

**RESOLUTION APPROVING TANF SERVICES CONTRACT FOR THE COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM, ACDJFS CONTRACT NO. 22-5001-TANF**

WHEREAS, Patrick Arcaro, Director of the Ashtabula County Department of Job & Family Services has presented a Contract for the approval of the Board, to-wit:

**Contract Term:** Retroactive to April 1, 2022 ending September 30, 2022

**Contract No.** 22-5001-TANF

**Provider:** Ashtabula County Technical & Career Center, 1565 State Route 167, Jefferson, Ohio 44047

**Service:** Comprehensive Case Management & Employment Service to Ashtabula County Residents.

**Amount:** FY2022 TANF Base Funds in the amount not to exceed, \$565,743.30

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Contract is approved in accordance with the copy now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2022-317**

**July 05, 2022**

**RESOLUTION APPROVING TANF SERVICES CONTRACT FOR THE  
COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM, ACDJFS  
CONTRACT NO. 22-5001-TANF**

**Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.**

**VOTE:**

<b>J.P. Ducro IV</b>	<b>Aye</b>
<b>Casey R. Kozlowski</b>	<b>Aye</b>
<b>Kathryn L. Whittington</b>	<b>Aye</b>

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

**CONTRACTOR AGREEMENT  
BETWEEN  
ASHTABULA COUNTY JOB & FAMILY SERVICES  
AND  
ASHTABULA COUNTY TECHNICAL & CAREER CENTER  
FOR THE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ("TANF")  
PORTION OF THE  
COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM ("CCMEP")**

This Agreement is effective April 1, 2022, by and between Ashtabula County Job & Family Services (hereinafter "ACDJFS" and/or "lead agent or agency"), doing business at 2924 Donahoe Drive, Ashtabula, Ohio 44004; and Ashtabula County Technical & Career Center (hereinafter "CONTRACTOR"), doing business at 1565 State Route 167, Jefferson, OH 44047.

**WHEREAS**, this Agreement is for the agreed upon amount of Five Hundred Sixty-Five Thousand Seven Hundred Forty-three and 30/100 Dollars (\$565,743.30), for a six month term from April 1, 2022 through September 30, 2022. This Agreement is made pursuant to grant awards to the GRANTORS through the Temporary Assistance for Needy Families ("TANF") grants, including both the Comprehensive Case Management & Employment Program ("CCMEP") TANF grant, and the Ohio Youth Works Program ("Youth Works") TANF Grant, Department of Health and Human Services Grant CFDA Number 93.558.

**WHEREAS**, ACDJFS has been named as the lead agency for the purposes of administering the CCMEP (both TANF and WIOA portions) within Ashtabula County, by resolution of the Board of County Commissioners for Ashtabula County.

**WHEREAS**, the parties have the common goal of providing integrated, comprehensive case management and employment services to TANF eligible recipients of Ashtabula County, ages 14-24, including those that are determined eligible In-School Youth ("ISY), and those determined eligible Out-of-School Youth ("OSY"), with the goal of addressing barriers that would keep the youth from securing their high school diploma or its equivalency, and obtaining post-secondary high school education, and/or employment.

**WHEREAS**, the parties desire to unite in their efforts to provide framework design including case management services, along with the provision of all available program services, including as many as possible of the 14 elements of the Comprehensive Case Management and Employment Program ("CCMEP"). The provision of services by CONTRACTOR shall exclude the following:

1. the provision of mental health counseling, and drug and alcohol counseling, which were not awarded to a provider, but which instead are available to CCMEP youth via referral; and

2. all of the following pre-enrollment program services awarded exclusively to ACDJFS:
  - a. Intake, review of application. The process of gathering basic information and supporting documentation from the individual who is being considered for enrollment.
  - b. Making the final determination of Initial Eligibility for WIOA and TANF. Issuing notification of a positive determination of eligibility, and referral to the Framework Assessment providers' case managers for further CCMEP assistance. Notification of a negative determination of eligibility, and referral to alternative sources of assistance.
  - c. Annual redetermination of TANF eligibility. This is done pursuant to the statutory and regulatory text for CCMEP, DJFS policy, and ACDJFS' lead agency plan.
  
