



**Fulton County Department of Community Development
and
GA 502 Fulton County Continuum of Care**

Coordinated Entry Services
Lead Organization Application

Release Date: May 18, 2021

Due Date: 11:59 p.m., June 15, 2021

Overview

The Fulton County Department of Community Development's Homeless Division and the Fulton County GA 502 Continuum of Care (CoC) are seeking to partner with a nonprofit organization to assist with the management of its Homeless Assessment Centers that are located in North and South Fulton County, Georgia.

The goal of Fulton County and the CoC is to transform Fulton County's homeless system to effectively prevent and end homelessness. Accordingly, the alignment of the public and private resources/partners that fund and support projects in the homeless system are essential for the achievement of a comprehensive system.

We believe that no one agency alone can end homelessness and this approach is needed to advance the Fulton County community-level outcomes of:

- Reducing the number of households who experience homelessness;
- Reducing the length of time households experience homelessness;
- Reducing the number of households who experience another episode of homelessness; and
- Increasing exits to permanent housing.

One lead agency will be selected to work with the Fulton County Homeless Division to coordinate the delivery and coordination of collective impact homeless services for individuals and families who are at-risk of homelessness or are currently or formerly homeless and resides in Fulton County, outside of the city of Atlanta.

The successful applicant will demonstrate intentional partnerships with other organizations to address housing instability and homelessness using shared leadership and evidence-based practices.

Applicant should provide a separate affordable housing referral plan that includes project/partner implementation, referral strategy, and proof of the collaborative partnerships.

Applicants should offer the following services or a **minimum of eight (8)**.

1. Reunification program assists homeless residents with assistance to return to their home communities.
2. Substance Abuse, and Mental and Public Health
3. Street Outreach
4. Homeless Prevention
5. Rapid Rehousing
6. Supportive Housing
7. Provide emergency services, crisis intervention, transitional and permanent supportive housing to Persons Living with HIV/AIDS (PLWHA).
8. Provide emergency services, crisis intervention, transitional and permanent supportive housing to services for Veterans and their Families
9. Relationships with metro municipality CoCs and affordable housing providers
10. Ability to provide mobile homeless services

I. IMPLEMENTATION TIMELINE

Phase One

- Application public release, on Tuesday, May 18, 2021.
- Technical Assistance Zoom call:
 - 1 to 2 p.m., Thursday, May 27, 2021.
 - **Meeting ID: 948 5022 0271**
 - **Passcode: 739590**
 - **Registration Link:** <https://zoom.us/meeting/register/tJAlcumqrDsoHdVFCuH5duLYZPWLNI9GXdvT>
- Applications are due by 11:59 p.m., on Tuesday, June 15, 2021.
- Submit questions and the application to: HomelessInfo@fultoncountyga.gov
- Selected Agency and program summary will be submitted to the Fulton County Board of Commissioners for final approval.

Phase Two

- Applicant notifications will be released per the approval of the Fulton County Board of Commissioners.
- Selected Agency's MOU execution process, will commence per the approval of the Board Commissioners.

Phase Three

- Fulton County will provide office space in a North and South Fulton County building. The space will include computer equipment, copier, scanner, office supplies, and other equipment that's necessary to equip a functional office.
- HMIS services and support will be provided by a Fulton County Vendor.
- CoC and ESG grant(s) may be provided to provide direct services at the Homeless Assessment Centers.

Phase Four

- Lead Agency will work with Fulton County to create a 12 month work plan.
- We project the Lead Agency contract will start September 1, 2021.

II. AGENCY ELIGIBILITY

Eligible agencies are those that provide homeless and homeless prevention services in Fulton County, outside of the city of Atlanta.

III. ORGANIZATION INFORMATION

Agency Name: _____
Agency EIN-Number as assigned by The Internal Revenue Service (IRS): _____
Fulton County Subrecipient Code Number (Note: Only for agencies who are currently funded or have received previous funding from Fulton County Government): _____
Agency Main Address: _____
Agency Mailing Address (if different from above): _____
NOTE: ALL HOMELESS – RELATED CORRESPONDENCE WILL BE MAILED TO THIS ADDRESS, INCLUDING PAYMENTS
Agency Main Number/ Fax/ Website/ E-mail Address: _____
Board Chair: _____
Board Chair Telephone #: _____

