differences between actual performance and the reported performance of the sub-recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
39.	In reviewing the activities and costs charged by the sub-recipient, are there any costs that appear to be clearly unreasonable? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", explain:	
40.	In interviewing the sub-recipient staff, does there appear to be adequate knowledge of CDBG rules and regulations to ensure compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe areas of weakness:	
41.	Based on the results of the sub-recipient monitoring, the following concerns and findings are noted:	
<b>NOTE: Findings are violations of applicable laws, regulations, or executive orders. Concerns are issues that if not corrected could lead to a future monitoring finding.</b>		
FINDINGS:		
1.		
2.		
3.		
4.		
5.		
6.		
(ATTACH ADDITIONAL SHEETS AS NECESSARY)		

CONCERNS:	
1.	
2.	
3.	
4.	
5.	
6.	
(ATTACH ADDITIONAL SHEETS AS NECESSARY)	

<p>FULTON COUNTY CDBG SUB-RECIPIENT MONITORING POLICY <b>Monitoring Finding / Concerns Clearance Process</b></p>	
Date sub-recipient notified in writing of monitoring findings and/or concerns:	
Deadline established for sub-recipient's written response to monitoring findings and/or concerns:	
Disposition of case:	
Date of all findings and/or concerns cleared by grantee:	

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Stanley Wilson, Director  
Fulton County Community Development Department

**EXHIBIT C  
PROMISE OF NON-DISCRIMINATION**

“Know all persons by these presents, that I/We ( \_\_\_\_\_ )  
Name

\_\_\_\_\_

Title	Company Name
-------	--------------

Hereinafter, “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant, and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to Fulton County for the performance of any resulting therefrom,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender, or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**EXHIBIT C  
PROMISE OF NON-DISCRIMINATION**

“Know all persons by these presents, that I/We ( \_\_\_\_\_ )  
Name

\_\_\_\_\_

Title	Company Name
-------	--------------

Hereinafter, “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant, and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to Fulton County for the performance of any resulting therefrom,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender, or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Fulton County Community Development Block Grant Program**

**EXHIBIT D: 2 CFR Part 200**


**The CDBG Subrecipient acknowledges the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as outlined below as Attachment I, and as included in the 2026 CDBG contractual agreement.**

	<b>Uniform Guidance Item</b>	<b>Response</b>
1	Subrecipient Name	City of Fairburn
2	Subrecipient DUNS Number	EAN3TJNSNVS5
3	Federal Award Identification Number (FAIN)	B-25-UC-13-0003
4	Federal Award Date	10/1/2024-9/30/2033
5	Subaward Period of Performance Start and End Date	Start Date: 1/1/2025 End Date: 12/31/2027
6	Amount of Federal Funds Obligated by This Action	\$180,000.00
7	Total Amount of Federal Funds Obligated to the Subrecipient	\$180,000.00
8	Total Amount of the CDBG Federal Award	\$1,254,161.00
9	Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	CDBG funds will be specifically used for the City of Fairburn's Pedestrian Improvements located at Orchard Street & Strickland, Fairburn.
10	Name of Prime awarding agency, pass-through entity and contact information for awarding official	Prime Awarding Agency: Housing and Urban Development Contact: Karen A. Morris  Pass-Through Entity: Fulton County Contact: Robert L. Pitts, Chairman
11	CFDA Number and Name (identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement)	CFDA 14.218- Community Development Block Grants
12	Identification of R&D Status	Not applicable
13	Indirect Cost Rate for the CDBG Federal Award (including if the de minimis rate is charged)	Not applicable
14	Requirements for use of the Federal Award in accordance with statutes, terms and conditions of the Prime Award	Sub recipients are required to use funds in accordance with the federal award requirement terms and conditions.

