

Welcome



2012 - 2013

Human Services and
F.R.E.S.H. Grant Cycle

Housing & Human Services Department

Office of Grants & Community Partnerships

- **Dedrick A. Muhammad, Division Manager**
- **Carlos S. Thomas, Program Manager**
- **Corey D. Taylor, Database Specialist**
- **Doris Edwards, Program Support Specialist**
- **Tom Capitano, Districts 3 & 4 Administrator**
- **Cynthia McRae, District 6 Administrator**
- **Cherie Williams, District 7 Administrator**

Mission

- **Human Services & F.R.E.S.H. Grants**

To support and utilize a network of community based service delivery systems that provide comprehensive, inclusive, diverse and citizen focused programs that meet emerging community needs

Process

- Competitive Process
- Multi-Level Review
- Priority Needs
- Established Budget

Timeline

- **January 2012**
Grant Application Instruction Manual and access link sent via e-mail
- **February 24, 2012**
Application deadline
- **March 2012**
Review and recommendation
- **April - May 2012**
Board of Commissioners review and final action
- **May - June 2012**
Scope negotiations and contract signing
- **July 1, 2012**
2012-2013 Human Services & F.R.E.S.H. contracts begin
- **July 2012**
Site visits begins;
First-half payment process begins
- **August 31, 2012**
F.R.E.S.H. summer contracts end
- **September 2012**
Annual Network of Providers meeting (funded agencies only)
- **February 2013**
Second-half payment disbursed
- **June 30, 2013**
Year-round contracts end

Application Highlights

- General Grant Guidelines
- Eligibility Requirements
- Funding Strategies
- Application Review and Funding Process
- Grant Implementation Process
- Commission District Locator

- NOTE:
 - No more than 50% of the agency's operating budget may be requested and may not exceed a total request of \$100,000.

General Grant Guidelines

- Grant funds must support Fulton County residents only
- Fulton County Commission District of all Fulton County citizens served by the agency & program must be captured

Commission District is determined by the home address of each individual served!

You MUST capture the home address of EACH individual served!

Example:

Your Agency / Organization serves 350 individuals.

- 300 reside in Fulton County /50 reside outside Fulton County
- Breakdown of 300 Fulton County Residents
 - 67 reside in District 3
 - 33 reside in District 4
 - 75 reside in District 5
 - 75 reside in District 6
 - 50 reside in District 7

General Grant Guidelines (cont.)

- Applicants may apply for F.R.E.S.H. Grant or Human Services Grant but NOT BOTH
 - No more than 2 F.R.E.S.H. Grant applications per Commission District will be accepted per agency
 - No more than 2 Human Services Grant applications will be accepted per agency

Eligibility Requirements

ALL APPLICANTS (returning and new agencies) MUST SUBMIT:

- **F.R.E.S.H. Grants- One (1) original printed application with original signatures and required exhibits; and four (4) copies of the printed application (without exhibits)**
- **Human Services Grants- One (1) original printed application with original signatures and required exhibits; and three (3) copies of the printed application (without exhibits)**
 - **Information submitted on-line must match information reflected on the submitted hard copy application**
 - **Each original / copy must be bound or stapled separately in the required order. No three ring binders.**

Eligibility Requirements (cont.)

- Use Agreement signed by both parties (if applicable)
- Signed Assurances Form
- Georgia Security and Immigration Documentation
 - E-Verify “Program for Employment Verification – MOU” document
 - Georgia Security and Immigration Contractor Affidavit
 - Georgia Security and Immigration Subcontractor Affidavit
- Basic Standards Certificate (for returning agencies only)
- Copy of recent agency / program audit
 - Fiscal year review periods between January 1, 2010 and December 31, 2011
 - Contain at least one full year (12 months) of financial records within the review periods
- An original Certificate or Declaration of Insurance
- Proof of two other current non-Fulton County funding sources
- Proof of two (2) years of performance measure outcomes of the targeted population
 - Outcomes must be for program years between January 1, 2006 and December 31, 2011.

Eligibility Requirements (cont.)

- Proof of performance measure outcomes:
 - In order to meet this eligibility requirement, applicants must provide the following items which will be verified by Housing and Human Services staff:
 1. Documentation that measurable results were achieved; or
 2. A listing of measurable results which can be independently verified

Eligibility Requirements (cont.)

