

**REQUEST FOR PROPOSAL: 21RFP121621A-CJC**

**Fulton County Department of Community Development**

**Homeless Division**

**Emergency Solutions Grant (ESG) 2021 and 2022, and ESG COVID-19 Application &**

**(if applicable) Additional Funding-ESG 20**

**Release Date: December 17, 2021**

**Due Date: January 17, 2022 at 11:00A.M., local time**

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| **I. OVERVIEW & ELIGIBILITY** |

1. Funding allocations will be made to qualifying nonprofit agencies providing eligible services in Fulton County, outside of the city of Atlanta. ***Please note that grant funds are reimbursable; your agency must have the capacity and cash flow to incur eligible costs.***The County encourages collaborative submissions which define a strategic approach to addressing critical needs in our community.
2. The primary objective of the Emergency Solutions Grant (ESG) Program is to assist people in quickly regaining

stability in permanent housing after experiencing a housing crisis and/or homelessness, through the following

services: Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-Housing, and Homeless

Management Information System (HMIS).

1. This program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the Fulton County Department of Community Development. It is authorized under Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).
2. A Selection Committee will review all applications for compliance with requirements and make funding recommendations to the Fulton County Board of Commissioners (BOC).
3. Client Income Limits

* For **Rapid Re-Housing**, an income assessment is not required at initial evaluation. However, at annual re-evaluation, income must be LESS THAN OR EQUAL TO 30% AMI.
* For **Homelessness Prevention** assistance, households must have an income BELOW 30% AMI at initial evaluation, and have no other housing options, financial resources, or support networks. At re-evaluation - not less than once every three months - the participant must have an annual income LESS THAN OR EQUAL TO 30% AMI.
* The 30% AMI limit does **not** apply to program participants who are being served under the Emergency Shelter or Street Outreach components.

1. **FY 2021 and \*2022 ESG Extremely Low Income Limits (30% AMI) for ESG 2020 & 2021 Applications**

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| **Area** | **1-person** | **2-person** | **3-person** | **4-person** | **5-person** | **6-person** | **7-person** | **8-person** |
| **Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area** | $18,100 | $20,700 | $23,300 | $26,500 | $31,040 | $35,580 | $40,120 | $44,660 |

Note: 2022 Income Limits are pending HUD’s release.

# FY 2020 ESG-CV Extremely Low Income Limits (50% AMI)

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| **Area** | **1- person** | **2- person** | **3- person** | **4- person** | **5- person** | **6- person** | **7- person** | **8- person** |
| **Atlanta-Sandy SpringsRoswell, GA HUD Metro**  **FMR Area** | $30,200 | $34,500 | $38,800 | $43,100 | $46,550 | $50,000 | $53,450 | $56,900 |

1. ESG and GA 502 Continuum of Care (CoC) funded agencies are required to participate in the (HMIS) ClientTrack.
2. ESG funded agencies are required to participate in a minimum of **50% of the CoC Membership meetings.**
3. **Funding**
4. **ESG 2021**

* **Term:** 12 months. Grant agreement start date will be determined per the approval of the grant recommendation by the Fulton County Board of Commissioners. Funds must be expended by August 11, 2023.
* **Estimated Funds Available 2021:** $294,646
* **Projected Estimated Funds Available 2022:** $294,646
* **Grant Allocation:** $50,000, minimum and $100,000 maximum.

1. **ESG 2022**

* **Term:** 12 months. Grant agreement start date will be determined per the approval of the grant recommendation by the Fulton County Board of Commissioners.
* **If awarded 2022 ESG funds,** the ESG 2022 grant award will begin after the approval of the Fulton County Board of Commissioners and the Department of Housing and Urban Development (HUD).
* **Projected Estimated Funds Available 2022:** $294,646
* **Grant Allocation:** $50,000, minimum and $100,000 maximum.

1. **ESG COVID-19**

* **Term:** 7 months. Grant agreement start date will be determined per the approval of the grant recommendation by the Fulton County Board of Commissioners.
* **Estimated Funds Available 2021: $373,146.34**
* **Grant Allocation:** $50,000, minimum and $150,000 maximum.

1. **Prior years funding:** If ESG 20 are available, would you want to be considered for these funds?

☐ YES ☐ NO

If yes, how soon after signing an agreement could your project start?

