



December 23, 2015

Re: #15RFP11042015, "Community Services Program (CSP)"

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above-referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Mark Hawks

Mark Hawks
Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- 1. Response to questions submitted through December 23, 2015 (See attached)**
- 2. Fulton County Consolidated Plan 2015-2019 (See Question #3)**

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the proposal submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time January 29, 2016 @ 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2015.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions and Answers
Community Services Program (CSP) #15RFP11042015
Addendum 1

Question 1. In the past, we could only include "consummable" items in our project budget. The items purchased by Fulton County could only purchase items that could be used within a year. For example, Fulton county funds could purchase pencils but not calculators. Is this rule still applicable?

Answer: The 2016 CSP RFP does not set restrictions on expenses/costs that an applicant proposes as a part of their program budget. Applicants are expected to submit the total program budget during the time period for which they are requesting funding (ref. page 12, #9) and provide a budget justification and information as outlined in the budget section of the evaluation criteria (page 13, #3).

Question 2. If an agency agrees to be the fiscal agent for another non-profit, does the RFP dollar amount being requested for the new non-profit count toward the total agency cap of \$200,000 for the host agency?

Answer: Applicants are not limited in the number of proposals that are submitted. The maximum funding awarded per proposal (Contract) is \$200,000. The minimum funding awarded per proposal (Contract) is \$25,000 (ref. page 8, 2.4). The \$200,000 maximum funding award is not restricted by agency, but by proposal. The program's total budget during the time period for which you are requesting funding must be related to the specific Service Categories identified within the RFP, and relative to meeting the needs that you are proposing to address (or solve).

Question 3. We need the Final Fulton County Consolidated Plan which was submitted and approved by HUD which provides the framework for this RFP. Please advise the LINK to the Consolidated Plan as soon as possible.

Answer: The link to the 2015-2019 Fulton County Consolidated Plan is:
<http://www.fultoncountyga.gov/fchhs-divisions-and-programs/housing-and-community-development>

Question 4. I want to submit a proposal for services for four separate programs from my agency. 2 programs impact Economic Stability/Poverty- each program will be \$50,000 request 1 program impacts Children & Youth Services- \$50,000 request 1 program impacts Homelessness- \$50,000 request. My question is- Is it acceptable for us to submit two separate programs within one service category?

Answer: Yes it is acceptable. All proposals must be category specific. Applicants are not limited in the number of proposals submitted. (ref. page 8, 2.4) Proposer's responses should address the information as outlined in the evaluation criteria. (ref. page 12-13, 5.2).

Question 5. What is required to document collaborations? Sample MOA?

Answer: A specific MOU/MOA format is not required as a part of the 2016 CSP RFP. The documentation should list partners who will assist your organization in addressing the need (or solving the problem) and explain how the need will be addressed (ref: page 13, #6 Collaboration).

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Question 6. Is a financial exchange required between collaborating organizations/agencies along with a fiscal agent?

Answer: Collaborations/arrangements/agreements are at the discretion of the parties involved.

Question 7. Does the community service grant require grantees to research provide the district numbers for each participant's resident?

Answer: No

Question 8. Can grantees pay a rental fee to a school? If so, will a copy of the check suffice as documentation of disbursement?

Answer: The 2016 CSP RFP does not set restrictions on expenses/costs that an applicant proposes as a part of their program budget. Applicants are expected to submit the total program budget during the time period for which they are requesting funding (ref. page 12, #9) and provide a budget justification and information as outlined in the budget section of the evaluation criteria (page 13, #3).

Question 9. Are collaborators who receive compensation considered sub-contractors?

Answer: Yes

Question 10. Will performance numbers need to be reported by district?

Answer: Details regarding reporting requirements will be outlined in the Contract.

Question 11. What documentation will be required to document payments to partners?

Answer: Details regarding reporting requirements will be outlined in the Contract.

Question 12. If selected, what is the expectation for securing funding for the program period (January –March 2016) where there will be no Fulton County funding?

Answer: CSP funding is reimbursable. Agencies are reimbursed quarterly for services rendered.

Question 13. What is required for describing the underserved populations; what demographic data is Fulton County seeking?

Answer: Please reference the Proposal Evaluation Criteria (Ref: pages 12-13, sect 5.2).

Question 14. Will grantees be required to submit written reports or use a web-based format?