- Organizations applying for Human Service Grants in the category of Youth and Families or FRESH Grants must submit:
 - Documentation from Bright from the Start:
GA Department of Early Care and Learning
 1. Licensed program
 2. Program not subject to licensure; or
 3. Program not within jurisdiction of Bright from the Start

Additional Eligibility Requirements for New Agencies

New agencies MUST ALSO SUBMIT:

1. Letter from the Internal Revenue Service recognizing the agency/non-profit as tax exempt under section 501(c)3 of the Internal Revenue Code. (Agency and 501(c)3 must be in existence for at least one year.)
2. A copy of the agency's Certificate, Articles of Incorporation, and Amendments from the Georgia Secretary of State
3. A copy of the most recent Board Meeting Minutes (within the past 12 months) and a list of all active Board members
4. Permits/licenses/certifications applicable to operations
5. Agency/Program organizational chart and resumes of staff responsible for agency/program operations
6. Copy of Program Evaluation Forms and Tools

Basic Standards for Non-Profit Organizations



*Fulton County
Human Services Department*

Fulton County Housing and Human Services
Basic Standards for
Non-Profit Organizations

Certificate of Completion

Awarded to

Agency Name

*This certifies that the non-profit organization
listed above has successfully completed
Fulton County Housing and Human Services non-profit Basic Standards*

Certification expires: December 31, 2013

Agency Location:



Detrick A. Muhammad

Detrick A. Muhammad
Division Manager
Office of Grants and Community Partnerships

Characteristics of Funded Programs

- **Results-Driven:**

Program focuses on improving the conditions of well-being for children, adults and families with a tracking system in place to measure program impact.

- **Evidence-Based:**

Program has significant level of quantitative and qualitative data showing positive outcomes.

- **Innovative:**

Program addresses gaps in current systems, tests new approaches, or uses creative strategies to address unmet needs.

Characteristics of Funded Programs (cont.)

- **Collaborative:**

Agency partners with one or more organizations to achieve mutual intended outcomes.

- **Systemic Approach:**

Program engages in policy analysis and action that enables us to identify and influence the key root causes of issues negatively impacting Fulton County residents.

Ineligible Projects

- Construction projects, renovation, repairs, remodeling of existing buildings, or land acquisitions
- Agencies whose activities are restricted to its membership
- College/University projects which are not open to the public and do not serve a significant (50%) non-student population
- Agencies that serve as funding sources to 501(c)3 organizations
- Projects of a religious nature
- Scholarships to public/private educational institutions
- Deficit reduction
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, construction, vehicles, cell phones, etc.)
- Government agencies
- No more than 2 F.R.E.S.H. Grant applications per district will be considered for funding per agency
- No more than 2 Human Services Grant applications will be considered for funding per agency
- Applications that do not meet the established funding protocol

Fulton County Board of Commission and Health & Human Services Focus Area

**Vision: Proactive and Collaborative Services that Promote Health
and Human Development**

Goal 1

- **Develop a network of integrated and effective health and human services that improve health outcomes and promote health equity.**

Objectives:

- **Provide evidence-based programs and services emphasizing prevention and early intervention in partnership with community providers.**
- **Build partnerships with local education systems to support the health and development of children and youth.**
- **Enhance and expand lifelong learning opportunities that positively impact residents' quality of life.**
- **Support aging in place and high quality of life for seniors.**
- **Ensure efficient and effective service provision by community partners.**

Fulton County Board of Commission and Health & Human Services Focus Area (cont.)

Goal 2

- Enact policies that promote health equity and environmental justice.

Objectives:

- Increase availability of healthy food and beverage choices in County facilities and programs.
- Advance policies and programs that improve air quality and enhance human health.
- Incorporate sustainable elements into the design, construction and operation of County facilities and projects.

Funding Areas

Human Services Grant

- Aging
- Disability
- HIV/AIDS
- Homelessness & Housing
- Employment
- Youth & Families

Funding Areas

Human Services Grant

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.

