



January 25, 2016

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

Dear Proposers:

Attached is one (1) copy of Addendum 3, 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

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

1. Place Acknowledgement of all Addendums (signature page) after the cover page.
2. Questions and Answers attached

ACKNOWLEDGEMENT OF ADDENDUM NO. 3

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. 3, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions and Answers
Addendum # 3

Question 1: Are the Board members or minutes of existing org required in the submissions of all rfp?

Answer: No. Please also reference additional information in the response to question #17 of Addendum 2.

Question 2: Will we be limited to targeting areas in Fulton County?

Answer: Yes. The Community Services Program and funding must be used for and benefit residents of Fulton County.

Question 3: Are we eligible to apply since our physical location is in DeKalb?

Answer: Yes. However, services must be rendered to and benefit residents of Fulton County.

Question 4: Fulton Atlanta Community Action Authority Inc. is focusing on youth between the ages of 18-24 under the Children and Youth service category in response to the CSP application. Is there an age range and what is it under this category?

Answer: 2016 Community Services Program funds in the Children and Youth Services category may be used to support youth from birth to 21 years of age.

Question 5: I have a question regarding the documentation of leveraged funds. On the RFP p. 14 #7, it states that applications should "Include leverage amount/potential leverage (such as letters of intent/letters of approval)." Can you please clarify what documentation would satisfy this criteria?

For example: do we need to seek letters from each funding source that supports our program? Or would it suffice to submit the award letter *or* a letter of intent from the Board Chair or CEO of the organization listing the types and amounts of funding that will be leveraged, and a statement of commitment to use those funds as leverage?

Answer: A specific document/format is not required for the Leveraging criteria (Pg. 14, #7). The documentation (i.e. letter of support, award letter, letter of intent) should identify the source and the potential/actual leverage amount.

Question 6: Can you please clarify what is requested as 'Identify leverage source and total funds leveraged.' Would the 'leverage source' be requested CSP funds, and would 'total funds leveraged' be revenue added from all other sources (total amount) to meet the budgeted number?

Answer: Sect. 5.1, #14 of the RFP seeks a list of leverage sources and the corresponding leverage amount that supports the program in which you are submitting a proposal for.

Question 7: You also have a section under the narrative outline provided at the last briefing session (#7- Leveraging), which we interpret as a more detailed report on funds that will also be used to supplement CSP funds in the program budget.

Answer: Sect. 5.2, #7 Leveraging, should include documentation that identify the source and the potential/actual leverage amount (i.e. letter of support, award letter, letter of intent). The information/documentation in Sect. 5.2, #8 should be consistent with the list of leverage sources provided in Sect. 5.1, #14.

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Question 8: My question is - How can Family Ties Institute be placed on the list for notification about such proposals?

Answer: Listed below are instructions on how to register your agency with Fulton County WebGrants. Registered users will receive notices of future Grant Announcements.

1. Go to the following Fulton County WebGrants site: <http://fultoncountyga.gov/WebGrants>
2. Locate the section (top right corner) entitled: "New to WebGrants - Fulton County Georgia?"
3. Select the "Register Here" option
4. Complete requested agency information and select "Register".

Question 9: Is plywood an allowable cost if the program needs to purchase and install raised beds for a community garden to run the program?

Answer: Yes. Please also reference additional information in the response to question #1 of Addendum 2 pertaining to CSP Direct Service Expenditures.

Question 10: Are tablets and printers an allowable expense?

Answer: No. Please also reference additional information in the response to question #35 of Addendum 1 pertaining to Capital expenditures. Also reference question #1 of Addendum 2 pertaining to Admin, Direct and Operational expenditures.

Question 11: We understand that the RFP requires that we attach our IRS Certificate of non-profit status and a Recent Agency/Program Audit. However, we also noted that new nonprofits are not restricted from applying.

Answer: Section 5.1 and 5.2 of the RFP details information required to respond to the RFP.

Question 12: What if we are a new 501c3 and have not had an agency/program audit?

Answer: Sect 5.2, #3 of the evaluation criteria references up to 2.5 points allocated for proposals that submit a recent agency/program audit. Sect 5.2, #5 references up to 10 points allocated for proposals that document history of past grant performance through local resources or federal.

Question 13: Lastly, could you please also elaborate more on the 5% maximum for administrative purposes. My specific question is does staff used specifically and directly for the program fall under administrative? I have spoken with a few people. Some seem to feel that staff for the specific program is not included in that; however, things like rent, supplies, administrative assistant, etc is. So, to give you an example, if we are doing a summer camp for students with disabilities and I request monies to pay for camp counselors would that be an administrative purpose.

Answer: Please reference question #1 of Addendum 2 pertaining to Administrative, Direct and Operational expenditures.

Question 14: My director of finance wanted me to ask whether the CSP funds are federal funds, or whether they are local county funds. We'll need to know for auditing purposes and for how we write the proposal narrative and budget.

Answer: The Community Services Program is funded locally through the Fulton County General Fund Budget.

Question 15: Ref. section 3. Budget - What is Unit Cost? What do you mean by industry standard?

Answer: Estimate the program cost per client; Is the cost standard/typical/ordinary for the type of service rendered.

