



**FULTON
COUNTY**

CONTRACT DOCUMENTS

FOR

REQUEST FOR PROPOSAL 25RFP020325C-MH

2025 COMMUNITY SERVICES PROGRAM

FOR

DEPARTMENT OF COMMUNITY DEVELOPMENT

OF

FULTON COUNTY, GEORGIA

CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”), entered into this **1st day of January 2025**, by and between **FULTON COUNTY**, Georgia (hereinafter referred to as “Fulton County” or “County”), a political subdivision of the State of Georgia, acting by and through its Community Development Department’s Youth and Community Services Division (“YCS”), and **Nicholas House, Inc** (hereinafter referred to as “Contractor”), a corporation organized as a nonprofit, tax exempt 501(c) (3) agency, authorized to conduct business within the state of Georgia (hereinafter collectively referred to as the “Parties”).

WITNESSETH

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

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

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

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

The Agreement was approved by the Fulton County Board of Commissioners on **May 21, 2025, BOC#25-0398**.

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

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ARTICLE I - PARTIES AND TERM:

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

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

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

(d) This Agreement will remain in effect from **01/01/2025**, until midnight **12/31/2025**.

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

ARTICLE II - SCOPE OF CONTRACTOR'S DUTIES:

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

SCOPE OF WORK:

Community Services Program (CSP)

CSP Service Category: Homelessness

CSP Funding Priority(ies):

Children and Youth: Not Applicable

Disabilities: Not Applicable

Economic Stability: Not Applicable

Health and Wellness: Not Applicable

Homelessness: 2. Rapid Re-Housing These activities are designed to move homeless people quickly to permanent housing...,6. Emergency Financial Assistance supported by case management and other supportive services...

Senior Services: Not Applicable

Nicholas House, Inc, Homeless Family Housing and Self-Sufficiency Program will provide services at the following locations at specified times during the contract period of **01/01/2025** through **12/31/2025**:

Start and end date of programming for which CSP funds will be used:

Start date: 01/01/2025

End date: 12/31/2025

Service Delivery Site(s):

Name of Program Site	Program Location (complete physical address)	Program City	Program State	Program Zip code	Fulton County District of the program (Facility) location	District(s) of Fulton County Residents Served by the program (facility) location
Boulevard Shelter	830 Boulevard	Atlanta	GA	30312	5	4,5,6

Approach and Design:

Nicholas House, Inc, Homeless Family Housing and Self-Sufficiency Program will provide services to **46** clients that reside in Fulton County, with CSP funding.

Nicholas House, Inc, Homeless Family Housing and Self-Sufficiency Program **will provide the following activities and services in Fulton County with CSP funding:**

Activities and services

1. Identity and qualify homeless families via a community-wide coordinated intake & assessment process. We will take families from the streets, cars, and other agency emergency shelters.
2. Create, with the family, an Individualized Service Plan (ISP) that establishes a path from their current

reality to self-sufficiency. The plan establishes goals, timelines, and action steps to overcome barriers to self-sufficiency, securing permanent housing, and obtaining the income and benefits to sustain the family. Case managers and families review their plans monthly and aim to move the families into permanent housing within 30 – 60 days.