- Support services to caregivers, adult daycare services and grandparents raising grandchildren
- Satellite prevention programs that promote health and wellness for seniors
- Transportation and Home Repair

Funding Areas

Human Services Grant (cont.)

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.

- Disability/Mobility; transportation, accessibility from transportation to the building entrance, lack of accessible parking spaces,
- Disability/Hearing-related issues
- Accessible housing opportunities

Funding Areas

Human Services Grant (cont.)

HIV/ AIDS: People of all ages in Fulton County engage in behaviors that prevent or minimize their risk of contracting or spreading HIV, and those already living with AIDS are assured safety, emotional support and necessary medical care.

- Employment
- Housing
- Specialty Medical Services

Funding Areas

Human Services Grant (cont.)

Homelessness & Housing: Every person in Fulton County is equipped with the resources and skills necessary to obtain and maintain their own permanent residence.

- Housing for homeless families (women and children)
- Affordable housing options
- Supportive services for homeless individuals and families

Funding Areas

Human Services Grant (cont.)

Employment: Every person living or working in Fulton County possesses the skills and knowledge necessary for employment that allows self-sufficiency.

- Education/Literacy/Academic Upgrade (GED, Pre-GED, and Continuing Education)
- Offender Re-entry Support Services
- Access to Skills Training (Computer: Basic & Low Tier Certification Courses – A+/NET+, Microsoft Office Specialist; Vocational Trades – Construction, Forklift, Certified Nurse Assistant, Patient Care Technician)

Funding Areas

Human Services Grant (cont.)

Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

- Services for families living in poverty
- Education as it relates to children below grade level and dropouts
- Teen parenting and poor health due to poor nutrition

F.R.E.S.H. Funding Categories

Agencies must offer services to children, youth and families that will meet one or more of the needs below. Please select the appropriate F.R.E.S.H. funding category:

- **Cultural** (heritage and historical exploration)
- **Disability/Special Needs** (special needs, physical and mental challenges, inclusion programs)
- **Economic Development** (vocational, employment, entrepreneurial training)
- **Educational Supportive Programming** (school readiness, tutorial, academic exploration and programs ultimately designed to improve school performance)
- **Family** (childcare, early childhood education, teen parenting, improving self-image and counseling)
- **Health** (nutrition, safety, health care and prevention awareness, teen pregnancy prevention)
- **Social Development** (social relationships, responsibility, life skills, and mentoring)
- **Violence Prevention** (violence prevention, diversion, and appropriate leisure activities)

District Specific Issues

F.R.E.S.H. Grant

District 3

District 3 Specific Issues: (Required)

- Programs for at-risk teens, including mentoring and employment services
- Affordable after school and summer enrichment programs for children of low income working parents
- Affordable daycare and after hours care for children of low income working parents
- Programs and services for disabled/special needs children

District 4

District 4 Specific Issues: (Required)

- Affordable childcare
- Affordable after school care/extended day learning and care during school holidays/vacations and summer activities (elementary, middle and high school)
- High school dropout prevention, tutoring and mentoring, (particularly for non-English speaking students)
- Emergency assistance for low income children and youth
- Tutoring, mentoring programs that meet the needs of diverse youth population in the District

District Specific Issues

F.R.E.S.H. Grant (cont.)

District 5

District 5 Specific Issues: (Required)

- Violence, crime, gang, alcohol and drug prevention programs
- Programs for at-risk teens, including mentoring, computer technology, job training and employment services
- Medical/mental health services for young adults and low-income children and youth

District 6

District 6 Specific Issues: (Required)

- Programs for at-risk teens, including mentoring and employment services
- Services for homeless children and youth
- Medical/mental health and substance abuse services for low-income children and youth
- Violence, crime and gang prevention programs

District Specific Issues F.R.E.S.H. Grant (cont.)

District 7

District 7 Specific Issues: (Required)

- Truancy prevention programs
- Tutoring programs that focuses on increasing low test scores
- Mentoring and Self-esteem programs that addresses negative peer pressure

Impact Performance Measures

Impact Performance Measures represents any changes in:

- Behavior
- Skills
- Knowledge
- Functioning
- Circumstances
- Other aspects of change experienced by participants that can be attributed to your program.