☐ immediately (within first 30 days)

☐ 2-4 months

☐ 5-7 months

Anticipated completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **II. IMPLEMENTATION TIMELINE** |

1. **Phase One**

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| December 17, 2021 | Emergency Solutions Grant (ESG) 2021, 2022, and COVID Application Released |
| December 22, 2021 | ESG Technical Assistance Office Hours by Appointment: 1 to 3 pm Local Time  GLOBAL.GOTOMEETING.COM/JOIN/890912509. You can also dial using your phone. 1 (408) 650-3123 ACCESS CODE:890-912-509 |
| January 6, 2022 (1-2 pm Local Time) | Pre-Proposal Conference presentation: Zoom Meeting  <https://zoom.us/j/99214140778>  Meeting ID: 992 1414 0778  One tap mobile  +16465588656,,99214140778# US (New York)  +13017158592,,99214140778# US (Washington DC)  Dial by your location          +1 646 558 8656 US (New York)          +1 301 715 8592 US (Washington DC)          +1 312 626 6799 US (Chicago)          +1 669 900 9128 US (San Jose)          +1 253 215 8782 US (Tacoma)          +1 346 248 7799 US (Houston)  Meeting ID: 992 1414 0778  Find your local number: <https://zoom.us/u/arqi8KSfJ> |
| January 8, 2022 at 2:00pm local time | Last Day for Questions to be submitted to Fulton County Purchasing |
| January 17, 2022 at 11:00A.M., local time | Due Date: Submit to <https://www.bidnetdirect.com/georgia/fultoncounty>. ***Hard Copy submissions by mail, drop off and to email will not be accepted*** |
| February or March 2022 | Recommendations presented to the Fulton County Board of Commissioners for approval |

* Selected Agency/Municipality and program summary will be submitted to the Fulton County Board of Commissioners for a final approval.

1. **Phase Two**

* Applicant notifications will be released per the approval of the Fulton County Board of Commissioners.
* Selected Agency’s MOU execution process will commence per the approval of the Fulton County Board of Commissioners.

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| **III. APPLICATION CHECKLIST** |

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| **Submission Requirements** | **Documentation** | **Check if Enclosed** |
| 1. The applicant must 2. have nonprofit status for at least one (1) full year, **or** 3. have two (2) full years of operating experience   under another nonprofit entity, **or**   1. be a local governmental entity or agency   **(governmental agencies can skip to line 5)** | **ATTACHMENT 1:**  a. Provide a copy of a 501© (3) designation  letter from the Internal Revenue Service if a  non-profit applicant  b. If operating under another nonprofit,  please provide a copy of the Memorandum  of Understanding. |  |
| **2.** The applicant must be registered to conduct business in the State of Georgia at the time of application. **(Not applicable to governmental agencies)** | **ATTACHMENT 2:**  Provide a copy of current certification from the GA Secretary of State. For assistance, please visit: [www.sos.ga.gov](http://www.sos.ga.gov) |  |
| **3.** The applicant must have an audit or **audited** financial statements (if budget is **less than $25,000** annually) prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation. Copies of each **audited** financial statement must be submitted with the application. **Reviews and Compilations will not be accepted.** Audit findings will make the applicant ineligible to receive assistance.  **(Not applicable to governmental agencies)** | **ATTACHMENT 3:**  Provide one copy each of the last two most recent audited financial statements that meet the criteria described. Include management letters if applicable. |  |
| 4. Non-profit organizations must have an active Board of Directors within the last 12 months. **(Not applicable to governmental agencies)** | **ATTACHMENT 4:** Provide list of board members authorization for the submittal of this application. Please also include a copy of Conflict of Interest Statement from the Board of Directors. |  |
| 5. The applicant must have at least twelve (12) months experience directly related to the proposed project or program. | **ATTACHMENT 5:-** Provide funding commitments displayed on letterhead, resumes of principal staff and personnel directly working on the project, and include descriptions of the applicant’s previous related program activities. |  |
| **6.** The applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures. | **ATTACHMENT 6:** Provide a copy of the  agency’s written financial management  procedures, and a current organization chart. |  |
| **7.** Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker’s Compensation. Professional Errors and Omissions, if applicable. | **ATTACHMENT 7:** Provide a copy of Certificate  of Insurance. |  |
| 8. Applicants are required to submit **FORM F:** Georgia  Security and Immigration Contractor Affidavitand  Agreement, and **FORM G:** Georgia Security and  Immigration Subcontractor Affidavit, and as  applicable. | **ATTACHMENT 8:** Provide a copy of Forms F & G. |  |
| 9. Each applicant must submit proof that the  organization has registered with the U.S. System for Award Management. Visit [www.sam.gov](http://www.sam.gov/) | **ATTACHMENT 8:** Provide proof of registration  with the U.S. System for Award Management. |  |
| 1. The contract period for the project, if approved, will begin: TBD, per the Fulton County Board of Commissioners approval of grant recommendation. | **ATTACHMENT 9:** Provide a projected timeline  of proposed activities for each funding year. |  |
| **R**esolution that authorizes the submission of the application. | **ATTACHMENT 10:** Signed resolution. |  |