3. the provision of mental health counseling, and drug and alcohol counseling, which were not awarded to a provider, but which instead are available to CCMEP youth via referral; and

**WHEREAS**, all CCMEP services shall be provided to Ashtabula County youth residents defined as those who are ages 14-24 at the time of the determination of TANF eligibility, and prior to being provided any one or more program services, have been determined to be in need of those program service(s), an Individual Opportunity Plan ("IOP"), Goal4it Stepping Stones Assessment, or equivalent of the same, has been created and reflects the need for those program service(s), and the CONTRACTOR has enrolled and registered the individual within the required ARIES case management system to receive those services pursuant to TANF.

**WHEREAS**, the parties desire to enter into this Agreement to set out their respective covenants and understandings.

**NOW, THEREFORE**, with the intent to be legally bound, and in consideration of the covenants and promises hereinafter made to establish the terms, conditions, and requirements governing the administration and use of grant monies herein identified, the parties hereto agree as follows.

**SECTION 1. SCOPE AND TERM OF AGREEMENT**

1. CONTRACTOR agrees to provide the program services as set forth within this Agreement. All services under this contract will be TANF eligible youth ultimately enrolled within the CCMEP, as referred and determined by ACDJFS, and/or by an alternative contractual agent of the and/or ACDJFS, to the CONTRACTOR for services.
  
2. The term of this Agreement is from April 1, 2022, to September 30, 2022, unless this Agreement is suspended or terminated pursuant to Section 10 of this Agreement.

3. This Agreement, or a series of Agreements similar to the same may be entered into for an extended or new additional terms, through March 31, 2026 without additional procurement should the parties to the same be mutually agree to the same.

## **SECTION 2. SPECIFIC REQUIREMENTS.**

### **Article 1. Framework Design Including Case Management, (Excluding Basic Skills Assessment).**

1. CONTRACTOR agrees to handle all transportation of Youth as needed, to ensure transportation is not a barrier to their success.
2. CONTRACTOR agrees to the provision of Framework Design, including Case Management Services as specifically set forth within the Section 3. Services Protocol, part of this Agreement.
3. CONTRACTOR agrees that it will engage CCMEP for the amount of time and type of program service each youth needs during each week that the participant is actively registered and enrolled within the CCMEP. The amount of time that a participant is to be engaged on a minimum or maximum weekly basis may be set forth within ACDJFS' plan as lead agency. If it is not, the amount of engagement will be determined at the CONTRACTOR's sole discretion. CONTRACTOR agrees to maintain documentation and records that demonstrate the same and to provide those to ACDJFS upon demand, and to include the same with all regular invoicing.
4. CONTRACTOR agrees to the provision of supportive services and incentives in a manner and method to encourage involvement and success of all participants, that is consistent with applicable policy. If the expenditure for the supportive services and/or incentives utilizes TANF funds, it shall adhere to the ACDJFS and/or NOC COG policies that apply to the same.
5. CONTRACTOR agrees to provide monthly and/or quarterly reports as agreed upon and/or requested to ACDJFS and NOC COG on all activities related to Framework Design Services.
6. CONTRACTOR strives to meet all positive outcomes and performance measures as defined by the CCMEP, including both Workforce Innovation and Opportunity Act ("WIOA"), and TANF performance measures.
7. CONTRACTOR agrees to provide follow-up services described in paragraph (E)(9) of rule 5101:14-1-02 of the Administrative Code, for a minimum duration of twelve (12) months, on an as needed basis, wherever services are needed in order to keep a participant on the path to meeting all positive outcomes and performance measures.

8. As part of its case management, CONTRACTOR will identify CCMEP Youth that are in need of Occupational Skills Training and educational pathway planning assistance. Once training objectives are identified with the participant's Personal Growth Advisors, and/or other Program Services staff, the CONTRACTOR's staff, by itself or in coordination with ACDJFS' staff, will assist the CCMEP participant with relevant LMI, and educational provider information, as needed. These services will occur within the OhioMeansJobs Center for Ashtabula County, within the Youth Center, or in other locations controlled by and acceptable to the CONTRACTOR.
  