<p>15</p>	<p>Additional Requirements Imposed by the Pass-Through Entity in order for the pass-through entity to meet its obligations</p>	<p>Fulton County, as CDBG grantee, shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM.gov), and the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and Central Contractor Registration, and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.</p> <p>Fulton County shall ensure that the subrecipient submit quarterly audited financial statements and Monthly progress reports to accompany the invoices. In addition, Fulton County shall ensure that the subrecipient does not use CDBG funds to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private use.</p>
<p>16</p>	<p>Federal negotiated indirect cost rate between the subrecipient and the Federal government or a negotiated rate between the pass-through entity and the subrecipient, or a de minimis rate</p>	<p>Not applicable. The HUD CDBG federal award states “Do not include indirect cost rates for subrecipients.”</p>
<p>17</p>	<p>Requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipients’ records and financial statements as necessary for the pass-through entity to meet federal requirements</p>	<p>City of Fairburn is required to allow Fulton County or any auditors to have access to the most recent audited financial records on a quarterly basis, and weekly certified payroll for municipality projects with the project commence date.</p>
<p>18</p>	<p>Terms and conditions concerning Invoicing and closeout of the subaward</p>	<p>Fulton County shall make reimbursement compensation for the services described in Section 1.0 (Statement of Work) herein, during the performance of this contract, in accordance with the “Cost Reimbursement Budget” as made a part of Attachment C in the contract. Reimbursement compensation shall be submitted monthly. The County shall make payment to the Subrecipient upon conditional commitment of funds as the project is subject to Environmental Review and review of Monthly Reports and weekly certified payroll. Payment shall then be made through reimbursement of costs incurred by the Subrecipient in the performance and execution of the services under this contract. Payments shall be made timely upon the County’s receipt of proper and sufficient documentation of such costs and as satisfactory to the County. The County shall have the right not to pay any request for reimbursement or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion. Documentation shall include, but not be limited to time sheets, vendors’ and suppliers’ invoices or vouchers, mileage logs, etc. This documentation, along with a written request for reimbursement and a statement of costs incurred shall be submitted to the attention of the assigned Community Development Specialist at</p>

		<p>the Fulton County Department of Housing and Community Development, 137 Peachtree Street, SW, Suite 300, Atlanta, GA, 30303. A minimum of one copy of the request and the statement shall be included with the submission. One copy must be accompanied by documentation supporting the eligible costs. Close out documentation, final title documentation/retainage of funds/release of liens.</p>
<p>19</p>	<p>Special monitoring procedures/requirements for subrecipient compliance</p>	<p>Through on-site and remote monitoring, Fulton County determines whether the Subrecipient's performance meets CDBG program requirements and assists to improve the Subrecipient's performance by providing guidance and making recommendations. Monitoring visits are conducted no less than once per contract term with a specific purpose to validate the accuracy of information presented in the program participant's performance reports. On-site and remote monitoring is also conducted to follow-up on problems identified during the Consolidated Annual Performance and Evaluation Report (CAPER) assessment that are not resolved as of the date of the monitoring, to determine compliance for those activities where there is sufficient information, to make eligibility and/or national objective determinations, and to ascertain the Subrecipient's ability to ensure that activities meet compliance requirements.</p>

For more information on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, please visit: <https://www.federalregister.gov/documents/2017/05/17/2017-09909/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

<p><b>Signature of Authorized Certifying Official</b></p> 	<p><b>Applicant</b></p> <p>City of Fairburn</p>
<p><b>Title</b></p> <p>Mayor</p>	<p><b>Date</b></p>

## Certificate Of Completion

Envelope Id: 46D7A3CF-7B6B-456A-8E5B-07B15EE6529E

Status: Completed

Subject: City of Fairburn CDBG Contract -BOC Approval Item # 26-0110

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 47

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 0

Charles Arthur

AutoNav: Enabled

Stamps: 2

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

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

Atlanta, 30303

Charles.Arthur@fultoncountyga.gov

IP Address: 134.231.232.250

## Record Tracking

Status: Original

Holder: Charles Arthur

Location: DocuSign

4/3/2026 2:15:15 PM

Charles.Arthur@fultoncountyga.gov

Security Appliance Status: Connected

Pool: StateLocal

## Signer Events

### Signature

### Timestamp

Rory K. Starkey

rkstarkeygovtlaw@starkeylawgroup.com

Security Level: Email, Account Authentication (None)

Sent: 4/3/2026 3:18:34 PM

Resent: 4/14/2026 9:34:51 AM

Resent: 4/14/2026 9:40:59 AM

Viewed: 4/14/2026 11:19:00 AM

Signed: 4/14/2026 11:19:52 AM

Signature Adoption: Pre-selected Style

Using IP Address:

2601:589:5201:6b20:c951:9400:ae6:4f32

## Electronic Record and Signature Disclosure:

Accepted: 4/14/2026 11:19:00 AM

ID: a49f16e2-6cdd-4314-92cf-0a16a900c1c4

Hattie Portie-Jones

MayorPortisJones@fairburn.com

Security Level: Email, Account Authentication (None)

Sent: 4/14/2026 11:19:58 AM

Resent: 4/14/2026 11:45:36 AM

Viewed: 4/14/2026 3:31:00 PM

Signed: 4/14/2026 3:38:29 PM

Signature Adoption: Drawn on Device

Using IP Address: 50.146.63.234

Signed using mobile

## Electronic Record and Signature Disclosure:

Accepted: 4/14/2026 3:31:00 PM

ID: cef94888-4e58-46f4-bb4a-b848e509d294

Deannia Ray

dray@fairburn.com

Security Level: Email, Account Authentication (None)

Sent: 4/14/2026 3:38:35 PM

Viewed: 4/15/2026 9:18:39 AM

Signed: 4/15/2026 9:19:08 AM








Signature Adoption: Pre-selected Style

Using IP Address: 50.146.63.234

## Electronic Record and Signature Disclosure:

Accepted: 4/15/2026 9:18:39 AM

ID: 430299c9-a18d-4141-8937-fd15c231e11d

Signer Events	Signature	Timestamp
Stanley Wilson stanley.wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 144.125.34.76	Sent: 4/15/2026 9:19:14 AM Viewed: 4/15/2026 1:42:31 PM Signed: 4/15/2026 1:42:49 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via Docusign		
chad alexis chad.alexis@fultoncountyga.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10	Sent: 4/15/2026 1:42:55 PM Viewed: 4/15/2026 2:51:23 PM Signed: 4/15/2026 2:55:48 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/15/2026 2:51:23 PM ID: 70e1239f-bb4f-472b-b122-39c4abc7b14a		
Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 134.231.232.249	Sent: 4/15/2026 2:55:55 PM Viewed: 4/21/2026 4:55:08 PM Signed: 4/21/2026 4:56:17 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 11/27/2017 1:39:37 PM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8		
Robert L Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10	Sent: 4/21/2026 4:56:23 PM Viewed: 4/21/2026 5:23:02 PM Signed: 4/21/2026 5:23:12 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/21/2026 5:23:02 PM ID: a4da1d68-d4b9-4b27-a8b4-38c7a0ca5655		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)	    Signature Adoption: Uploaded Signature Image Using IP Address: 134.231.232.249	Sent: 4/21/2026 5:23:20 PM Viewed: 4/21/2026 10:33:28 PM Signed: 4/21/2026 10:33:47 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 10/27/2025 11:21:47 AM ID: 4889b84d-8ea3-4ba9-bf87-bf4c309e21ab		

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Stanley Wilson stanley.wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/21/2026 10:33:56 PM
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Miranda Barney Miranda.Barney@fultoncountyga.gov Miranda Barney Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/21/2026 10:33:58 PM Viewed: 4/21/2026 10:37:59 PM
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Kim Benjamin kim.benjamin@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: 4/21/2026 10:34:01 PM Viewed: 4/21/2026 10:38:31 PM
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Felicia Chambers Felicia.Chambers@fultoncountyga.gov Community Development Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/21/2026 10:34:03 PM Viewed: 4/21/2026 10:37:56 PM
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Charles Arthur Charles.Arthur@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: 4/21/2026 10:34:04 PM Resent: 4/21/2026 10:34:16 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/3/2026 3:18:34 PM
Envelope Updated	Security Checked	4/14/2026 11:45:35 AM
Certified Delivered	Security Checked	4/21/2026 10:33:28 PM
Signing Complete	Security Checked	4/21/2026 10:33:47 PM
Completed	Security Checked	4/21/2026 10:34:04 PM

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

### **How to contact Carahsoft OBO Fulton County, Georgia:**

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

To contact us by email send messages to: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

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

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

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

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

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

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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

**Acknowledging your access and consent to receive materials electronically**

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

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

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

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