***All submitted materials will be used in determining the organization’s eligibility for funding.***

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| IV. AGENCY INFORMATION |

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| Agency Name: |  | | |
| Mailing Address: |  | | |
| Telephone Number: |  | Email: |  |
| Contact Person: |  | Title: |  |
| DUNS Number: |  | Tax ID #: |  |
| **PROGRAM INFORMATION** | | | |
| Program Title: |  | | |
| Program Location: |  | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **V. DISTRICT SERVICE AREA** | | | | | | | Service Area | 1 | 2 | 3 | 5 | 6 | | Street Outreach |  |  |  |  |  | | Emergency Shelter |  |  |  |  |  | | Homelessness Prevention |  |  |  |  |  | | Rapid Re-Housing |  |  |  |  |  | | Rapid Re-Housing Legal |  |  |  |  |  |  |  | | --- | | **VI. EVALUATION CRITERIA** |      1. **State the total number of unduplicated Fulton County clients projected to be served with 2021 & 2022 ESG funding separately: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **State the amount of ESG funding that your agency is requesting to support your program (***(Funding minimum is $50,000 per agency and application and funding maximum is $100,000)*  |  |  |  | | --- | --- | --- | | **ESG 2021 Activity** | **Amount** | **Detailed Explanation of Funding** | | Street Outreach |  |  | | Emergency Shelter |  |  | | Homeless Prevention |  |  | | Rapid Rehousing |  |  | | **Total** |  |  |      |  |  |  | | --- | --- | --- | | **ESG 2022 Activity** | **Amount** | **Detailed Explanation of Funding** | | Street Outreach |  |  | | Emergency Shelter |  |  | | Homeless Prevention |  |  | | Rapid Rehousing |  |  | | **Total** |  |  |  |  |  |  | | --- | --- | --- | | **ESG COVID 19 Activity** | **Amount** | **Detailed Explanation of Funding** | | Emergency Shelter |  |  | | Homeless Prevention |  |  | | Rapid Rehousing |  |  | | **Total** |  |  |  |  | | --- | | **VII. Grant Application Evaluation Criteria** |   Applicant’s responses must include the appropriate and requested information in sufficient detail to demonstrate the Applicant’s knowledge, skills and abilities to provide the requested services and will be reviewed and evaluated based on each Applicant’s responses.     1. **Executive Summary** *(Maximum points for section is 12 out of 100)* **Provide an Executive Summary (Overview) of the program. (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 12 points** | 1. Purpose of the program is clear and thorough. **(3 points)** 2. Provides a summary of all methods used, results to be obtained and requires less than 40% of ESG funding to meet the annual program budget. **(3 points)** 3. Provides history of past grant performance with Fulton County Government and performance metrics for the last ten years that demonstrates significant impact. **(3 points)** 4. Conclusion is strong and reiterates the goal behind the plan. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 8 points** | 1. Purpose of the program is somewhat clear and has a few areas that need additional supporting research. **(2 points)** 2. Provides some of the methods used, results to be obtained and requires 31% to   50% of ESG funding to meet the annual program budget. **(2 points)**   1. Provides history of past grant performance with Fulton County Government and a performance metric that shows impact for five or more years. **(2 points)** 2. Conclusion is a summary of the procedures used and needs a more specific goal. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 4 points** | 1. Purpose of the program is unclear and incomplete. **(1 point)** 2. Provides a vague listing of methods used, has no information on the results to be obtained, and budget requires more than 50% of ESG funding to meet the annual program budget. **(1 point)** 3. Provides history of past grant performance with Fulton County Government and a performance metric that shows impact for less than five years. **(1 point)** 4. Conclusion is weak and does not site a specific goal for the project. **(1 point)** |      1. **Citizen Needs** *(Maximum points for section is 15 out of 100)*    * **Describe the need (or problem) in Fulton County, except for Atlanta, that you are proposing to address with ESG funding. (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 15 points** | 1. Identifies and describes the specific need adequately. **(3 points)** 2. Describes the underserved population service area. **(3 points)** 3. Identifies how many Fulton County residents will be served by gender, race, age, income, and County Commission District. **(3 points)** 4. Describes how proposed project will assist and impact the target population. **(3 points)** 5. Provides statistics (federal, state, and or local) for the need or problem that the program is proposing to address. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 10 points** | 1. Specific need is partially identified. **(2 points)** 2. Population service area is partially identified. **(2 points)** 3. Identifies how many Fulton County residents will be served by only two of the five variables (gender, race, age, income, and or County Commission District). **(2 points)** 4. Application has some strong points but lacks specifics on meeting the need of the target population. **(2 points)** 5. Provides general statistics (not based on actual federal, state, or local data) for the need or problem that the program is proposing to address. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 5 points** | 1. Provides a vague description of the specific need to be addressed. **(1 point)** 2. Provides a vague description of the population service area. **(1 point)** 3. Identifies how many Fulton County residents will be served, but does not include the five variables (gender, race, age, income and County Commission District). **(1 point)** 4. Information provided on meeting the needs of target population is weak. **(1 point)** 5. Statistics provided are not related to the need or problem that the program is proposing to address. **(1 point)** |      1. **Approach and Design** *(Maximum points for section is 15 out of 100)*    * **Describe the specific activities and services that your program will provide to support one or more ESG activities, and how your program will accomplish it. (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 15 points** | 1. Identifies specific activities and services that will be provided to support one or more ESG activities. **(3 points)** 2. Identifies how the activities and services will be accomplished. **(3 points)** 3. Application addresses three ESG activities. **(6 points)** 4. Provides more than seven instances of community collaborative relationships to assist organization in addressing the need. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 10 points** | 1. Generally identifies activities and services that will be provided to support one or more ESG activities. **(2 points)** 2. Generally identifies how the activities and services will be accomplished. **(2 points)** 3. Application addresses two ESG activities. **(4 points)** 4. Provides 4-7 instances of supporting community collaborative relationships to assist organization in addressing the need. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 5 points** | 1. Provides a vague description of the activities and services to be provided to support one or more ESG activities. **(1 point)** 2. Provides a vague description of how the activities and services will be accomplished. **(1 point)** 3. Application addresses one ESG activity. **(1 point)** 4. Provides less than four instances of supporting community collaborative relationships to assist organization in addressing the need. **(1 point)** |      1. **Program Performance Measures** *(Maximum points for section is 15 out of 100)*    * **Describe the ESG program measures per the activity funding request. (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 15 points** | 1. Provides a clear explanation of the methods to be used and the specific goals to be obtained. **(6 points)** 2. Describes the major milestones to be achieved with a supporting schedule. **(5 points)** 3. Identifies the specific data collection tool(s)/ source(s) used to report progress on performance measures. **(4 points)** | | **(Good)**  **2 points per criteria met for a total of 10 points** | 1. Provides a clear explanation for some of the methods used and the majority of goals for the project. **4 points)** 2. Describes the majority of the milestones for the project with a supporting schedule. **(4 points)** 3. Identifies a general description of data collection tool(s)/ source(s) used to report progress on performance measures. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 5 points** | 1. Provides a vague description of the methods to be used and goals to be obtained. **(2 point)** 2. Describes only a few of the major milestones for the project and does not include supporting schedule. **(2 point)** 3. Provides a vague description of data collection tool(s)/ source(s) used to report progress on performance measures. **(1 point)** |      1. **Budget** *(Maximum points for section is 15 out of 100)*    * **Describe the total Agency budget; total Program budget; and specific amount of ESG funding being requested. (300 words or less).**      |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 15 points** | 1. Provides a clear description of the agency's current fiscal year budget. **(5 points)** 2. Provides a clear description of the total program budget for the time period for which ESG funds are being requested. **(4 points)** 3. Provides reasonable and necessary expenditures for the proposed plan. **(3 points)** 4. Includes a complete budgetary schedule/timeline for the length of the program. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 10 points** | 1. Provides a general description of the agency's current fiscal year budget. **(4 points)** 2. Provides a general description of the total program budget for the time period for which ESG funds are being requested. **(3 points)** 3. Provides most of the reasonable and necessary expenditures for the proposed plan. **(2 points)** 4. Includes a partial budgetary/timeline schedule for the initial phase of the program. **(1 points)** | | **(Fair)**  **1 point per criteria met for a total of 4 points** | 1. Provides a vague description of the agency's current fiscal year budget. **(1 point)** 2. Provides a vague description of the total program budget for the time period for which ESG funds are being requested. **(1 point)** 3. Provides a minimum expenditures for the proposed plan. **(1 points)**   Includes an unrealistic budgetary/timeline schedule for the program. **(1 point)** |      1. **Organization Information** *(Maximum points for section is 3 out of 100)*    * **Describe the management and staff functions with qualifications and experience that is related to the program for which funds are being requested. (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 3 points** | 1. Describes all management functions with information about staff qualifications and experience that is related to the program for which funds are being requested. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 2 points** | 1. Describes some of the management functions with partial information on staff qualifications and experience that is related to the program for which funds are being requested. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 1 point** | 1. Does not describe the management functions nor provide information about staff qualifications and experience that is related to the program for which funds are being requested. **(1 point)** |      1. **Available Resources and Sustainability** *(Maximum points for section is 12 out of 100)*    * **Describe other funding sources that are available, and have been received to support your organization to address this need (or solve this problem). (300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 12 points** | 1. Provides a list of three or more funding sources and award amounts (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. **(3 points)** 2. Provides a clear description addressing how program will continue if funding request is partially funded. **(3 points)** 3. Provides a clear description of the leverage potential of ESG funding. **(3 points)** 4. Organization never defaulted on a loan or grant. Organization never returned funds for misuse or inability to meet deliverables. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 8 points** | 1. Provides a list of at least two funding sources and award amounts (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. **(2 points)** 2. Provides a statement that partially addresses how program will continue if partially funded. **(2 points)** 3. Provides a statement that partially addresses how ESG funding will be leveraged. **(2 points)** 4. Organization never defaulted on a loan or grant, but has returned funds for inability to meet deliverables. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 4 points** | 1. Provides a list of one other funding source and award amount (corporate, government, foundation, individuals, etc.) that is related to the program for which funds are being requested AND relative to the requested funding amount. **(1 point)** 2. Provides statement that does not adequately address how the program will continue if partially funded. **(1 point)** 3. Provides statement that does not adequately address how ESG funding will be leveraged. **(1 point)** 4. Organization defaulted on a loan or grant. Organization returned funds for misuse or inability to meet deliverables. **(1 point)** |      1. **Conclusion** *(Maximum points for section is 6 out of 100)* **(300 words or less)**  |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 6 points** | 1. Provides a summary statement with possible solutions based on the application. **(3 points)** 2. Places the focus of the project on the required need and relevancy. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 4 points** | 1. Provides a summary statement of a few methods used and possible solutions based on the application. **(2 points)** 2. Places the focus of the project on the required need but does not site the relevancy. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 2 points** | 1. Provides an incomplete summary with vague references to the proposed solutions. **(1 point)** 2. Places no focus on the required need. **(1 point)** |      1. **General Attributes** *(Maximum points for section is 6 out of 100)*   *General Attribute points will be assessed by the Evaluation Committee based on your responses and information provided throughout the APPLICATION. No additional information or action is required for the General Attribute criteria section.*     |  |  | | --- | --- | | **(Excellent)**  **3 points per criteria met for a total of 6 points** | 1. Written with no errors. **(3 points)** 2. Uses research data that is acceptable and relevant to the proposed program. **(3 points)** | | **(Good)**  **2 points per criteria met for a total of 4 points** | 1. Written with 1-3 errors **(2 points)** 2. Uses research data that is somewhat relevant to the proposed program. **(2 points)** | | **(Fair)**  **1 point per criteria met for a total of 2 points** | 1. Written with several (more than 3) errors. **(1 point)** 2. Uses research data that has no connection to the proposed program. **(1 point)** |      1. **Bonus** *(Maximum points for section is 2 additional points)*   Points will be assessed by the Evaluation Committee based on your response and information provided that address programs and services target “high risk” area(s) within Fulton County, except for Atlanta, (communities or areas within Fulton County that yield low educational, economic, and social outcomes). Demonstrated by response to Question #2 Citizen Needs, inclusive of statistics to support that the area is “high risk” **(2 points)** | | | |