3. **Provide a housing** plan to families experiencing homelessness that is aligned with the varying needs of each family. Housing options include:
 1. Subsidized housing for families experiencing homelessness. Families obtain a lease in their name and pay 30% of their income toward rent. Nicholas House provides a temporary subsidy to cover the rest of the rental rate and will provide temporary utility assistance as well. While NHI subsidizes their rent, a case manager works with the family to find pathways to increase their income and incrementally cover more of the rent until NHI's subsidy is fully tapered off.
 2. Emergency shelter housing at NHI's non-congregant shelter on Boulevard for families with no income. Case managers work with resident families to stabilize, establish a plan of action, obtain mainstream benefits, and earn income. Families work to quickly qualify for apartment-based housing and their own lease before entering option 2.1.
4. Document all services and activities in accordance with HUD regulations for providing services to the homeless and through the Client Track online homeless management system for data collection. Using this statewide system supports community-wide collaboration, increases efficiency, reduces the duplication of resources, meets county-wide objectives for data collection and performance tracking, and fulfills federal funds requests and competitions to help the homeless in our area.
5. Support, encourage, and guide families as they complete their ISPs through ongoing case management. Case managers frequently use motivational interviewing techniques to empower families to attain greater self-reliance, accountability, and confidence in themselves and hope for their future.
6. Deliver, directly or through collaborative partners, services and support to help families achieve the goals and action step in their ISPs. Common needs include food, clothing, furniture, MARTA transportation, health insurance, healthcare, access to mainstream benefits, childcare, GED classes, financial literacy classes, employment workshops, social support network-building, and job skills training.
7. Provide individualized job placement assistance with a Case Manager working alongside each parent to identify skills, interests and assist in a search for meaningful employment with income growth potential.
8. Host the From Surviving to Thriving, Workplace Preparation Workshop, and Financial Achievement, free educational initiatives that last up to six months. NHI provides this opportunity at no cost for NHI families. Each program targets a common skill or knowledge gap for our families, like financial literacy, savings, career planning, and building a social support network. NHI lowers the common barriers to participation with dinner, childcare, and transportation assistance.
9. Enroll all families in aftercare support after a family leaves NHI's other programs. We check in with families at regular intervals for two years to verify their self-sufficiency and housing stability. These

check-ins help cement the family's progress and provide an early crisis detection system. If an issue comes up, case managers can provide early intervention to help them work through the situation, maintain their self-sufficiency, and avoid losing their home.

How activities and services are accomplished

Nicholas House accomplishes the above activities by dedicated case managers employing current national best practices, wide-ranging community collaborations, and processes honed over 40 years of experience. Every NHI family works with a single case manager throughout their entire time with NHI. Case managers work closely with their families and work tirelessly to help them achieve their goals. Case managers do this using a Housing First Model and Client Centered Approach through Trauma Informed Care and Motivational Interviewing Techniques.

While NHI provides a wide range of programs and services, we recognize that collaboration creates an economy of scale, increases efficiency, and provides a better and wider range of resources for our families. Therefore, NHI maintains strong relationships with a large number of other organizations and refer clients to them as needed.

Community Collaborations

NHI has partnerships with a variety of organizations to guarantee that our families can access the resources and support they need to become self-sufficient. Last year alone, over 2,200 volunteers supported NHI's families. Some of our collaborations include:

1. Participating in the Fulton County Coordinated Entry process to identify and qualify the most at-risk families for NHI's programs.
2. Open Doors finds suitable housing options for clients so NHI Case Managers can focus on overcoming families' barriers to housing and self-sufficiency.
3. Furniture Bank of Atlanta supplies furniture to families moving out of our Boulevard Shelter into permanent housing.
4. Peachtree Collier Dental offers free dental exams and treatments.
5. Mercy Care offers healthcare exams and treatments.
6. New Progressions provides mental healthcare services.
7. Atlanta Children's Shelter provides pre-school childcare services.
8. Community volunteers from BlackRock, Truist, United Community Bank, and Xi Chi Sigma Chapter of Phi Beta Sigma teach From Surviving to Thriving, an 8-week financial literacy course. Additional volunteers will support our pilot Circles of Support Program, designed to create a social safety net for participants.
9. Community volunteers from corporations, churches, civic groups, and more provide a hot meal to shelter residents every night of the year.
10. Organizations adopt a room in NHI's Boulevard Shelter and complete basic maintenance like painting, ceiling tile replacement, and new furniture.
11. Individual and corporate supporters adopt families during the holiday season to donate food for Thanksgiving and presents for winter holidays.

Designation of CSP Funds:

Based on the awarded amount of **\$37,042.00**, the CSP funds are designated according to the following cost categories: Administrative, Operational, and Direct Services.