9. In addition to the provision of general career services relating to the identification of and pursuit of educational pathways, the CONTRACTOR will be involved in the provision of occupational skill training services to CCMEP participants in the following method and manner. Where CCMEP participants are eligible, the CONTRACTOR may at its sole discretion refer CCMEP TANF Youth to ACDJFS which may pay for occupational training services and the cost of curriculum, training costs, books/supplies, transportation, and follow-up services, as NOC COG WDB policy and CCMEP and/or Adult, Dislocated Worker, or other special grant funding permits. CONTRACTOR shall adhere to a referral and review process developed by ACDJFS, in which A-Tech's Personal Growth Advisors nominate participants to receive occupational skills training, either as co-enrolled Adults or as CCMEP TANF eligible Youth, no later than thirty (30) days prior to the first day of the training. That referral process will include a complete list of the documentation that must be provided by CONTRACTOR for the occupational skills training to be reviewed and considered by ACDJFS' staff to consider a CCMEP participant for an Individual Training Account ("ITA") for Occupational Skills Training either as a co-enrolled Adult, or as a TANF enrolled and registered CCMEP Youth. Upon submission of all documentation required of a nominee nominated by CONTRACTOR, ACDJFS shall have fourteen (14) days to review and approve or reject a nominee's application for an ITA. ACDJFS shall have sole responsibility for ensuring that all applications for an ITA are complete, including all documentation that demonstrates eligibility as required by TANF law, state and local policy, and as required by contractual agreement with ACDJFS. Regardless of the funding source for the ITA, all approved ITAs will be reduced to a written agreement, and those agreements shall adhere to state and NOC COG policy with respect to the issuance of the same as occupational skills training.
  
10. CONTRACTOR further agrees to all of the following:
  - a. employ a Program Coordinator who will oversee all facets of Framework Design and the ancillary programs contained in the entirety of this proposal;

- b. employ six (6) full-time Personal Growth Advisors who will serve as case managers and be responsible for all facets of a holistic service approach, as well as utilizing ARIES and CFIS to track and document participant activities and expenses;
  - c. employ one (1) Data Specialist who will serve as the central repository for ancillary program data such as attendance, participant documents and records as well as the conduit to ACDJFS for required records and reports;
  - d. employ other staff as appropriate for the operation of the program and in accordance with the Program's budget.
  - e. utilize the resources available to us through the Ashtabula County Technical & Career Center, its Board of Education, and its staff; as well as access to the Ohio Department of Education and the Ohio Department of Higher Education through a close affiliation with the state's Aspire Program.
11. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities to comply with CCMEP guidelines.

**Element 7.**

Supportive services to enable a youth to participate in CCMEP.

**Article 2. Academic Programming Program Services; Remedial Education; the Accelerated Career Education ("A.C.E.") Program.**

1. CONTRACTOR agrees to use the Accelerated Career Education (A.C.E.) program to increase academic achievement for CCMEP eligible students, including those who are Limited English Proficient. It is agreed that the following will all be components of the A.C.E. program:
  - Tailored to meet individual's need.
  - Up to sixteen (16) hours of instruction per week per O/S and I/S group, with an extra 3.5 hours a week for testing, orientation, or extra tutoring.
  - Lead to obtaining a certificate of high school equivalency or increased basic skills leading to employment.
  - Programming/strategies for dropout prevention and recovery.
  - Support for vocational education.
  - Assistance with distant learning for OSY with the IXL on-line education program.
  - Youth/Peer supported.
  - Academic Instruction from trained professional with curriculum support and professional development from the Ohio Department of Higher Education.
  - Transition and job readiness training to prepare participants for the next big step.

- Can rotate students in and out as they need/progress to maximize use of limited room space.

See the elements summarized in the table immediately below.



2. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
3. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
4. CONTRACTOR will assess the progress of participants within the A.C.E. Program in each of the following seven (7) ways:
  - a. Maintaining a minimum 75% attendance (in class) or 80% attendance (in school);
  - b. Making at least one measurable educational functioning level gain based on a T.A.B.E. or C.A.S.A.S. exam or
  - c. Maintaining or making progress academically as shown on a report card or transcript;
  - d. Satisfactory or better progress toward milestone goals;
  - e. Successful completion of an exam required for a particular occupation, or
  - f. Attainment of a high school diploma or its equivalent PLUS
  - g. Completion of a program evaluation.
5. CONTRACTOR agrees to show Credential Attainment and Measurable Skills Gain. Skill gains will be deemed achieved on attainment of one or more of the following:
  - a. gain in at least one educational functioning level;

- b. secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards; and,
  - c. satisfactory or better progress reports towards established milestones from the employer/training provider who is providing training; or
  - d. successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge based exams.
6. CONTRACTOR agrees to hire and employ its own staff as identified in its program budget for the operation of the A.C.E. program.
7. CONTRACTOR will provide a certified/credentialed Academic Instructor who will provide individualized tutoring/instruction based on each student's needs. O/S youth will work on basic and advanced skill attainment with a goal to passing the GED (for dropouts) or improved skills leading to employment or post-secondary training (for graduates). The A-Tech ACE Instructor will also be trained as an ASPIRE Instructor and have access to all Professional Development and curriculum tools available through the Ohio Department of Higher Education.
8. In addition to the Academic Instructor, Personal Growth Advisor and Transition Coach, CONTRACTOR will also utilize a trained Peer Navigator to assist with tutoring, offer support and encouragement and be an inspiration Leader.
9. CONTRACTOR agrees to serve up to twenty-four (24) participants at a time actively within this program: twelve (12) each in the O/S and I/S modules.
10. Classes will be held Monday, Tuesday, Wednesday and Thursday from 8:30 a.m. - 12:30 p.m. in Room 101 at OhioMeansJobs in Ashtabula County. See the schedule immediately below. Testing, orientation, and extra study time is also available on Friday from 8:30 a.m. - 12:30 p.m. at OhioMeansJobs Ashtabula. In some cases, such as over Spring Break, an alternative location such as the yO! Youth Training Center at 5402 Main Avenue Ashtabula will be utilized or field trips will be scheduled to local companies. CONTRACTOR agrees to initially offer the A.C.E. program. CONTRACTOR will plan/seek alternate locations in other areas of the county if CONTRACTOR and ACDJFS agree that referrals/numbers warrant the same.

	Monday	Tuesday	Wednesday	Thursday
9a.m. - 9:30 a.m.	Life Skills	O/S Academic Instruction	O/S Academic Instruction	O/S Academic Instruction
9:30 a.m. - 10:30 a.m.	Career Research	Job Readiness Skills	Career Research	Job Readiness Skills
10:30 a.m. - 11:30 p.m.	Transition Skills	O/S Academic Instruction	O/S Academic Instruction	O/S Academic Instruction

11. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
  
12. With respect to record keeping for the A.C.E. program, CONTRACTOR agrees to do each of the following:
  - a. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "financial literacy" or "life skills" will be maintained and also shared as required.
  - b. The A.C.E. Instructor will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the supervisor and appropriate ACDJFS personnel as identified.
  - c. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
  
13. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities to comply with CCMEP guidelines.

**Element 1**

Tutoring, study skills training, instructions, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

**Element 2**

Alternative secondary school services, or dropout recovery services, as appropriate.

**Element 14**

Activities that help youth prepare for and transition to post-secondary education and training.

**Article 3. Academic Programming Program Services; Remedial Education; Youth Enrichment Program (Y.E.P).**

1. CONTRACTOR agrees to use the Youth Enrichment Program (Y.E.P) program to increase academic achievement for CCMEP eligible students, including those who are Limited English Proficient. It is agreed that the following will all be components of the Y.E.P. program:
  - a. Tailored to meet I/S youth's need.
  - b. Will be offered in local school and at the Youth Training Center.
  - c. The focus of the instruction has always been twofold: academic preparation in areas that the referred participant is struggling in and support of future educational decisions leading to obtaining a high school diploma
  - d. Programming/strategies for dropout prevention and recovery.
  - e. Support for vocational education.
  - f. Assistance with on-line schooling for in school youth
  - g. Youth/Peer supported.
  - h. Transition and job readiness training to prepare participants for the next big step.

See the elements summarized in the table immediately below.

2. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
3. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
4. CONTRACTOR will assess the progress of participants within the Y.E.P. Program in each of the following seven (7) ways:
  - a. Maintaining a minimum 80% attendance (in school);
  - b. Maintaining or making progress academically as shown on a report card or transcript;

- c. Satisfactory or better progress toward milestone goals;
  - d. Successful completion of an exam required for a particular occupation, or
  - e. Attainment of a high school diploma or its equivalent PLUS
  - f. Attainment of the OhioMeansJob Readiness Seal and,
  - g. Completion of a program evaluation.
5. CONTRACTOR agrees to show Credential Attainment and Measurable Skills Gain. Skill gains will be deemed achieved on attainment of one or more of the following:
- a. gain in at least one educational functioning level;
  - b. secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards; and,
  - c. satisfactory or better progress reports towards established milestones from the employer/training provider who is providing training; or
  - d. successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge based exams.
6. CONTRACTOR agrees to hire and employ its own staff as identified in its program budget for the operation of the Y.E.P. program.
7. In addition to the Academic Instructor and Personal Growth Advisor and Transition Coach, CONTRACTOR will also utilize a trained Peer Navigator to assist with tutoring, offer support and encouragement and be an inspiration Leader.
8. CONTRACTOR agrees to serve from one hundred twenty (120) to two hundred forty (240) participants within this program.
9. Because the focus of Y.E.P. is to keep referred in-school (I/S) youth participants in school, CONTRACTOR will offer the Y.E.P. program at a variety of locations throughout the county with the intent of meeting the students "where they are" whenever possible. Many times this will mean at school, during school hours if necessary. CONTRACTOR will meet, with school approval and assistance, at all the public K-12 districts in the county as well as at A-Tech and at St. John. Individual in-school tutoring sessions will be offered depending on the assigned Personal Growth Advisors schedule as well as school-space and student availability, Monday, Tuesday, Wednesday and Thursday during school hours. While schools are in-person learning, tutoring sessions will be offered at the yO! Youth Training Center in Ashtabula Monday, Tuesday, Wednesday and Thursday from 2:30pm to 5:30pm. If schools are moved to on-line home instruction, tutoring sessions will be open Monday, Tuesday, Wednesday,

Thursday, and Friday from 8:00am to 5:30pm based on yO! staff availability. YEP will be offered 180 calendar days a year.

10. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
11. With respect to record keeping for the Y.E.P. program, CONTRACTOR agrees to do each of the following:
  - a. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "financial literacy" or "life skills" will be maintained and also shared as required.
  - b. The Personal Growth Advisor will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the supervisor and appropriate ACDJFS personnel as identified.
  - c. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
12. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities to comply with CCMEP guidelines.

**Element 1**

Tutoring, study skills training, instructions, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

**Element 2**

Alternative secondary school services, or dropout recovery services, as appropriate.

**Element 14**

Activities that help youth prepare for and transition to post-secondary education and training.

**Article 4. Employment Soft Skills, the Steps Towards Achievement and Reward Program (“S.T.A.R.”).**

1. CONTRACTOR agrees to use the Steps Toward Achievement and Rewards (S.T.A.R.) program towards developing leadership skills that will educate and encourage youth to take an active role in his/her community. S.T.A.R. sessions will be taught by a peer that has been trained within the S.T.A.R. program and guided by an adult instructor to insure that the program remains youth driven, focused and on-track CCMEP participants referred to the S.T.A.R. program for skills directly related to leadership training, entrepreneurial skills, peer navigation training, and mentoring opportunities.
2. CONTRACTOR agrees that each youth will participate in a three-phase program as follows. All activities discussed herein will be approved TANF youth activities related to gaining and/or maintaining sustainable employment and self-sufficiency. The S.T.A.R. program has developed into two different leadership groups. The first group is the traditional S.T.A.R. program.
  - a) The first 4 weeks of the S.T.A.R. training will involve learning about the services that are provided in Ashtabula County to help individuals become self-sufficient. Local community mentors will be attending the meetings to establish a mentorship relationship with the youth. When meeting with youth and facilitator during the S.T.A.R. program the mentors will assist the youth in completing the success story and help the youth present his/her journey to success story to the group. The youth and mentors are encouraged to continue the established mentorship relationship after the completion of this phase of training.
  - b) During weeks 5 through 9 of the S.T.A.R. program youth are empowered to be change agents in Ashtabula County. Each week the youth learn and practice leadership skills including public speaking, facilitating meeting, advocating for other youth in the community, assertiveness training, communication styles, crisis intervention, and empowerment training.
  - c) Final phase of the S.T.A.R. program involves monthly alumni meeting and bi-annual youth forums that will address the current needs of youth in Ashtabula and will provide extra trainings to the Peer Navigators.