Performance Measure Indicators

Example

Youth & Families:

Performance Measure Indicators

- Number of youth who demonstrate academic achievement or related progress
- Number of participants who report or demonstrate increased self-efficacy, perceived control over one's own future; self-esteem and / or confidence in ability
- Number of children and youth that have experienced abuse, neglect or other forms of violence who receive safety, stabilization and emotional / behavioral interventions to prevent further harm
- Number of youth diverted from criminal behaviors
- Number of youth involved with or at risk for involvement with the Juvenile Justice System who demonstrate decreased or no delinquent behaviors

Influence Performance Measures

Influence Performance Measures include:

- Any ideas adopted by other organizations
- Changes in the community environments, institutions, systems, programs
- Policies that impact members of the target population as a result of your advocacy, use or promotion of evidence-based practices, policies or procedures.

Leverage Performance Measures

Leverage Performance Measures include:

- Any additional program funding that is attracted directly by being a recipient of the Fulton County F.R.E.S.H. or Human Services Grant.
- In addition to actual grant dollars, you may also consider in-kind donation and volunteer hours.

Application Review and Funding Process Human Services Grant Program

- Eligibility Review
- Fulton County Housing and Human Services Division-Level Review
- Human Services Coordinating Committee Review
- Funding Allocation Protocol
- Fulton County Board of Commissioners

Application Review and Funding Process F.R.E.S.H. Grant Program

- Eligibility Review
- District Community Advisory Board (CAB) Review
- District Commissioner Review
- Fulton County Board of Commissioners

Scoring Criteria

Evaluation: Score out of 5 points

- 0** Response leaves reviewer with **no purposeful information** regarding the agency's mission, vision and purpose; response is poorly written, contains spelling and / or grammatical errors, or is otherwise in need of improvement.
- 1-2** Response provides **minimal information** that does not answer the basic questions about the purpose of the agency; the purpose of the agency is not clear; response is poorly written, contains spelling and / or grammatical errors, or is otherwise in need of improvement.
- 3-4** Response provides **adequate information** to describe the purpose of the agency; response contains no spelling and / or grammatical errors.
- 5** Response is **very good or excellent**. Response is well-written and clearly describes the purpose of the agency. The response leaves the reviewer fully informed of the agency's mission, vision and purpose. The agency's purpose is clearly relevant to at least one Fulton County Human Service population result.

Grant Implementation Process

- **Contract For Services**

- Year-round contracts are from July 1, 2012 – June 30, 2013
- Summer contracts (F.R.E.S.H. Grant only) are from July 1, 2012 – August 31, 2012

- **Invoice Procedures**

- Year-round contracts will submit invoices two (2) times during the grant cycle.
- Summer contracts (F.R.E.S.H. Grant only) will submit one (1) invoice for the total amount of the contract.

- **Record Retention**

- **Audit of FRESH and Human Services Grant Files**

- Inspection of contractor's records related to FRESH or Human Service Grant funded program expenditures and disposition of funds.

- **Reporting Requirements**

- **Program Monitoring**

From: HSD - Applications
To: 2012-2013FRESH-HUMANSERVICESAPPLICANTS@HSD.COM
Cc:
Subject: Access to 2012-2013 online Housing and Human Services Department Applications

Sent: Tue 12/20/2011 3:33 PM

Dear 2012-2013 FRESH / Human Services Grant Applicant,

PLEASE KEEP THIS E-MAIL; it serves as your access to apply for a Fulton County Housing & Human Services Department Grant (FRESH or Human Services).

Your agency's access to the Fulton County FRESH and Human Services Grant Application for Grant Year 2012-2013 is as follows:

<http://survey.fultoncountyga.gov/index.php?sid=54438&lang=en>

Please remember that the deadline for submission for the FRESH and Human Services Grant is **Friday, February 24, 2012 by 3:00pm**.

In addition to submitting the on-line application,

Human Services Grant Applicants must submit one (1) original printed application with original signatures and required exhibits; and three (3) copies of the printed application only (without exhibits).

FRESH Grant Applicants must submit one (1) original printed application with original signatures and required exhibits; and four (4) copies of the printed application only (without exhibits).