2nd Authorizing Official: _____
 2nd Authorizing Official Telephone #: _____
 Program Contact: _____
 Program Contact Telephone # / Email Address: _____
 Alternate Program Contact: _____
 Alternate Program Contact Telephone # / Email Address: _____

IV. APPLICATION CHECKLIST

Submission Requirements	Documentation	Check if Enclosed
<p>1. The applicant must</p> <ul style="list-style-type: none"> a. have nonprofit status for at least one (1) full year, or b. have two (2) full years of operating experience under another nonprofit entity, or c. be a local governmental entity or agency (governmental agencies can skip to line 5) 	<p>ATTACHMENT 1:</p> <ul style="list-style-type: none"> a. Provide a copy of a 501© (3) designation letter from the Internal Revenue Service if a non-profit applicant b. If operating under another nonprofit, please provide a copy of the Memorandum of Understanding. 	<input type="checkbox"/>
<p>2. The applicant must be registered to conduct business in the State of Georgia at the time of application. (Not applicable to governmental agencies)</p>	<p>ATTACHMENT 2:</p> <p>Provide a copy of current certification from the GA Secretary of State. For assistance, please visit: www.sos.ga.gov</p>	<input type="checkbox"/>
<p>3. The applicant must have an audit or audited financial statements (if budget is less than \$25,000 annually) prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation. Copies of each audited financial statement must be submitted with the application. Reviews and Compilations will not be accepted. Audit findings will make the applicant ineligible to receive assistance. (Not applicable to governmental agencies)</p>	<p>ATTACHMENT 3:</p> <p>Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable.</p>	<input type="checkbox"/>
<p>4. Non-profit organizations must have an active Board of Directors within the last 12 months. (Not applicable to governmental agencies)</p>	<p>ATTACHMENT 4: Provide list of board members and authorization for the submittal of this application. Please also include a copy of Conflict of Interest Statement from the Board of Directors.</p>	<input type="checkbox"/>

Submission Requirements	Documentation	Check if Enclosed
5. The applicant must have at least twelve (12) months experience directly related to the proposed project or program.	ATTACHMENT 5: Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project, and include descriptions of the applicant's previous related program activities.	<input type="checkbox"/>
6. The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 6: Provide a copy of the agency's written financial management procedures, and a current organization chart.	<input type="checkbox"/>
7. Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 7: Provide a copy of Certificate of Insurance.	<input type="checkbox"/>
8. Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit www.sam.gov	ATTACHMENT 8: Provide proof of registration with the U.S. System for Award Management.	<input type="checkbox"/>
9. The contract period for the project, if approved, will begin: TBD, per the Fulton County Board of Commissioners approval of grant recommendation.	ATTACHMENT 9: Provide a projected timeline of proposed activities for each funding year.	<input type="checkbox"/>
10. Resolution that authorizes the submission of the application.	ATTACHMENT 10: Signed resolution.	<input type="checkbox"/>
11. By-Laws	ATTACHMENT 11:	<input type="checkbox"/>
12. Copy of Conflict of Interest Statement	ATTACHMENT 12:	<input type="checkbox"/>
13. Twelve month budget to include a line item summary that outlines the management of the two Assessment Center locations. Budget should include the staffing of the each center with an Assessment Center Specialist and Outreach Worker.	ATTACHMENT 13:	<input type="checkbox"/>
14. Homeless Prevention and Referral Strategy	ATTACHMENT 14:	<input type="checkbox"/>

Failure to submit items one through fourteen will result in an automatic declination of the application.

V. APPLICATION AND REVIEW PROCESS will be driven by the following assumptions.

- ✓ **Accountability** – As a system, we must continually ensure accountability to funders and the community to demonstrate that we are making the best use of funds provided, serving the maximum number of households with successful outcomes, and providing quality services and safe environments for people who are literally homeless or imminently at risk of literal homelessness in our community.
- ✓ **Client-Centered Approach** –Client-centered—the Fulton County Assessment Center will focus on a household’s strengths, goals, and self-determination rather than personal barriers.
- ✓ **Collective Impact** –The Collective Impact approach is premised on the belief that no single policy, government department, organization, or project can tackle or solve the increasingly complex social problems we face as a society, such as homelessness and housing instability.
- ✓ **Efficiency** – The goal is to create efficiencies for the Fulton County Coordinated Intake and Assessment system as a whole.
- ✓ **Housing First** –The mission and philosophy of the selected organization must be aligned with Housing First principles: everyone is housing ready, and there should be no barriers or service participation requirements imposed on homeless households as a condition for entering housing.
- ✓ **Quality** – The Homeless Division and CoC will continually examine the Assessment Center model and make improvements to ensure that programs and services are of high quality and cost effective.
- ✓ **Racial Equity** – People of color, particularly African Americans, are overrepresented among households who experience homelessness in Fulton County.
- ✓ **Nondiscrimination** – Fulton County does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