Administrative Expenditures CSP funds that are spent on indirect personnel expenses such as salaries, salary fringe, and benefits for executive / management, accountant, administrative support, etc. Includes direct and indirect charges for administration of the grant (**Note: Not more than 5% of total grant award can be used for administrative costs.**)

Operational Expenditures- CSP funds used to conduct agency/ organizational functions that are secondary to program service delivery such as: auditor, grant writer, consultants, insurance office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), agency's utility expenses, staff transportation expenses, marketing/catalogs, etc. Not to include indirect or direct personnel expenses. (**Note: Not more than 25% of total grant award can be used for operational expenditures.**)

Direct Service Expenditures- CSP funds utilized to provide services directly to agency/program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation (rentals, gas, and parking, bus drivers, participant's public transportation costs, etc.), scholarships and day care vouchers, salaries and fringe benefits for direct service personnel (Case Managers, Educators, Subcontractors, etc.), program supplies (educational/instructional materials, paper, pencils, markers, etc.) directly consumed by participants. Program materials that may be pertinent to the scope of services of a funded program and that aid in contractor meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).

Throughout the contract period, program expenditures will be monitored (via performance reports) to ensure that funding is utilized as contracted.

Cost Category	Designation of CSP Funding Award
Administrative (5% Admin max of total funds awarded.)	\$0.00
Operational (25% Operational max of total funds awarded.)	\$1,852.00
Direct Services	\$35,190.00
<i>Total</i>	\$37,042.00

Explanation of Funding Details:

Nicholas House will use the requested funding to cover Operational and Direct Services expenses for our family-only emergency shelter. The \$1,852 in operational costs will go towards utility expenses at the shelter. We expect to spend all funds in the first performance period. Utilities include water, electricity, and gas. The \$35,190 in Direct Services will cover the salary and payroll taxes of Nicholas House's Housing Supervisors and Volunteer Manager. We expect to spend 35,190 for Direct Services in the first performance period. All staff work directly with clients to provide direct services as part of the emergency shelter program. The Volunteer and Shelter Manager recruits and schedules the 2,250 volunteers a year that provide crucial in-kind support for shelter residents. Volunteers, managed by the Volunteer and Shelter Manager, provide a hot meal to shelter residents 365 days a year, complete basic maintenance and renovations around the shelter, beautify the yard and property, and donate food and gifts during the holidays. The Volunteer and Shelter Manager also assists in the day-to-day operations of the shelter, ensuring residents have a safe, clean, and comfortable environment. The Housing Supervisors provide 24/7 presence and support to shelter residents on nights and weekends, ensuring a calm, safe environment and distributing basic necessities like toilet paper or diapers.

Operational	Amt spent Jan – Jun 2025	Amt spent Jul – Dec 2025
Shelter Utilities	1,852	0
Direct Services		
Salaries and Payroll taxes	35,190	0

Program Performance Measures:

Nicholas House, Inc agrees to track and report program performance to the Fulton County Department of Community Development.

County Defined Performance Measure(s):

Children and Youth: Not Applicable

Disabilities: Not Applicable

Economic Stability: Not Applicable

Health and Wellness: Not Applicable

Homelessness: 2. Number of individuals assisted through rapid re-housing, 5. Number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created... , 7. Number of individuals receiving emergency financial assistance

Senior Services: Not Applicable

The following program measures/ Key Performance Indicators (“KPI’s”) will be utilized to track and report program outcomes for the Fulton County residents supported with CSP funding, during the funding period 01/01/2025 through 12/31/2025:

NHI strives to end family homelessness in Atlanta by eliminating the barriers to self-sufficiency. We ensure that their time living in a car or on the streets is very brief and that they receive the tools and assistance they need to address whatever led them to lose their home. NHI organizes its work by addressing two key areas: stable housing and earning a living wage. Research shows that addressing these key areas provides families with the best chance of long-term success.

Methods

The Barriers to Housing assessment tool, the first step in NHI’s implementation plan, identifies focus areas for improvement and provides the foundation for families to measure their progress. Families work with their case manager to develop their Individualized Support Plans (ISPs), or the blueprint for their journey back to stable housing and self-sufficiency, based on the areas for improvement identified in the Barriers to Housing assessment. Each ISP contains goals unique to each family's needs and circumstances.