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| **VIII. APPLICATION EVALUATION** |

* Upon receiving each application, the Homeless Division will verify that the application is complete, including required attachments. Incomplete proposals will be considered non-responsive and will be issued a declination notice.
* Complete proposals will be evaluated and scored by an Evaluation Committee.

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| **IX. EXPECTATIONS** |

1. Agency/Municipality will engage in direct or modified, per local COVID-19 standards, client contact to conduct client/household assessment.
2. Agency/Municipality will engage in client contact, per local COVID-19 standards, (in person or via telephone) and provide appropriate supportive services to clients
3. The agency/municipality will engage in direct client contact, per local COVID-19 standards, to identify household’s needs and appropriate interventions.
4. Agency/Municipality will utilize HMIS.
5. Agency/Municipality must be accessible to households experiencing homelessness, including the offering of flexible hours (evenings/weekends) and methods, e.g. phone screening.
6. Agency /Municipality will make client records and HMIS data available for system performance and monitoring purposes by Fulton County.
7. Agency/Municipality should ensure services provided are accessible to clients i.e. via phone or in person.
8. Agency/Municipality will provide service delivery and appointment times that meet the needs of clients including early mornings, evenings, and weekends.
9. Agency/Municipality will provide case plans, as appropriate, that identify objectives and delineation of responsibilities.

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| **X. OPERATIONAL SPECIFICATIONS** |

1. The awardee will be required to submit a current Certificate of Declaration of Insurance, with Fulton County Government added as an **“Additional Insured”.** Language reflecting “Fulton County Government as an “Additional Insured” must be stated on the certificate.
2. All applicants are required to submit **FORM F: Georgia Security and Immigration Contractor Affidavit and Agreement** and as applicable **FORM G: Georgia Security and Immigration Subcontractor Affidavit**.
3. The proposed project must take place in a facility that is accessible under Americans with Disabilities Act (ADA) guidelines. For more information or technical assistance, call the Fulton County Office of Diversity and Civil Rights Compliance (DCRC), 404-612-7390.

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| **XI. SIGNATURE PAGE** |

Letter from an Authorized Certifying Official is attached with the following resolution that authorizes the submission of the application.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Be it resolved that the Board of Directors or Council of the above-referenced Applicant resolved at its meeting date referenced below, to authorize the Applicant to submit an application to the Fulton County Department of Community Development, Homeless Division office for grant funding. The individual referenced below is authorized to execute any documents necessary for application submission and funding.

Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the foregoing resolution was approved by our Board of Directors of Council.

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Certifying Official (Signature, Name & Title) Date

I certify that I have completed the application for Fulton County ESG 2021, ESG 2022, ESG COVID-19 and additional (if applicable) ESG 2020 funding. All information contained in this submission has been completed as thoroughly and as accurately as possible, and a governing body resolution or letter from an authorized certifying official approving the submission has been attached. Through this submission, I have defined other funding sources received confirming that if selected for funding, these funds will not supplant or duplicate current sources.

Prepared by (Signature & Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by (Printed Name & Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (Signature & Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (Printed Name & Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **XII. NO CONTACT DURING APPLICATION PROCESS** |

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential applicants and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

1. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

The ordinance is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including Pre-Application Conferences, oral presentations/interviews before an Evaluation committee, and contract negotiations during any public meeting. Provisions of the ordinance shall terminate at the time that the BOC awards or approves a contract, rejects all applications or otherwise takes action which ends the solicitation process.

**CLARIFICATION AND ADDENDA**

Applicants may submit requests for clarifications or interpretations regarding this APPLICATION. Applicants must prepare such requests in writing for the County’s consideration as set forth in this section of this APPLICATION. While the County has not placed an initial limitation on the number of requests which can be submitted, Applicants are cautioned that if Applicants do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after 5 p.m., on January 8, 2021. Applicants are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Applicant of any obligations or conditions required by this APPLICATION.