The second S.T.A.R leadership group is the S.T.A.R Athletic Leadership group. The S.T.A.R Athletic Leadership Program youth participants will complete a modified version of Phase I & II of the traditional S.T.A.R program but Phase III will be focused on completing community service activities and assisting those in need in the youth community.

3. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
4. CONTRACTOR's Program Services staff will meet with the participant's/clients' case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
5. Up to 24 participants at a time can participate in each session of S.T.A.R. and 2 sessions a week can be scheduled as needed.
6. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities to comply with CCMEP guidelines.

**Element 1**

Tutoring, study skills training, instructions, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

**Element 2**

Alternative secondary school services, or dropout recovery services, as appropriate.

**Element 14**

Activities that help youth prepare for and transition to post-secondary education and training.

**Article 5. Employment Work Experience, the Gain Experiential Training Program ("G.E.T.").**

1. CONTRACTOR agrees to use the Gain Experiential Training ("G.E.T.") program to provide participants with real world work experience. **Executive Summary: G.E.T. Opportunity Program.** is a year-round opportunity for CCMEP youth to participate in career research and job skills training as well as paid and unpaid work experiences, internships, job shadowing and pre-apprenticeship activities. Local for-profit and not-for profit businesses, agencies and governmental entities across the county serve as work sites with no remuneration. A third-party payroll provider will process and handle all payroll activities. Time Sheets will be verified by G.E.T. Staff prior to being submitted for pay.

2. CONTRACTOR and/or its payroll agent will obtain a valid work permit or parental consent, as needed, to follow applicable minor labor laws including Ohio Revised Code Chapter 4109. A copy of this form will be provided to the Case Manager.
3. Subsidized Work Experience participants are not considered ACDJFS employees, CONTRACTOR, and/or its payroll agent agrees to place these participants on their payroll, accepting full responsibility for payment of unemployment compensation, contributions or reimbursements, insurance premiums, workers' compensation premiums, income tax deductions, Social Security deductions and all other employee taxes and payroll accounting for these participants.
4. CCMEP participants referred to the G.E.T. Opportunities program for job skills directly related to employment, a work experience, a paid/unpaid internship, summer employment, job shadowing or a pre-apprenticeship opportunity, will participate in a three-step process:

**Step 1 WORK PREP.**

- 30 hours of soft-skills training to include workplace communication, problem-solving, job etiquette and employer expectations.
- Career exploration using OhioMeansJobs.com and interviewing with G.E.T. staff to identify the participants, interests and aptitudes as well as special considerations such as location, transportation, child-care, accommodations, etc. This could also include a ½ day job shadowing or interview at the potential worksite to ensure a proper "fit" for all concerned.
- Registration with A-Tech's third-party payroll administrator.

**Step 2 PLACEMENT.**

- a. Placement in a monitored work experience, internship pre-apprenticeship, or worksite approved by the A-Tech Board of Education by G.E.T. staff. All placements will use a youth OPPORTUNITIES! Worksite Agreement, agreed upon by the parties.
- b. Placement will include an initial meeting with the participant, the worksite supervisor and the yO! Job Monitor to review the on-file job description, the participant's goals, an orientation to the work sites policies and procedures, the work supervisor's expectations, as well as appropriate clothing, lunch and break expectations, etc.
- c. Participants will work no more than forty (40) hours per week with actual hours determined by the type/nature of the work, the participant's age and abilities and the business's circumstances.
- d. Weekly on-site monitoring will be conducted by the G.E.T. Job Monitors who will monitor for stability and progress on goals as well

as to troubleshoot any issues that arise. The Job Monitors will formally report on these visits to the yO! Program Coordinator and the Personal Growth Advisers by completing a Site Visit Form (Attachment) weekly or whenever there is an issue affecting their youth.