Case managers enter all ISPs into the statewide Client Track Homeless Management Information System (HMIS). HMIS is a sophisticated, web-based portal that provides a single, secure place for case managers to enter information and track families’ progress. Because it is used statewide, it even records and tracks information when families receive supporting services from collaborating organizations.

Within HMIS, NHI tracks metrics including income growth, permanent housing placement, and long-term stable housing. Case managers track these metrics using data the families provide, including pay stubs and leases. This information is aggregated at the 90-day, 6-, 12-, and 24-months intervals post-graduation with a survey.

NHI’s approach to helping Atlanta’s homeless families, with its focus on housing first and then self-sufficiency, is overwhelmingly successful. Of the 125 Fulton County families that NHI will serve this year, 80% will move into more permanent housing upon exit. Additionally, at least 50% will maintain or increase their income, and at least 80% will maintain their self-sufficiency by staying in their home and covering all of their expenses one year after

leaving NHI's programs.

Goals and Objectives

NHI is proud to say that last fiscal year, our families met or exceeded the goals and objectives shown above. NHI measures success from our first interaction with a family to two years after they leave NHI's programs using a variety of quantitative assessments and tools.

County-defined Performance Measures

1. Number of potential instances of homelessness prevented

- Goal: 17 households, approximately 51 individuals, avoid eviction because of NHI's rent/utility arrears assistance, leasing advocacy, or other early intervention efforts.
- Data Collection Tool: Case managers will enter all financial assistance, leasing advocacy efforts, and other interventions into Client Track

2. Number of individuals assisted through rapid re-housing

- Goal: 17 households, approximately 51 people, quickly obtain permanent housing through NHI's rapid rehousing support.
- Data Collection Tool: Case managers will enroll individuals into NHI's rapid rehousing program and upload moving documents, services provided, and leases into Client Track or NHI records.

3. Number of individuals whose barriers to self-sufficiency are eliminated/ reduced; paths to self-sufficiency created. (Increase in income, access to case or noncash mainstream benefits)

- Goal: 80 individuals will receive case management and will meet at least one goal in their Individual Service Plan.
- Data Collection Tool: Case Managers will enter Individualized Service Plans, payroll stubs, referrals, and benefits information into Client Track.

Agency-defined Performance Measures

Goal I: Percentage of participating families that maintain housing stability

- Objectives: 80% of families maintain their own housing at least 1 year after exit.
- Data Collection Tool: Case managers assess families for housing stability one year after the family exits NHI's programs and enter that data into Client Track

Goal 2: Percentage of participating families maintain or increase their income

- Objectives: 50% of families maintain or increase their income
- Data Collection Tool: Clients will provide all income data from employment, public benefits, and other

sources to case managers, who will enter that data into Client Track.

Goal 3: Number of individuals that enroll in at least one of NHI's educational initiatives

- Objective: 25 individuals will enroll in one of our education initiatives: From Surviving to Thriving, Employment Workshop, Circles of Support, and Financial Achievement Club.
- Data Collection Tool: Case managers will track enrollment and participation in NHI files.

Major Milestones

- January 2025 -- begin intake of families and input in Client Track data tool
- Monthly between January -- December 2025:
 - Enroll approximately 3-4 individuals a month into emergency shelter for a total of 46 CFI during the year
 - Determine housing barriers, income status, need/education gap, and establish service plan for each family as they enter a program.
 - Enter services, referrals, goals, progress, case notes, and outcomes for each family into the Client Track data system.
- July 2025 – Submit the required performance report to Fulton County showing at least 50% progress towards our stated goals.
- October 2025 – Submit performance report to Fulton County showing at least 75% progress towards our stated goals.
- January 2026 – Submit final performance report to Fulton County showing at least 100% completion towards our stated goals.

Agency Defined Performance Measure(s):

Goal I: Percentage of participating families that maintain housing stability

- Objectives: 80% of families maintain their own housing at least 1 year after exit.
- Data Collection Tool: Case managers assess families regularly for housing stability for two years after the family exits NHI's programs and enter that data into Client Track

Goal 2: Number of individuals that receive needed healthcare services or gain access to healthcare coverage.