VI. KEY COMPONENTS AND COLLECTIVE IMPACT

Coordinated Assessment: The primary purpose of a coordinated assessment system is to provide rapid, effective, and the consistent client to housing and service matches regardless of the client’s location within the CoC’s geographic area. The goal is to minimize time and frustration for people who need help; to maximize the use of the system (CoC and Fulton County) resources and to identify service gaps.

VII. APPLICATION

A. EVALUATION CRITERIA

Applications will be evaluated using the following criteria

1. Project Description (25 points)
2. Plan (25 points)
3. Sustainability (12 points)
4. Data Quality (20 points)
5. Conclusion (10 Points)
6. General Attributes (6 Points)
7. Bonus (2 points)

B. APPLICATION QUESTIONS

1. **Project Description (3,000 character limit): Project Description** *(Maximum points for 25 out of 100)*

Describe how the project will adopt and implement the Housing First Model to include the following:

- a) Target Population(s) – be specific about the population’s specific needs and techniques for client engagement
- b) Collaborative Partners – List Collaborative Partners
- c) History and Experience – capacity of the Lead Agency and Collaborative Partners to deliver the project services and administer funding; if applicable provide data about the number of years and type and depth of experience
- d) Adaptability of Services – ability of the project to respond flexibly in order to account for increasing/decreasing need for homeless and homeless prevention services.

(Excellent) criteria met for a total of 25 points	<ol style="list-style-type: none"> 1. Purpose of the program is clear and thorough. (10 points) 2. Provides a summary of collaborative approach with working with public service and Fulton County’s municipalities, affordable housing partner placement referrals, and established partnerships with three or more Fulton County Housing Authorities, etc. (5 points) 3. Provides a 4 year history of collaborative partnerships. (5 points) 4. Conclusion is strong and reiterates the goal behind the purpose. (5 points)
(Good) criteria met for a total of 20 points	<ol style="list-style-type: none"> 1. Purpose of the program is somewhat clear and thorough. (8 points) 2. Provides an average collaborative approach with working with public service and Fulton County’s municipalities, affordable housing partner placement referrals, and affordable housing placement, and established partnerships with at least two Fulton County Housing Authorities, etc. (4 points) 3. Provides a 3 year history of collaborative partnerships. (4 points) 4. Conclusion is a summary of the program and needs more program specifics. (4 points)
(Fair) criteria met for a total of 8 points	<ol style="list-style-type: none"> 1. Purpose of the program is unclear. (2 points) 2. Provides a vague description of the collaborative approach with working with public service and Fulton County’s municipalities, affordable housing partner placement referrals, and affordable housing placement, and established partnerships with at least two Fulton County Housing Authorities, etc. (2 points) 3. Have 2 or less years of working with collaborative partnerships. (2 points) 4. Conclusion does not provide specific collaborative methods and partnerships. (2 points)

Project Description Response (3,000 character limit): _____

2. Plan (6,000 character limit) (Maximum points for 25 out of 100)

- Coverage: Describe a detailed coverage plan for the Assessment Center, including how to coordinate with and through the Coordinated Intake and Assessment System.
- Service Delivery: Describe the service implementation plan to include the services that will be provided; who will provide the services; how services will be accessed; and expected frequency and duration of services.

(Excellent) criteria met for a total of 25 points	<ol style="list-style-type: none"> 1. Provides an aggressive outline/map coverage and coordination plan for Fulton County’s Coordinated Intake and Assessment System starting September 1, 2021. (10 points) 2. Identifies a strong timeframe for the provision of services from the initial assessment. (5 points) 3. Application addresses how services will be accessed. (5 points) 4. Application address a service plan to include expected frequency and duration of services.
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	(5 points)
(Good) criteria met for a total of 20 points	<ol style="list-style-type: none"> 1. Provides an average outline/map coverage and a coordination plan for Fulton County's Coordinated Intake and Assessment System that includes post September 1 implementation dates (8 points) 2. Provides an average timeline for the provision of services from the initial assessment. (4 points) 3. Partially addresses how services will be accessed. (4 points) 4. Partially addresses a service plan to include expected frequency and duration of services. (4 points)
(Fair) criteria met for a total of 4 points	<ol style="list-style-type: none"> 1. Does not provide an adequate outline/map coverage and a coordination plan for Fulton County's Coordinated Intake and Assessment System that includes post September 1 implementation dates (1 point) 2. Does not provide an adequate timeline for the provision of services from the initial assessment. (1 point) 3. Does not adequately address how services will be accessed. (1 point) 4. Does not provide an adequate service plan to include expected frequency and duration of services. (1 point)