**CONTACT PERSON AND INQUIRIES**

Any questions or suggestions regarding this APPLICATION shall be submitted in writing to the [Charlie.Crockett@fultoncountyga.gov](mailto:Charlie.Crockett@fultoncountyga.gov). Any response made by the County shall be provided in writing to all Applicants. No verbal responses shall be authoritative. The County will not respond to requests, oral or written, received **after 5 p.m., on January 8, 2021.**

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Mario Avery, Purchasing Department’s Disability Contract Compliance Administrator at or email: [Mario.avery@fultoncountyga.gov](mailto:Mario.avery@fultoncountyga.gov) and 404-612-6307.

In accordance with the provisions of the ADA, this document can be requested in an alternate format. If you need reasonable modifications due to a disability, including communications in an alternate format, please contact Mario Avery, Purchasing Department’s Disability Contract Compliance Administrator at or email: [Mario.avery@fultoncountyga.gov](mailto:Mario.avery@fultoncountyga.gov) and 404-612-6307 seven days in advance to facilitate your request. For TDD/TTY or Georgia Relay Service Access, Dial 711.

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| **XIII. FUNDING ALLOCATION PROTOCAL** |

* The Funding Allocation Protocol is an administrative task performed at the third stage of review.
* Requested funding amounts must be supported in the submitted application and fall within the defined funding parameters (i.e. minimum request $50,000 and maximum request $150,000).
* Applications that do not fall within the established funding parameters will be deemed ineligible.
* Requested amounts that are not supported by the submitted application will be subject to reductions.
* **The Fulton County Board of Commissioners (BOC**) receives the proposed funding recommendation for review and final action.

**Implementation Process**

Contract for Services

Contracts for services to be rendered under the Department of Community Development shall be between the responsible applicant (primary agency) and Fulton County Government. Applicants will be informed of the contract signing period. Contracts must be signed by the agency’s authorized representative. **Failure to submit requested information and signed contracts in accordance with the established procedures will void funding awards. All unspent funding must be returned to Fulton County Government.**

**Funding Disbursements**

ESG funding is reimbursable, and will be dispersed through the County’s applicant payment process. Disbursement of funds will be contingent upon Subrecipients being in compliance with the terms of their contract.

**Record Retention**

Each applicant receiving funding from Fulton County is required to keep detailed records on how Fulton County funds were spent, a copy of the executed contract, and any additional information pertaining to the program for a minimum of five years.

**Fulton County Internal Audit**

Fulton County may call for an audit of the ESG Program. Agencies that receive audits are selected by the Fulton County Internal Audit Division and or the Department of Housing and Urban Development.

**Reporting Requirements**

Each agency is required to submit performance reports and required supportive documentation. The performance report is a performance measurement tool administered to assist with monitoring program performance and contract compliance. Report due dates will be specified in the ESG contract. Funded agencies will receive guidelines for reporting. Failure to adhere to the program report requirements will delay additional payments on a contract and gives cause to reject a request for continuation of funds.

**Program Monitoring**

Staff from the Department of Community Development will conduct agency/ program site visits to monitor the contract compliance of operations, programming, and services.

***Failure to adhere to prescribed procedures, to perform contractual services or to submit reporting or audit requirements may result in the termination of the contract, and reimbursement of funds.***

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| **XIV. ELIGIBLE GRANT ACTIVITIES, TERMS, AND DEFINITIONS** |

## 1. Street Outreach

Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.

## 2. Emergency Shelter

Renovation of a building to serve as an emergency shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost and type of renovation (major rehabilitation, conversion, or other renovation). Note: Property acquisition and new construction are ineligible.

Essential Services for individuals and families in emergency shelter. Component services generally consist of case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation.

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, and furnishings.

Relocation assistance for persons displaced by a project assisted with ESG funds.

For specific requirements and eligible costs, see 24 CFR 576.102.

## 3. Homeless Prevention

Housing relocation and stabilization services and/or short- and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.103, 576.105, and 576.106.

## 4. Rapid Re-Housing

Housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in an emergency shelter or other place described in paragraph (1) of the “homeless” definition move as quickly as possible into permanent housing and achieve stability in that housing.

Component services and assistance generally consist of short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair. For specific requirements and eligible costs, see 24 CFR 576.104, 576.105, and 576.106.