- Objective: 20 individuals will receive needed healthcare services or gain access to healthcare coverage.
- Data Collection Tool: Case managers will enter self-reported health barriers, referrals and services

provided to clients into Client Track

Goal 3: Number of individuals that enroll in at least one of NHI's educational initiatives

· Objective: 25 individuals will enroll in one of our education initiatives: From Surviving to Thriving, Employment Workshop, Circles of Support, and Financial Achievement Club.

Data Collection Tool: Case managers will add program enrollment information in secure internal records.

ADDITIONAL REQUIREMENTS

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

1. Contractor agrees to develop, in conjunction with Fulton County, a process of accepting and serving Fulton County residents referred by the Youth and Community Services Division of Fulton County Government.
2. As consideration for the County providing funding and the non-profit entity accepting same, the non-profit entity shall, upon the County's request, participate in County-sponsored events and activities on County property, when feasible. The non-profit agency shall use its best efforts to comply with the County's request provided that it is given at least one week's notice to do so. Failure to participate will be taken into consideration for future funding requested by the non-profit entity.
3. Contractor agrees to allow staff from the Fulton County Department of Community Development to conduct contract compliance site visits as necessary (announced or unannounced).
4. During the site visit, Contractor will be required to allow staff to monitor programming, as well as review client rosters / sign-in sheets and/ or Registration information that should include complete addresses of Fulton County residents served by this funding.
5. Contractor agrees to comply with the Operational Specifications outlined in **2025 Community Services Program 25RFP020325C-MH**.
6. Contractor agrees that advertising, promotions and other publicity in connection with the supported program(s) shall include the following acknowledgment: **"Funding provided in part by the Fulton County Board of Commissioners under the guidance of the Department of Community Development."**

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

County Logo.

Reporting

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

7. Contractor will be required to submit completed performance reports (with deadlines of **(July 18, 2025, and January 16, 2026)** to adhere to the requirements outlined in the Performance Report Instructions, as well as the format provided by the Fulton County Department of Community Development. Future funding will be affected if performance reports are not submitted by stipulated due dates.

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

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

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

Expenditure of Funds

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

12. Community Services Program funds must be expended by December 31st of the contract year. All funds that are not spent by this date must be reimbursed to Fulton County Government within 30 days of written request. A Contractor's failure to adhere to this requirement will result in one or more of the following: inability to receive future funding from Fulton County, and/or legal action against the agency

to recoup funding that are not reimbursed by the deadline.

ARTICLE III - COMPENSATION FOR SERVICES

(a) Fulton County agrees to pay Contractor a maximum sum of **\$37,042.00**.

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

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

(d) The Contractor agrees and understands that all expenditures must be consistent with the scope and purpose of this Agreement, and expenditures must be consistent with the guidelines and definitions established in **2025 Community Services Program 25RFP020325C-MH**, which is hereby incorporated by reference herein and made a part of this agreement. The County reserves the right to approve and reject payment for expenditures which are not consistent with the scope and purpose of this Agreement, and which the County determines are not consistent with the guidelines and definitions established in the Community Services Program RFP.

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

ARTICLE IV - RECORD KEEPING

(a) Contractor shall maintain accurate records of the expenditure and disposition of funds, and such

records must be in accordance with good accounting practices, and made available for inspection and audit by Fulton County at a time mutually agreeable to parties and upon thirty (30) days' notice to contractor.

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

(c) A performance report, with supportive documentation consistent with provisions of the Agreement outlined in Article II, must be provided to Fulton County no later than **July 18, 2025 for the period January 1, 2025-June 30, 2025; and January 16, 2026 for the period July 1, 2025-December 31, 2025.**

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

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

To Fulton County:

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

To Contractor:

Nicholas House, Inc
PO Box 15577
Atlanta, Georgia 30333

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

(f) Contractor understands and agrees that, upon Fulton County's determination that Contractor is not or has not been in substantial compliance with any term of this Agreement with respect to the performance and provision of services at any single delivery site, Fulton County shall thereupon have the right to immediately suspend or terminate this Agreement upon written notice to Contractor. Contractor

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

ARTICLE V - INDEMNIFICATION

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

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

(a) This Agreement is effective on **01/01/2025**, and shall terminate on **12/31/2025**, unless earlier terminated in accordance with the provisions of this Agreement. Notwithstanding termination of the Agreement, Contractor is obligated to fulfill all of its obligations, including its reporting requirements.