Plan Response (6,000 character limit): _____

3. Sustainability (3,000 characters limit) (Maximum points for section is 12 out of 100)

Describe the lead nonprofit's strength and supportive services that will be layer with service providers.

(Excellent) 3 points per criteria met for a total of 12 points	<ol style="list-style-type: none"> 1. Applicant possess three or more core services that can support homeless and homeless prevention services. (3 points) 2. Provides a clear description of how the services will enhance the Assessment Center's service delivery. (3 points) 3. Provides a clear description of the leverage potential of CIAS funding. (3 points) 4. Organization never defaulted on a loan or grant. (3 points)
(Good) 2 points per criteria met for a total of 8 points	<ol style="list-style-type: none"> 1. Applicant possess two core services that can support homeless and homeless prevention services. (2 points) 2. Provides a fair description of how the services will enhance the Assessment Center's service delivery. (2 points) 3. Provides a fair description of the leverage potential of CIAS funding. (2 points) 4. Organization defaulted on a loan or grant 3 years ago. (2 points)

(Fair) 1 point per criteria met for a total of 4 points	<ol style="list-style-type: none"> 1. Applicant possess one core service that can support homeless and homeless prevention services. (1 point) 2. Provides poor description of how the programs can will enhance the Assessment Center’s service delivery. (1 point) 3. Provides a poor description of the leverage potential of CIAS funding. (1 point) 4. Organization defaulted on a loan or grant 1 year ago. (1 point)
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Sustainability Response (3,000 character limit): _____

4. Data Quality (2,000 character limit) (Maximum points for section is 20 out of 100)

Describe your plans to work with your Collaborative (MOU) Partners to assess, evaluate, and implement learning and continuous quality improvement practices. 1.) Include how data will be used to inform and improve the project and how data will be shared, and 2.) Assessment Centers data collection – call volume (hold times, dropped calls, call length, length to schedule an appointment, referral results, and follow-up to Assessment Centers Referrals.

(Excellent) met for a total of 20 points	<ol style="list-style-type: none"> 1. Provides a clear explanation of the methods to be used and the specific goals to be obtained. (10 points) 2. Describes five (5) or more milestones to be achieved with implementing data quality. (5 points) 3. Identifies the specific data collection tool(s)/ and list source(s) for each tool used to report progress on data quality. (5 points)
(Good) criteria met for a total of 12 points	<ol style="list-style-type: none"> 1. Provides an average explanation that can be built out of the methods to be used and the specific goals to be obtained. (6 points) 2. Describes four (4) milestones to be achieved with implementing data quality. (3 points) 3. Identifies the specific data collection tool(s) and list some source(s) used to report progress on data quality. (3 points)
(Fair) criteria met for a total of 6 points	<ol style="list-style-type: none"> 1. Provides a fair explanation that can be built out of the methods to be used and the specific goals to be obtained. (2 points) 2. Describes three (3) or less milestones to be achieved with implementing data quality. (2 points) 3. Identifies the specific data collection tool(s) and does not list source(s) used to report progress on data quality. (2 points)

Data Quality Response (2,000 character limit): _____

4. Conclusion (Maximum points for section is 10 out of 100) **(2,000 Character limit)**

(Excellent) criteria met for a total of 10 points	<ol style="list-style-type: none"> 1. Provides a summary statement with attainable solutions based on the application. (5 points) 2. Places the focus of the project on the required need and relevancy. (5 points)
(Good) criteria met for a total of 6 points	<ol style="list-style-type: none"> 1. Provides a summary statement of possible solutions based on the application. (3 points) 2. Places the focus of the project on the required need but does not site the relevancy. (3 points)
(Fair) criteria met for a total of 2 points	<ol style="list-style-type: none"> 1. Provides an incomplete summary with vague references to the proposed solutions. (1 point) 2. Places no focus on the required need. (1 point)

Conclusion Response (2,000 Character limit): _____

6. General Attributes (Maximum points for section is 6 out of 100)

General Attribute points will be assessed by the Evaluation Committee based on your responses and information provided throughout the APPLICATION. No additional information or action is required for the General Attribute criteria section.