Answer: Details regarding reporting requirements will be outlined in the Contract.

Question 15. What will the requirements be for Basic Standards Certification?

Answer: Basic Standards is not a requirement of the 2016 CSP RFP.

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Question 16. Can an organization apply for multiple applications at the \$200,000 mark or does the organization have to split the \$200,000 amongst all its programs?

Answer: Applicants are not limited in the number of proposals that are submitted. The maximum funding awarded per proposal (Contract) is \$200,000. The minimum funding awarded per proposal (Contract) is \$25,000 (ref. page 8, 2.4). The \$200,000 maximum funding award is not restricted by agency, but by proposal. The program's total budget during the time period for which you are requesting funding must be related to the specific Service Categories identified within the RFP, and relative to meeting the needs that you are proposing to address (or solve).

Question 17. What's the max number of awards that will be given?

Answer: There is not a predetermined max number of CSP awards to be given.

Question 18. How much funding is allocated to the CSP program and will all the funds be dispersed during for this RFP?

Answer: \$5,300,145 is being proposed in the 2016 Fulton County budget for the Community Services Program. The final 2016 Fulton County budget will be adopted by the Fulton County Board of Commissioners in January, 2016. All 2016 CSP funding will be awarded for the 2016 RFP.

Question 19. We currently have FRESH money to do teen pregnancy prevention in Schools. Are we able to submit our application under the Children and Youth Services section? The work that we do is early intervention and relates to preventing health disparities such as teen birth, STDs, infant mortality etc.

Answer: Please reference the criteria for each of the five service categories (ref: page 10, sect. 4.1) and the Proposal Evaluation Criteria (Ref: pages 12-13, sect 5.2).

Question 20. When we submit our application, do we submit a paper copy of all documents along with a pdf copy on a flash drive?

Answer: Yes. Please reference Proposal Submittal Format (ref: page 8, sect 2.5).

Question 21. I noticed that Substance Abuse and Mental Health services are not included as Service Categories for the RFP. However, they are mentioned on Page 7 under the Program Outcomes.

- a. Under which category should we submit Substance abuse and Mental health programs and services?

Answer: Applicants will need to determine the category based on the need (or problem) that you are proposing to address (or solve); and based on the specific activities/services that your program will provide. Please reference the criteria for each of the five service categories (ref: page 10, sect. 4.1) and the Proposal Evaluation Criteria (Ref: pages 12-13, sect 5.2).

- b. May we submit a proposal for these types of services under the Disabilities category?

Answer: Disability is a services category under the 2016 CSP RFP (ref: page 10, sect. 4.1)

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c. Were they omitted intentionally?

Answer: Disability is a services category under the 2016 CSP RFP (ref: page 10, sect. 4.1)

Question 22: Also Page 2 of the RFP (paragraph 1) states that there are five categories, but only mentions four. Conversely, Page 6 lists the five. Is it safe to assume that Page 2 is incorrect?

Answer: Disability is a services category under the 2016 CSP RFP (ref: page 10, sect. 4.1)

Question 23: Since these are HUD funds, the focus is usually housing and economic development. Are health-related services excluded from this RFP?

Answer: CSP funds are awarded from the Fulton County General Fund Budget. Please reference the criteria for each of the five service categories (ref: page 10, sect. 4.1)

Question 24: Page 8 of the RFP states: " Although one proposal can include more than one service category, the maximum funding awarded for each proposal is \$200,000." Clarity. **Is this a \$200K maximum that one specific agency is eligible to apply for or is it per proposal?** For example, Making A Way Housing has several programs. If we submit one specific program under one service category; (lets say we submit proposal 1 for our Transitional Housing program under Homelessness) for \$200K, can we then also submit a second proposal under another a second service category (for example: our vocational/ready-to-work classes program under Economic Stability)?

Answer: Please reference response to Question #16

Question 25: HIV/AIDS prevention, education and access to care for HIV+ individuals, as well as improving community health outcomes is a large part of the FC Consolidated Plan. Also, as referenced at the bottom of page 6 of this RFP, the first of CSPs three program objectives includes "Creating Suitable Living Environments: relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. In addition advance the health, safety and well-being of people and promote prevention and wellness across the lifespan." However, these items are not directly address in this RFP. Nor is there a clear delineation as to where HIV/AIDS education and prevention programs would fit in either of the five service categories (Economic Stability/Poverty, Senior Services, Children & Youth Services, Homelessness, Disabilities).

