



January 14, 2016

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

Dear Proposers:

Attached is one (1) copy of Addendum 2, 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

Project #15RFP11042015, Community Services Program (CSP)
January 14, 2016

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

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

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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. 2, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions and Answers
Addendum # 2

Question 1: It states that only 5% of budget can be used towards administrative cost. Would administrative cost include: staff, program accounting cost, program marketing and a program evaluator (consultant). Also, please let me know what it includes.

Answer: CSP Administrative Expenses includes: Direct and indirect charges for administration of the grant; Grant funds that are spent on executive / management staff and administrative support staff salaries, salary fringe, and benefits; etc. The maximum amount of CSP funds allowed for administrative purposes is 5% of funds awarded.

CSP Direct Service Expenditures includes: Grant 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, 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 grantee meeting contracted program outcomes are included in this definition (i.e. children's story books, educational games, puzzles, and flash cards).

CSP Operational Expenditures includes: Grant funds used to conduct agency/ organizational functions that are secondary to program service delivery such as office/ warehouse lease or mortgage expenses, office supplies (pens, toner, paper, etc.), utility expenses, transportation expenses (staff travel expenses), marketing/catalogues, etc.

Question 2: 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: For section 5.1, #5 an applicant may list the Cities within Fulton County to indicate the Geographic area served. For section 5.1, #6 and applicant should list the Fulton County Commission District(s) served (i.e. District 1, 2, 3, 4, 5, or 6). For section 5.2, #9 an applicant may include the Fulton County cities in addition to the Commission District(s) to describe the Underserved Area(s) Served.

Question 3: The Program for Adults is an existing program, will it be considered new under the CSP Grant?

Answer: Existing program. The determination of new and existing programs is not based on prior FRESH/Human Services grant funding. It is determined by the program currently being in operations and providing services at the time of RFP submission; having a performance history (as indicated in the evaluation criteria (Ref: page 13, #5).

Question 4: Can you give me the budget for the different categories?

Answer: There is not a predetermined budget for each category. 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.

Project #15RFP11042015, Community Services Program (CSP)
January 14, 2016

Question 5: Under required information (Page 5, section 5.1) it states to provide Total Program Budget (program's total budget during the time period for which you are requesting funding), but under Proposal Evaluation Criteria (Section 5.2, Page 13, #3 Budget (Agency Budget, Budget Justification, Unit Cost Service description and Audit).

My question is should the budget evaluation criteria be in regards to the program budget or are you wanting information and justification for both our organization and the program for which we are seeking funding?

Answer: The evaluation criteria requests information on the Agency Budget (page 13, #3). In addition, 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 Unit Cost service description for the program as outlined in the budget section of the evaluation criteria (page 13, #3).

Question 6: Based on your timeline, the contracts will not be delivered until March 7, 2015 which is towards the latter part of the year for our schools. Is it possible to request funding for this year with our program running for the duration of the 2016-2017 school year?

Answer: The contract period for the 2016 CSP RFP is January 1, 2016-December 31, 2016. Eligible expenses incurred during the contract period are reimbursable. Funding cannot be used to support programming outside of the contract year.

Question 7: Habitat North Central Georgia has applied for FRESH grant funds in the past for new construction but has never been selected. We have added a new repair program as a service that we provide to the community. Would the new construction or repair program fall within the guidelines of the affordable housing criteria for the grant?

Answer: The 2016 CSP RFP funds cannot be used for Construction projects, renovations, repairs, remodeling of existing buildings, or land acquisitions. The 2016 CSP RFP funds can be used for home modification projects, or renovations/repairs that help children and adults with disabilities, and seniors achieve their personal goals for independent living.

Question 8: Will the CSP develop written evaluation policies on the CSP scoring process? Will a training tool and training be provided to all individuals who serve on the evaluation committee?

Answer: Yes. The CSP Committee will be orientated to their role as applicable.

Question 9: In the past, a third review was provided to an agency if there was a thirty (30) point difference between the internal and external teams score. Will this policy be used in the 2016 CSP evaluation process?

Answer: Information pertaining to the CSP review and scoring process will be included in the guidelines provided to the evaluation committee.

Project #15RFP11042015, Community Services Program (CSP)
January 14, 2016

Question 10: We understand there will be no cap on the total amount of funding that agencies can receive under CSP. If this information is correct, there is a limit of \$200,000.00 per grant application.

For example, one agency may be approved for three (3) service categories which is equivalent to \$600,000.00. This example alone could equal over 11% of 2016 CSP funding. In order to reach as many citizens in the six (6) service categories, why wasn't there a limit placed on the amount of funding which can be provided to individual agencies?