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

(c) Fulton County shall have the right to suspend immediately Contractor's performance hereunder

on an emergency basis whenever necessary, in the opinion of Fulton County, to avert a life threatening situation or other sufficiently serious risk.

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

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

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

ARTICLE VII - INDEPENDENT CONTRACTOR STATUS

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

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

(b) The Contractor shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Contractor which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Contractor shall maintain records pertaining to such taxes as

well as payment thereof and shall make the same available to Fulton County at all reasonable times for inspection and copying. The Contractor shall apply for any and all tax exemptions which may be applicable and shall timely request from Fulton County such documents and information as may be necessary to obtain such tax exemptions. Fulton County shall have no liability to the Contractor for payment of any tax from which it is exempt.

ARTICLE VIII - INSURANCE

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

ARTICLE IX – AMENDMENTS AND MODIFICATIONS TO CONTRACT

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

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

ARTICLE X - SUBCONTRACTING

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

ARTICLE XI - ASSIGNABILITY

Contractor shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of Fulton County. Any attempted assignment or subcontracting by Contractor

without the prior expressed written consent of Fulton County shall at the County's sole option terminate this Agreement without any notice to Contractor of such termination. Contractor binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE XII - SEVERABILITY OF TERMS

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

ARTICLE XIII – PRECEDENCE OF AGREEMENT

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

ARTICLE XIV - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

(3) The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the

labor union or workers' representative of the Contractor's commitments under the Equal Opportunity Program of Fulton County and under this Article, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

ARTICLE XV - CAPTIONS

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

ARTICLE XVI - GOVERNING LAW

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

ARTICLE XVII - JURISDICTION

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

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



F. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	Nicholas House, Inc.
Project No. and Project Title:	26201 - Homeless Family Housing and Self-Sufficiency Program

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of Fulton County Government has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

121495

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

May 20, 2008

Date of Authorization

Nicholas House

Authorized Officer or Agent
(Name of Contractor)

I hereby declare under penalty of perjury that the foregoing is true and correct

Jannan Thomas

Printed Name (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Executive Director

Title (of Authorized Officer or Agent of Contractor)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

5th DAY OF march, 2025

Wafiyah Layali Bilal
Notary Public

My Commission Expires: July 27, 2027



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	Nicholas House
Project No. and Project Title:	26201 - Homeless Family Housing and Self-Sufficiency Program

FORM G: SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

N/A

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number)

N/A

Date of Authorization

N/A

Authorized Officer of Agent
(Name of Subcontractor)

I hereby declare under penalty of perjury that the foregoing is true and correct

Jannan Thomas

Printed Name (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Executive Director

Title (of Authorized Officer or Agent of Contractor)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

5th DAY OF march, 20 25

Wafiyah Layali Bilal

Notary Public

My Commission Expires: July 27, 2027



* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hamby & Aloisio Inc. 53 Perimeter Center East #400 Atlanta GA 30346	CONTACT NAME: Judith Davis PHONE (A/C, No, Ext): (770) 551-3270 FAX (A/C, No): (770) 551-3289 E-MAIL ADDRESS: judith@hains.com INSURER(S) AFFORDING COVERAGE INSURER A: Alliance of Nonprofits for Ins. INSURER B: National Liability & Fire Ins. INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Nicholas House, Inc. P.O. Box 15577 Atlanta GA 30333	NAIC # 10023

COVERAGES**CERTIFICATE NUMBER:** 2025-2026**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		02-CP-0077258-01-02	03/15/2025	03/15/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							Directors & Officers \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			02-CP-0077258-01-02	03/15/2025	03/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							Medical payments \$ 5,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			02-UB-0077258-01-02	03/15/2025	03/15/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		WC-2025-81654-00	03/15/2025	03/15/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Abuse and Molestation			02-CP-0077258-01-02	03/15/2025	03/15/2026	Limit \$1MIL/\$3MIL Limit \$1MIL/\$2MIL

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

Certificate holder is a "Additional Insured" per coverage form CG2010 attached to policy.