Therefore, which service category is most appropriate to apply under for an HIV/AIDS prevention program that provides rapid HIV testing and direct linkages to primary care for HIV-reactive test results?

Answer: Please reference response to Question #21

Question 26: Can you please provide a link to the most recent draft of the FC Consolidated Plan?

Answer: Please reference response to Question #3

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Question 27: Making A Way Housing has successfully provided supportive housing to the chronically homeless since 2002. We are able to continue our efforts only through the number of formal collaborations we have. To date, we have formal MOUs/MOAs with more than 15 collaborating agencies. **Is there a specific number of partners, maximum or minimum, that are sufficient to highlight for this RFP?**

Answer: No

Question 28: Our agency will be applying for a grant through CSP's RFP opportunity and I have a question, please. Is there a list of last year's funded organizations that I can access? In following the desire for collaborations, I was hoping to use that as a potential resource. If so, where can I find that list?

Answer: The 2015 F.R.E.S.H. Grant and 2015 Human Services Grant directory can be accessed via the Housing and Human Services Webpage: www.fultonhousinghumanservices.org . Select the link for "2015 FRESH and Human Services Grant Information". The directories are listed as #13 and #14.

Question 29: Is the funding award amount comparable to the total program service population? (See pg. 8, section 2.4)

Answer: Please reference response to Question #18

Question 30: If our organization requests the maximum funding amount (\$200,000) and are competitive: Is it possible to be awarded a lesser award amount, or can our application be rejected completely? (See pg. 8, section 2.4)

Answer: Yes. It is possible to be awarded a lesser award amount.

Question 31: I understand the RFP requests that we attach our IRS Certificate of non-profit status and a Recent Agency/Program Audit. Can we include additional attachments to support our application? (See pg. 12, section 5.1/pg. 13, section 3)

Answer: Yes

Question 32: Would you please clarify the difference in information requested for section 8 and section 9 in the Proposal Evaluation Criteria? (See pg. 14, section 8, 9)

"8. Underserved Population(s) Served (5pts) • Please describe your underserved population service area and how your proposed project will assist those who are residing within the project area.

9. Underserved Area(s) Served (5pts) • Please describe your underserved service area and how your proposed project will assist those who are residing within the project area."

Answer: #8 addresses the underserved population(s) served, and #9 addresses the underserved area(s) served.

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Question 33: My question is: must our proposed programs- including collaborative partners and clients served reside outside of the City of Atlanta in greater Fulton County? Obviously the City of Atlanta distributes funding and organizes programs separately from greater Fulton County- but I just wanted to make sure that services rendered and clients served within the city limits are eligible for support through this proposal.

Answer: Community Services Program funds must support Fulton County residents. This includes the 14 municipalities that are located in Fulton County.

Question 34: In reviewing the RF, I noted the 5% cap on indirect/administrative costs to be charged to the grant budget. My question is with the County accept a non-profit organization's federally negotiated indirect cost rate, which may be higher than 5%?

Answer: No

Question 35: What is the maximum amount of dollars can one agency receive for more than one projects?

Answer: Please reference response to Question #16

Question 36: Can an agency apply for funds to make capital purchases? (I.E. My organization runs a shelter and we want to buy a property across the street to expand our services? or I run a mobile feeding operation for the homeless and I want to buy a refrigerated van to help expand my services?).

Answer: The 2016 CSP RFP Funds cannot be used for capital expenditures such (i.e. computers, construction, vehicles, cell phones, etc.). Program materials that may be pertinent to the scope of services of a funded program and that aid in grantee meeting contracted program outcomes are excluded from capital expenditure definition (i.e. children's story books, educational materials, games, puzzles, and flash cards)

Question 37: Would you like the overall Salvation Army Metro Atlanta Area Command Budget or Red Shield, or the overall program budget.....please note that our audit covers the entire Salvation Army Metro Area Command.

Answer: Applicants are expected to submit the total program budget during the time period for which they are requesting funding (ref. page 12, #9) and provide a budget justification and information as outlined in the budget section of the evaluation criteria (page 13, #3). The total agency budget can be viewed within the submitted audit. (page 13, #3).