- e. The Job Monitors will collect and verify each participant's time sheet on a weekly basis (for paid and unpaid positions) and submit the same to the yO! Administrative Assistant for proper processing.
- f. The Job Monitor will review monthly the participant's progress on their initial goals with the worksite supervisor and the participant and report to/update the participants Personal Growth Adviser and the Program Coordinator.
- g. CCMEP funding will be utilized to provide wages and payroll costs as well as support services such as transportation to and from the work site and home as well as required tools and clothing during **WORK PREP** and **WORK PLACEMENT**.

### **Step 3 JOB SEARCH.**

- a) As the participant's G.E.T. activity proceeds, the Personal Growth Advisor will begin to prepare them for a structured job search. This will be a structured and monitored search for gainful and sustainable employment. Depending on the individual, it could include any and all of the following activities:
    - i. registration with area staffing agencies,
    - ii. an update of their OhioMeansJobs account to include recent skill training and/or work experience and an updated resume, as well as revised job search parameters,
    - iii. completion of training on how to conduct an effective job search: applications, letters/e-mails, phone contacts, interviewing, follow-up etc.,
    - iv. participation in weekly phone-in or face-to-face appointments with the Job Monitor, Transition Coach, and CCMEP Personal Growth Advisor/Aide.
    - v. During Step 3, CCMEP funds will be utilized to provide services that could include, but are not limited to, approved support activities such as transportation to required meetings, trainings and appointments, temporary transportation to employment/work and necessary tools and/or clothing as well as contact and support during a mandatory one-year follow-up period.
5. CONTRACTOR agrees to hire and employ its own staff as identified in the program budget for the operation of the G.E.T. program.

6. Up to twenty (20) participants at a time can participate in each session of Work Prep and two (2) sessions a day can be scheduled as needed. At any given time, the youth OPPORTUNITIES! program has over fifty (50) worksite agreements in place at businesses, agencies and governmental entities and can accommodate up to two-hundred (200) participants at a time.
7. G.E.T. Opportunities work experiences will be available seven (7) days a week, first second and/or third shift as available/needed, excluding all major federal holidays.
8. Record Keeping:
  - a. Sign-in and payroll time sheets will be utilized for all training sessions and work experiences. A detailed spreadsheet of training and work hours will be maintained and provided as required.
  - b. The Personal Growth Advisor/Aide and or Job Monitor will maintain all session attendance and payroll time sheet documentation and forward to the CCMEP CFIS Specialist, who will record via spreadsheet and send to the 3<sup>rd</sup> party payroll administrator, the Program Coordinator, the Supervisor and appropriate ACDJFS personnel as identified.
  - c. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
  - e. Documentation on work experiences will include Participants Name, last four digits of SSN, Placement Site, Job Title, Hourly Wage, Start Date, End Date and weekly hours worked. Also, the participant's hard and electronic "file" will include information on activities that occurred during placement.
9. CONTRACTOR will coordinate and work with A-Tech's Superintendent and Board of Education for approval of work site agreements. The Job Monitor will work to maintain an adequate number of work sites to meet the needs of CCMEP participant.
10. G.E.T Opportunities work experiences will be offered year-round at private for-profit and public and not-for-profit and public work sites across Ashtabula County. Opportunities will be available to all CCMEP participants: O/S and I/S as well as LEP and ex-offenders. Emphasis will be placed on high-demand occupations within the career/job interests of the participant that is close to home/accessible given his/her transportation and family/personal circumstances.