Answer: Programs are experiencing fluctuations in their service provision. Economic and community changes affect the need for these programs and thus require the County to be able to be more responsive to necessary shifts in funding focus. 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 an applicant is requesting funding must be related to the specific Service Categories identified within the RFP, and relative to meeting the needs that the applicant is proposing to address (or solve).

Question 11: Under Section 5.2, Criteria 8 and 9, could you please provide clarification about the definition of "underserved" as it specifically relates to what is considered an underserved population, and what is considered an underserved service area?

Answer: Applicants will need to define "underserved" as it relates to the need (or problem) that you identify in Fulton County that you are proposing to address (or solve). (Sect. 5.2, Criteria 2):

- For criteria #8, applicants are asked to describe the underserved population and how your proposed project will assist those identified.
- For criteria #9, applicant are asked to describe the underserved service area and how your proposed project will assist those who are residing within the project area.

Question 12: You might have already answered this one.... do we have to submit two separate proposals if our category is youth and homelessness?

Answer: No. A separate proposal does not have to be submitted for each category.

Question 13: Does the 5% administrative costs include salaries?

Answer: Please reference response in **Question #1**.

Question 14: First, is there a disclosure policy in place when applying for grants.

Answer: Applicants are not required to complete a disclosure as a part of the CSP RFP process. Individuals that are selected to serve on the CSP Evaluation Committee are required to complete a confidentiality agreement, and a conflict of interest agreement prior to review of proposals.

Question 15: Second question, when developing the proposal; is formatting taken into consideration, i.e., margins, headings, etc?

Answer: No. The Evaluation criteria by which proposals will be rated is located on page 12, section 5.2

Project #15RFP11042015, Community Services Program (CSP)
January 14, 2016

Question 16: First, our organization wants to pursue funding to support a youth enrichment component. Overall, I would like to better understand if our in-school and afterschool programs are eligible for funding. If so, would they be categorized under Children & Youth Services even though the activity does not align with the description provided in the guidelines under this category. After reading the guidelines for this service category, it did not seem like our program aligned with the defined priority. However, in reading the program objectives, it seems as if our youth program may meet an objective under Suitable Living Environments. Please advise.

Answer: The objectives are framed broadly to capture the range of community impacts that occur as a result of program activities. An applicant would first choose an objective, then determine which outcome best describes the intended result of the activity. 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).

Question 17: Concerning section 3 of the proposal guidelines. When it asks me to list the evaluation criteria and respond to each, is it asking for the criteria to be listed over again as written on the evaluation sheet then answered directly? I'm asking because in section one the budget is addressed, but section three is asking me to answer those questions again.

Is it necessary to list them even when they're answered in other sections? Also, in section 5, it asks for a full detailed overview of all criteria. Again, is section 5 simple a detailed restating of section three?

Answer: Section 5.1 and 5.2 of the actual RFP details information required to respond the RFP. Information contained in the T.A. PowerPoint provides a "sample format" that can be modified and used (i.e. Cover page, Sections 1, 2, 3, 4, & 5). The sample format begins by suggesting a "snap shot" / "brief" of the proposal (i.e., cover page through sections 4); The sample format concludes by suggesting a narrative with specific details of the proposal (i.e. section 5). The information provided will be scored using the evaluation criteria listed in the RFP on pages 12-14.

Question 18: Are utilities paid for the building we use to conduct the program an allowable expenditure? **Yes**

Is food for the program participants an allowable expenditure on the CSP? **Yes**

May we request reimbursement for MARTA cards used by the program participants? **Yes**

Additional 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).

Project #15RFP11042015, Community Services Program (CSP)
January 14, 2016

Question 19: On page 8 of the PowerPoint presentation from the January workshop, it states the following: "Section 3 should contain the following:

12. Overview

List each evaluation criteria and respond to each one."

Does this mean that in Section 3, all 22 Evaluation Criteria should be listed and responded to briefly, and then all 22 should be restated and described in detail in Section 5? Or, does this mean that the 9 general evaluation criteria categories should be listed and responded to briefly (Approach and Design, Citizen Need, etc.) If neither, what does this statement mean?

Answer: The Evaluation Criteria can be best described in details as a part of the narrative in Section 5.2 as oppose to section 5.1, #12 Overview. Information contained in the T.A. PowerPoint is only a "sample format" that can be modified. Please also reference additional information in Question #17 of Addendum 2.

Question 20: In which section(s) would you suggest the CSP Program Objectives and related Program Outcomes be identified and addressed?

Answer: The chosen program objective(s) and outcome(s) can be listed in Section 5.1, Cover page, #2 following the identification of the Service Category. Detailed information concerning the program objective(s) and outcome(s) chosen can be referenced in Section 5.2, in conjunction with the applicable narrative responses.