Question 16: Ref. section 4. Available Resources and Sustainability - What other funding available...are you asking us to identify funds that agency has on hand use for this proposed program?

Answer: Other sources of funding that may be available to support the needs that your agency is proposing to address. This can include funds in hand and funds that you do not receive but can be used to address the needs.

Question 17: (section 4) Please describe your use of volunteers... Can college and Master level interns support the program?

Answer: Yes. Your proposal should indicate your use of volunteers and describe how they provide to support the program/activities.

Question 18: (section 7) Please explain further about leverage amount/potential leverage (are you asking for grant letters from current and/or potential funders?)

Answer: A specific document/format is not required for the Leveraging criteria (Pg. 14, #7). The documentation (i.e. letter of support, award letter, letter of intent) should identify the source and the potential/actual leverage amount.

Question 19: Please describe and/or list the programs that fit and/or comply with the Children and Youth Services category.

Answer: The CSP objectives and service categories are framed broadly to capture the range of community impacts that occur as a result of program activities. Applicants will need to identify the need (or problem) within the chosen category and describe how your program will meet the need (or solve the problem). 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: Would it be possible for CYD to request funding to assist with the college financial needs our first generation students require to complete school?

Answer: Yes. Please reference the response to question #1 of Addendum 2 pertaining to Administrative, Direct and Operational expenditures.

Question 21: Is this a 9 month budget, since the contract delivery date begins in March?

Answer: The contract period for the 2016 CSP RFP is January 1, 2016-December 31, 2016.

Question 22: The 1st Quarter Performance Reports are due March 31st. Does this mean that services should be happening now even though we have not received a grant from Fulton County?

Answer: Eligible expenses incurred during the contract period are reimbursable.

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Question 23: Can this be used as leverage funds?

Answer: The Community Services Program is funded locally through the Fulton County General Fund Budget. Other grantors may accept an agency's listing of awarded CSP funds as leverage.

Question 24: Are applicants limited in the number of Program Outcomes we can associate with a particular Program Objective? (i.e. is there only 1 Outcome for 1 Objective?)

Answer: No. The objectives are framed broadly to capture the range of community impacts that occur as a result of program activities. An applicant may choose one or more objectives, then determine one or more outcomes that best describes the intended result of the activity.

Question 25: Under Proposal Guidelines, section 5.1 and number 5: Are we to name the specific cities that correspond to the commission districts that will be served?

Answer: Please refer to Addendum #2, Question 2.

Question 26: Regarding Criteria item #6 – Collaboration: Will a program partner be considered legitimate only if a MOU or MOA is provided in the proposal? For instance, if our organization has used a collaborative partner in the past, but does not have a current MOU/MOA in-place, will describing the past collaboration and how it will address the problem or need positively impact the assessment (scoring) of our proposal? In short, how will our request for funding be affected by (1) providing a current MOU for a partner, vs. (2) providing a past MOU with intentions to revamp collaboration, vs. (3) providing no MOU but describing intentions to collaborate? (In each scenario we would describe how the collaboration will address the problem or need).

Answer: Proposals will be evaluated based on the criteria outline in 5.2 of the solicitation document. Please also reference additional information in the response to question #5 of Addendum 1 pertaining to MOU/MOA format.

Question 27: The answer to question 17 in the second attachment is unclear. The sample template provided – Section 3, #12, 2nd bullet indicates we are to list each criteria and respond to each one, while Section 5 repeats each criteria 1-9 and indicates narrative should address all questions for the evaluation criteria. Specifically, what distinguishes answers to be provided in Section 3, #12 regarding evaluation criteria versus that which is to be provided in Section 5?

Answer: Disregard the suggested 2nd bullet listed on section 3, #12 of the T.A. Powerpoint. The sample format listed in the T.A. PowerPoint, i.e. the Cover page, and Sections 1, 2, 3 & 4 suggests a “snap shot” / “brief” of the proposal. Section 5 suggests a narrative with specific details of the proposal. This section should fully address the requested information listed on pages 12-14 of the evaluation criteria of the RFP.

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Question 28: The RFP refers to Fulton County's Consolidated Plan, and the first TA session indicated the Community Services Program Outcome Performance Measurement System is derived from that plan. Attendees were directed to look within the Consolidated Plan for more information concerning this Outcome Performance Measurement System. However, in reviewing the Consolidated Plan, the Program Objectives in RFP 2.2 are only identified on the first page, with the balance of the document mainly addressing housing, housing cost burden, homelessness needs, etc. Are there specific pages within the Consolidated Plan the department suggests would be of assistance in providing further detail concerning the CSP Outcome Performance Measurement System, and if so, which pages/sections?

Answer: The program objectives and outcomes listed in the CSP RFP were derived from Fulton County's Consolidated Plan. Information needed to respond to CSP RFP are listed in the actual RFP. Fulton County's 5-year Consolidated Plan for FY 2015-2019 primarily identifies and addresses HUD's 3 priority goals: decent housing, suitable living environment and providing economic opportunity. The plan can be used as a reference to obtain additional data pertaining to Fulton County. Please also reference the response to question #16 of Addendum 2