

Checklist Page

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

Grant Eligibility Requirements for Returning Agencies:

(Agencies currently receiving a Housing and Human Services Department Grant and have a current Fulton County Basic Standards Certificate)

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. These items are applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013). Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

A.

1. **HUMAN SERVICES GRANT APPLICANTS:** Submit **Original and three (3) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
 - FRESH GRANT APPLICANTS:** Submit **Original and four (4) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
2. Completed Job Description(s) must be submitted if applying for funding for personnel (See additional resources section of the online application to print and manually complete job description page prior to submission)
3. For each site in which funds are being requested, agency must provide a Use Agreement (signed by both parties) to operate programs in facilities that are not managed by the applying agency. Terms of the agreement must be applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013)
4. Cover Page and Assurances Form must be signed
5. U.S. Homeland Security and Georgia Security and Immigration Compliance Act Documents:
 - The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION** (signed MOU) – found using the following link:
<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>
 - Georgia Security and Immigration Contractor Affidavit**, and the
 - Georgia Security and Immigration Subcontractor Affidavit**
 - All three (3) documents are necessary to fulfill this requirement. Documents must contain the appropriate/applicable signatures from Homeland Security, your agency, and subcontractors.

B. Also, please submit one (1) copy of these exhibits.

6. Copy of current Fulton County Basic Standards Certificate.
7. Copy of a recent agency / program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2010, and December 31, 2011 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.)
8. An original Certificate or Declaration of Insurance, (listing, as a Certificate Holder, the Fulton County Housing and Human Services Department, 137 Peachtree Street, SW, Suite 100, Atlanta, GA 30303) for proof of insurance with a minimum of \$1 million (aggregate) coverage and a 'current' one (1) year term.
9. Proof of two (2) other current **non-Fulton County** funding sources (i.e. letters of commitment, copies of award letters from the funder, effective 2011 and / or 2012).
10. Organization must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011.
11. Organizations applying for F.R.E.S.H. Grant or Human Services Grant funds in the category of Youth and Families, must submit documentation from Bright from the Start: Georgia Department of Early Care and Learning, recognizing the agency / program as one of the following:
 1. A licensed program with the Georgia Department of Early Care and Learning,
 2. A program that is not subject to licensure by the Georgia Department of Early Care and Learning and, therefore, is exempt from licensure,
 3. A program that does not fall within the jurisdiction of the Georgia Department of Early Care and Learning and, therefore, does not need a license or exemption.

For information regarding licensing and exemptions, please contact: Bright from the Start: Georgia Department of Early Care & Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334. Phone: 404-656-5957, Fax: 1-888-442-7735, <http://dec.al.ga.gov/>

Checklist Page

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

Grant Eligibility Requirements for New Agencies:

(Agencies not currently receiving a Housing and Human Services Department Grant)

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. These items are applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013). Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

A.

1. **HUMAN SERVICES GRANT APPLICANTS:** Submit **Original and three (3) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
 - FRESH GRANT APPLICANTS:** Submit **Original and four (4) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
2. Completed Job Description(s) must be submitted if applying for funding for personnel (See additional resources section of the online application to print and manually complete job description page prior to submission)
3. For each site in which funds are being requested, agency must provide a Use Agreement (signed by both parties) to operate programs in facilities that are not managed by the applying agency. Terms of the agreement must be applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013)
4. Cover Page and Assurances Form must be signed
5. U.S. Homeland Security and Georgia Security and Immigration Compliance Act Documents:
 - The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION** (signed MOU) – found using the following link:
<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>
 - Georgia Security and Immigration Contractor Affidavit**, and the
 - Georgia Security and Immigration Subcontractor Affidavit**
 - All three (3) documents are necessary to fulfill this requirement. Documents must contain the appropriate/applicable signatures from Homeland Security, your agency, and subcontractors.

B. Also, please submit one (1) copy of these exhibits.

6. Letter from the Internal Revenue Service recognizing the agency as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year.
7. A copy of the agency's Certificate, Articles of Incorporation (including agency / program mission), and Amendments from the Secretary of State – Georgia.
8. Copy of a recent agency / program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2010, and December 31, 2011 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.)
9. An original Certificate or Declaration of Insurance, (listing, as a Certificate Holder, the Fulton County Housing and Human Services Department, 137 Peachtree Street, SW, Suite 100, Atlanta, GA 30303) for proof of insurance with a minimum of \$1 million (aggregate) coverage and a 'current' one (1) year term.
10. A copy of the most recent Board Meeting Minutes (within the last 12 months) and a list of all active Board Members, indicating who is the registered agent to sign contracts.
11. Proof of two (2) other current **non-Fulton County** funding sources (i.e. letters of commitment, copies of award letters from the funder, effective 2011 and / or 2012).
12. All mandated Federal, State, and local permits, licenses and certifications applicable to operations.
13. Agency / Program organizational chart indicating all major components of agency / program and resumes of staff responsible for agency / program operations.
14. Copy of Program Evaluation Forms and Tools.
15. Organization must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011.
16. Organizations applying for F.R.E.S.H. Grant or Human Services Grant funds in the category of Youth and Families, documentation from Bright from the Start: Georgia Department of Early Care and Learning, recognizing the agency / program as one of the following:
 1. A licensed program with the Georgia Department of Early Care and Learning,
 2. A program that is not subject to licensure by the Georgia Department of Early Care and Learning and, therefore, is exempt from licensure,
 3. A program that does not fall within the jurisdiction of the Georgia Department of Early Care and Learning and, therefore, does not need a license or exemption.

For information regarding licensing and exemptions, please contact: Bright from the Start: Georgia Department of Early Care & Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334. Phone: 404-656-5957, Fax: 1-888-442-7735, <http://decal.ga.gov/>