CERTIFICATE HOLDER**CANCELLATION**

Fulton County Government – Purchasing Department
 130 Peachtree Street, S.W.
 Suite 1168
 Atlanta GA 30303-3459

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

AUTHORIZED REPRESENTATIVE

Vicki M. Henry

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POLICY NUMBER: 02-CP-0077258-01-02

COMMERCIAL GENERAL LIABILITY
CG 20 10 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that you are required to include on this policy, under written contract or agreement currently in effect or becoming effective during the term of this policy, applicable under the terms and conditions of this endorsement, and consistent with the description below that the parties intend. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

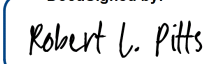
IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and, as applicable, their corporate seals to be hereunto affixed as of the day and year date first above written.

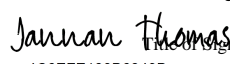
OWNER:

CONTRACTOR:

FULTON COUNTY, GEORGIA

VENDOR NAME **Nicholas House, Inc.**

DocuSigned by:

BA715B1A26544E7
Robert L. Pitts, Chairman
Fulton County Board of Commissioners


Signed by: Name of Signatory: Jannan Thomas

4C6EFE139B6349B...
Executive Director
Authorized Signature

ATTEST:

ATTEST:

Signed by:

EEC476C4837648D...
Tonya R. Grier
Clerk to the Commission

Signed by: Name of 2nd Signatory: **Carla Frye**

82E7439D9A044BD...
Title of 2nd Signatory: **Director of Programs**
Second Authorized Signature

(Affix County Seal)



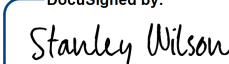
(Affix Corporate Seal, if applicable)

APPROVED AS TO FORM:

Signed by:

0EC92EDADEFB4B8...
Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:

5E4D76DFB4A0450...
Stanley Wilson, Director
Fulton County Department of
Community Development

Please select RM or 2ND RM from the checkbox

RM

X 2ND RM

ITEM#: _____ RM: _____	ITEM#: 25-0398 2ND RM: 05/21/2025
REGULAR MEETING	SECOND REGULAR MEETING


Certificate Of Completion

Envelope Id: AA52A82A-E1C4-479B-B47D-64C92FB6524D		Status: Completed
Subject: Please DocuSign: 2025 CSP Contract-Nicholas House, Inc.-BOC Agenda#25-0398		
Parcel ID:		
Employee Name:		
Source Envelope:		
Document Pages: 29	Signatures: 6	Envelope Originator:
Certificate Pages: 7	Initials: 0	Cherie Williams
AutoNav: Enabled	Stamps: 1	141 Pryor Street
Envelopeld Stamping: Enabled		Purchasing & Contract Compliance, Suite 1168
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Atlanta, GA 30303
		Cherie.Williams@fultoncountygga.gov
		IP Address: 166.137.175.9


Record Tracking

Status: Original	Holder: Cherie Williams	Location: DocuSign
6/18/2025 11:17:52 PM	Cherie.Williams@fultoncountygga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: Docusign

Signer Events

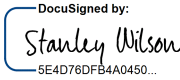
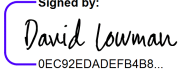


Signer Events	Signature	Timestamp
Jannan Thomas jthomas@nicholashouse.org Executive Director Nicholas House Security Level: Email, Account Authentication (None)	<div>Signed by:  4C8EFE139B6349B...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:1736:5180:990:67e8:2ffb:3c4d</div>	<div>Sent: 6/18/2025 11:22:01 PM Resent: 6/20/2025 2:42:45 PM Resent: 6/23/2025 9:06:38 AM Resent: 6/24/2025 9:41:16 AM Viewed: 6/25/2025 9:11:38 AM Signed: 6/25/2025 9:13:44 AM</div>