Fulton County Housing and Human Services Department
Office of Grants and Community Partnerships
ATTN: Grants Staff
137 Peachtree Street SW, Suite 100
Atlanta, GA 30303

Please Note: Agencies can no longer apply for funding through both grant programs. If an agency chooses to apply for funding through the Human Services Grant program, the maximum number of grant applications allowed is two (2). If an agency chooses to apply for funding through the F.R.E.S.H. Grant program, the maximum number of grant applications allowed is two (2) per district. If your agency intends to apply for multiple grants, an additional "access to apply" token will be needed for each additional grant. To receive additional access links, please submit your request to: hsd.applications@fultoncountyga.gov

In addition, please be advised that all applicants are strongly encouraged to attend at least one (1) Technical Assistance Workshop. The schedule of all six (6) Technical Assistance Workshops is accessible via the online application. The Grant Instruction Manual is also available via the online application and should be printed and brought to the workshop(s). You can also access the Technical Assistance Workshops Schedule and Instruction Manuals using the following:

Application Tips

- An application access link is required to submit EACH online application.
- Read and respond to each question carefully
- Be specific and clear
- Always proofread your application
- Applications missing required documentation will not be considered.
- All future correspondence will be sent electronically to the contact person designated in your on-line application.
- Manually calculate totals where applicable.
- Ensure accuracy when providing projected numbers to be served and cost per client;
- Clearly justify what the requested funds are designed to achieve.

Application Submission Procedures

Deadline for receipt of ALL 2012-2013 Grant Applications is:

Friday, February 24, 2012
By 3:00 PM

In addition to submitting on-line applications:

F.R.E.S.H. Grant Applicants must submit: one (1) original printed application with original signatures and required exhibits; and four (4) copies of the printed application (without exhibits) for each on-line application submitted;

Human Services Grant Applicants must submit: one (1) original printed application with original signatures and required exhibits; and three (3) copies of the printed application (without exhibits) for each on-line application submitted.

All hard-copies must be mailed or delivered to:
Fulton County Office of Grants and Community Partnerships
ATTN: Grants Administrator
137 Peachtree Street, S.W.
Suite 100
Atlanta, GA 30303

Application Submission Procedures (cont.)

- Applications MUST be received by Friday, February 24, 2012, 3:00 PM to be considered for a 2012-2013 Human Services Grant or FRESH Grant.
- All applications MUST be completed using the on-line application.
- Information submitted through the on-line application process MUST match information reflected on the printed application generated from the web version.
- Applications received after the specified date and time WILL NOT be accepted.
- Incomplete applications WILL NOT be processed.

Application Submission Procedures

(cont.)

- Facsimile applications WILL NOT be accepted at any time.
- REQUIRED PRINTED APPLICATION AND COPIES MUST BE SUBMITTED BY THE DEADLINE. OFFICE OF GRANTS AND COMMUNITY PARTNERSHIPS STAFF AND RESOURCES WILL NOT BE USED TO MAKE COPIES.
- Each original/copy must be bound or stapled and exhibits submitted in the required order. No three ringed binders please.
- Please refer to the instruction manuals for a detailed list of required attachments.

Additional Resources

- Human Services Grant Instruction Manual
- FRESH Grant Instruction Manual
- Technical Assistance Schedule
- Grant Checklist and Requirements
- Job Description
- Georgia Security and Immigration Compliance Act Documents
- US Homeland Security E-Verify for Employment Requirement and Link

www.fultonhumanservices.org

DO NOT WAIT UNTIL THE LAST MINUTE!

Deadline for receipt of ALL
2012-2013 Housing and Human Services
Department Grant Applications

February 24, 2012

3:00 PM

Location:

137 Peachtree Street, S.W.
Suite 100
Atlanta, GA 30303

Contacts

- To request additional on-line application access links, e-mail:

hsd.applications@fultoncountyga.gov

- For general grant questions, e-mail:

hsd.grants@fultoncountyga.gov

*Or Contact your Grant Administrator or
District Administrator*

Contacts

Corey Taylor, Database Specialist

404-612-8740

Corey.Taylor@fultoncountyga.gov

Tom Capitano, Districts 3 & 4 Administrator

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Carlos S. Thomas

Program Manager / Interim District 5 Administrator

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Questions