(Excellent) 3 points per criteria met for a total of 6 points	<ol style="list-style-type: none"> 1. Written with no errors. (3 points) 2. Uses research data that is acceptable and relevant to the proposed program. (3 points)
(Good) 2 points per criteria met for a total of 4 points	<ol style="list-style-type: none"> 1. Written with 1-3 errors (2 points) 2. Uses research data that is somewhat relevant to the proposed program. (2 points)
(Fair) 1 point per criteria met for a total of 2 points	<ol style="list-style-type: none"> 1. Written with several (more than 3) errors. (1 point) 2. Uses research data that has no connection to the proposed program. (1 point)

7. Bonus (Maximum points for section is 2 additional points)

Points will be assessed by the Evaluation Committee based on your response and information provided that address programs and services target “high risk” area(s) within Fulton County, except for Atlanta. High risk areas within Fulton County are low-to very low income communities with low educational (K-12) outcomes.

VIII. APPLICATION EVALUATION

- Upon receiving each application, the Homeless Division will verify that the application is complete, including required attachments. Incomplete proposals will be considered non-responsive and will be issued a notice of non-responsiveness.
- Complete proposals will be evaluated and scored by a Review Committee.

IX. EXPECTATIONS

- Agency will engage in direct client contact to conduct client/household assessment.
- Agency will engage in client contact (in person or via telephone) and provide appropriate supportive services to clients
- The agency will engage in direct client contact to identify household's needs and appropriate interventions.
- Agency will utilize HMIS.
- Agency must be accessible to households experiencing homelessness, including the offering of flexible hours (evenings/weekends) and methods, e.g. phone screening.
- Assessment staff must be dedicated to administration of the Coordinated Entry Assessment Tool.
- Assessment staff should be tasked with assessment related duties and will provide housing focused services in shelter, i.e. case management.
- Agency staff will participate in relevant training or professional development related to administration of the Assessment Center.
- Agency will coordinate with the Fulton County CoC to build a County-wide problem-solving model that may include mediation services, housing stabilization assistance, housing relocation assistance, rent/utility assistance, employment services, mental health, and addiction, case management, services linkage, budget counseling and referrals for material assistance.
- Agency will make client records and HMIS data available for system performance and monitoring purposes by Fulton County.
- Agency should ensure services provided are accessible to clients i.e. via phone or in person.
- Agency will provide or coordinate staffing and services provided should range from "light touch" to an intensive array of services for those who would be unable to exit shelter independently.
- Agency will have the ability to work with specialized populations (i.e., youth, seniors, chronic, etc.).
- Agency will provide service delivery and appointment times that meet the needs of clients including early mornings, evenings, and weekends.
- Agency will provide case plans that identify objectives and delineation of responsibilities.
- Lead Agency will accept project referrals from the Fulton County Coordinated Entry System and Fulton County Departments, and funded agencies.
- Mandatory attendance of the GA 502 Continuum of Care meetings.

Operational Specifications:

- The awardee will be required to submit a current Certificate of Declaration of Insurance, with Fulton County Government added as an "**Additional Insured**". Language reflecting "Fulton County Government as an "Additional Insured" must be stated on the certificate.
- All applicants are required to submit **FORM F: Georgia Security and Immigration Contractor Affidavit and Agreement** and as applicable **FORM G: Georgia Security and Immigration Subcontractor Affidavit**.

X. SIGNATURE PAGE

Letter from an Authorized Certifying Official is attached with the following resolution that authorizes the submission of the application.

Name of Applicant: _____

Be it resolved that the Board of Directors or Council of the above-referenced Applicant resolved at its meeting date referenced below, to authorize the Applicant to submit an application to the Fulton County Department of Community Development, Homeless Division office for grant funding. The individual referenced below is authorized to execute any documents necessary for application submission and funding.

Meeting Date: _____

Amount Requested: _____

Executor: _____

I hereby certify that the foregoing resolution was approved by our Board of Directors of Council.