Electronic Record and Signature Disclosure:
Accepted: 6/25/2025 9:11:38 AM
ID: 02dbbe0e-49db-4847-adf6-58e8f38b0dd8

Carla Frye cfrye@nicholashouse.org Security Level: Email, Account Authentication (None)	<div>Signed by:  82E7439D9A044BD...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:2c92:3f0:fdd1:f7cc:979f:612a</div>	<div>Sent: 6/25/2025 9:13:47 AM Viewed: 6/25/2025 11:28:17 AM Signed: 6/25/2025 11:31:20 AM</div>
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Electronic Record and Signature Disclosure:
Accepted: 6/25/2025 11:28:17 AM
ID: 2611426f-c580-494d-98bd-8b6e95194a28

Mark Hawks2 mark.hawks@fultoncountygga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None)	<div>Completed</div> <div>Using IP Address: 45.20.200.178</div>	<div>Sent: 6/25/2025 11:31:23 AM Viewed: 6/25/2025 1:09:13 PM Signed: 6/25/2025 1:09:25 PM</div>
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Signer Events	Signature	Timestamp
Stanley Wilson Stanley.Wilson@fultoncountyga.gov Director Stanley Wilson Security Level: Email, Account Authentication (None)	DocuSigned by:  5E4D76DFB4A0450... Signature Adoption: Pre-selected Style Using IP Address: 75.43.132.102	Sent: 6/25/2025 1:09:27 PM Viewed: 6/25/2025 4:23:17 PM Signed: 6/25/2025 4:23:23 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 74.174.59.4	Sent: 6/25/2025 4:23:26 PM Viewed: 6/30/2025 10:01:26 AM Signed: 6/30/2025 10:02:36 AM
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David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None)	Signed by:  0EC92EDADEFB4B8... Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.4	Sent: 6/30/2025 10:02:39 AM Viewed: 6/30/2025 10:04:29 AM Signed: 6/30/2025 10:05:14 AM
Electronic Record and Signature Disclosure: Accepted: 6/30/2025 10:04:29 AM ID: 58496483-d939-4bd4-be2d-bf3c1e5e824c		
Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	Completed Using IP Address: 166.137.19.31	Sent: 6/30/2025 10:05:17 AM Resent: 7/2/2025 2:20:07 PM Viewed: 7/2/2025 3:46:30 PM Signed: 7/2/2025 3:46:46 PM
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Robert L. Pitts michael.oconnor@fultoncountyga.gov Fulton County Security Level: Email, Account Authentication (None)	DocuSigned by:  BA715B1A26544E7... Signature Adoption: Pre-selected Style Using IP Address: 68.208.197.4	Sent: 7/2/2025 3:46:49 PM Viewed: 7/2/2025 4:27:03 PM Signed: 7/2/2025 4:27:08 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Security Level: Email, Account Authentication (None)	Signed by:  EEC476C4837648D...  Signature Adoption: Uploaded Signature Image Using IP Address: 99.96.24.191	Sent: 7/2/2025 4:27:11 PM Viewed: 7/2/2025 7:14:59 PM Signed: 7/2/2025 7:15:14 PM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4		
Mark Hawks3 mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	Completed Using IP Address: 45.20.200.178	Sent: 7/2/2025 7:15:18 PM Resent: 7/3/2025 10:49:58 AM Viewed: 7/3/2025 2:03:18 PM Signed: 7/3/2025 2:03:22 PM

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
Atif Henderson Atif.Henderson@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/18/2025 11:22:00 PM
Cherie Williams cherie.williams@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/18/2025 11:22:00 PM Resent: 7/3/2025 2:03:29 PM
Carlos Thomas carlos.thomas@fultoncountyga.gov Division Manager Fulton County Government Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/18/2025 11:22:00 PM Viewed: 7/3/2025 2:10:09 PM
Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/3/2025 2:03:26 PM Viewed: 7/3/2025 2:10:10 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/18/2025 11:22:00 PM
Certified Delivered	Security Checked	7/3/2025 2:03:18 PM
Signing Complete	Security Checked	7/3/2025 2:03:22 PM
Completed	Security Checked	7/3/2025 2:03:26 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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