Certifying Official (Signature, Name & Title)

Date

I certify that I have completed the application for Fulton County Coordinated Entry Services Lead Organization Application. All information contained in this submission has been completed as thoroughly and as accurately as possible, and a governing body resolution or letter from an authorized certifying official approving the submission has been attached. Through this submission, I have defined other funding sources received confirming that if selected for funding, these funds will not supplant or duplicate current sources.

Prepared by (Signature & Date): _____

Prepared by (Printed Name & Title): _____

Approved by (Signature & Date): _____

Approved by (Printed Name & Date): _____

XI. NO CONTACT DURING APPLICATION PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential applicants and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the HomelessInfo@FultonCountyGA.gov.

- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding that the submitted bid or application of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

The ordinance is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including Pre-Application Conferences, oral presentations/interviews before an Evaluation committee, and contract negotiations during any public meeting. Provisions of the ordinance shall terminate at the time that the BOC awards or approves a contract, rejects all applications or otherwise takes action which ends the solicitation process.

CLARIFICATION AND ADDENDA

Applicants may submit requests for clarifications or interpretations regarding this APPLICATION. Applicants must prepare such requests in writing for the County’s consideration as set forth in this section of this APPLICATION. While the County has not placed an initial limitation on the number of requests which can be submitted, Applicants are cautioned that if Applicants do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **June 1, 2021 at 4 pm**. Applicants are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Applicant of any obligations or conditions required by this APPLICATION.

CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this APPLICATION shall be submitted in writing to the HomelessInfo@fultoncountyga.gov. Any response made by the County shall be provided in writing to all Applicants. No verbal responses shall be authoritative. The County will not respond to requests, oral or written, received after June 1, 2021 at 4 p.m.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to HomelessInfo@FultonCountyga.gov or contact Julissa Headspeth, Administrative Coordinator at 404-735-2358.

In accordance with the provisions of the ADA, this document can be requested in an alternate format. If you need reasonable modifications due to a disability, including communications in an alternate format, please contact HomelessInfo@FultonCountyga.gov or contact Julissa Headspeth, Administrative Coordinator at 404-735-2358. For TDD/TTY or Georgia Relay Service Access, Dial 711.

XII. FUNDING ALLOCATION PROTOCOL

- Each application will receive a total score. If there is a 20 point differential in the scores, and that difference significantly impacts the outcome of the rating, the reviewers will be asked to confer regarding the disparity in scores.
- Requested amounts that are not supported by the submitted application will be subject to reductions.
- The funding allocation protocol will be used to help guide funding recommendations based on the grant budget, individual application requests and application scores.
- Applications that score high in their primary service category, will have a greater likelihood of being recommended for funding.
- **The Fulton County Board of Commissioners (BOC)** receives the proposed funding package for review and final action.

XIII. FUNDING ALLOCATION PROTOCOL

Contract for Services

Contracts for services to be rendered under the Department of Community Development shall be between the responsible applicant (primary agency) and Fulton County Government. Applicants will be informed of the contract signing period. Contracts must be signed by the agency's authorized representative. Failure to submit requested information and signed contracts in accordance with the established procedures will void funding awards. All unspent funding must be returned to Fulton County Government.

Funding Disbursements

CIAS funding is reimbursable, and will be dispersed through the County's applicant payment process. Disbursement of funds will be contingent upon Subrecipients being in compliance with the terms of their contract.

Record Retention

Each applicant receiving funding from Fulton County is required to keep detailed records on how Fulton County funds were spent, a copy of the executed contract, and any additional information pertaining to the program for a minimum of five years.

Fulton County Internal Audit

Fulton County may call for an audit of the CIAS Program. Agencies that receive audits are selected by the Fulton County Internal Audit Division and or the Department of Housing and Urban Development.

Reporting Requirements

Each agency is required to submit performance reports and required supportive documentation. The performance report is a performance measurement tool administered to assist with monitoring program performance and contract compliance. Report due dates will be specified in the contract. Funded agencies will receive guidelines for reporting. Failure to adhere to the program report requirements will delay additional payments on a contract and gives cause to reject a request for continuation of funds.

Program Monitoring

Staff from the Department of Community Development will conduct agency/ program site visits to monitor the contract compliance of operations, programming and services.

Failure to adhere to prescribed procedures, to perform contractual services or to submit reporting or audit requirements may result in the termination of the contract, and reimbursement of funds.