11. The subsidized wages for eligible participants will be set on a case-by-case basis by the CONTRACTOR at its sole discretion. The determinative factors will include the CONTRACTOR'S budget, the age and work experience of the youth, along with the wages paid by the employer, industry and occupation to unsubsidized employees. Generally, wages will be between Ten and 00/100 Dollars and Thirteen and 00/100 Dollars an hour. However, CONTRACTOR may exceed and pay more than the same at its sole discretion on a case-by-case basis.
12. CONTRACTOR and each Worksite will enter into a signed Worksite Agreement, outlining the responsibilities of Worksite supervisor and CONTRACTOR as the employer of record. The Worksite Agreement will either be one supplied by ACDJFS or NOC COG Workforce, or alternatively, one that has been reviewed and approved by the same.
13. CONTRACTOR Agrees to go with participant, after the interview process, on an initial site visit. Initial site visit will include a complete job description review, orientation to the Worksite policies and procedures, expectations related to absenteeism and tardiness, clothing to be worn and work schedule. A site visit form will be completed and kept in participant's file.
14. CONTRACTOR will ensure that participants and their employer/supervisor complete and sign timesheets to affirm that the hours designated are an accurate reflection of the hours worked during the period designated. CONTRACTOR will review time sheets for accuracy.
15. CONTRACTOR agrees to have frequent contact with employers and, with the help of Worksite supervisor complete a review form every thirty (30) days to ensure job duties are being completed satisfactorily. CONTRACTOR will also offer job coaching, as needed.
16. Achievement will be measured in the following ways:
  - a. Attendance at a minimum of 95% of Step 1 Work Prep sessions.
  - b. Completion of a career/job interest activity on OhioMeansJobs.com
  - c. Identified job skill goals for PLACEMENT.
  - d. Successful completion of a PLACEMENT.
  - e. Updated resume and job search information on OhioMeansJobs.com.
  - f. Attainment of the OhioMeansJob Readiness Seal,
  - g. Completion of a program evaluation.

17. CONTRACTOR agrees to contract with Catholic Charities to align with them for their provision of financial literacy CONTRACTOR agrees to offer services that include the following Program Elements, Activities and Intensive services in order to comply with CCMEP guidelines.

**Element 3.**

Paid and unpaid work experiences that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experiences may include:

- a) paid and unpaid work experience programming, including seasonal and year-round;
- b) pre-apprenticeship programming which are a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s); and
- c) internships and job shadowing.

This does not include On-the-Job-Training ("OJT") service programming. OJT service programming is different from other paid work experience programming in that OJT programming involves a commitment by the employer to hire the individual permanently, in exchange for the provision of reimbursement to the employer for a limited time while the employer is training the individual pursuant to a training plan.

**Element 6.**

Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

**Element 8.**

Adult mentoring for a duration of at least twelve months that may occur both during and after participation in CCMEP.

**Article 6. Pre-Employment Skills, the Benefit Everyday from Successful Training Program ("B.E.S.T.).**

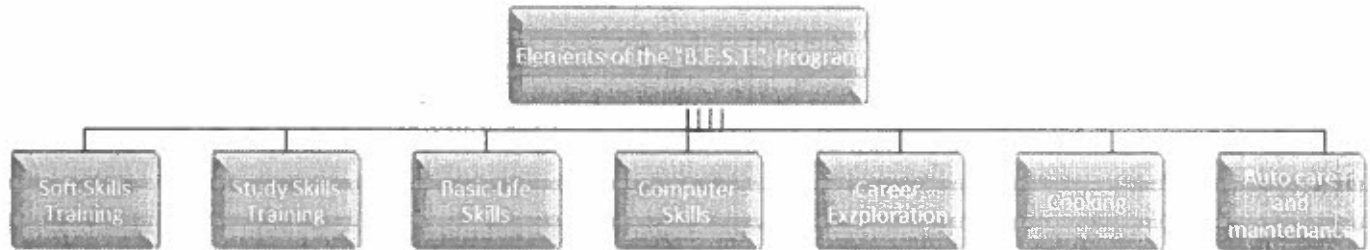
1. CONTRACTOR agrees to use the Benefit Everyday from Successful Training program (B.E.S.T.) to combine the "best" attributes from A-Tech's current and proposed youth OPPORTUNITIES! along with researched

“best” practices to create a new opportunity for participants to be successful. CONTRACTOR will offer a variety of academic and soft skill training sessions at the yO! Youth Training Center that would be available independently of or concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

2. During the B.E.S.T. program CONTRACTOR will:
  - a. assist participants in conducting career research to identify career-options they are most interested in,
  - b. offer participants an opportunity to “shadow” in an adult workforce training program or programs,
  - c. work in conjunction with ACDJFS to determine training eligibility (ITA),
  - d. assist participants to identify and understand other available financial aid options and their pro’s and con’s (Pell Grants, Loans, etc.),
  - e. provide a contextualized educational opportunity to prepare participants for and support during postsecondary training,
  - f. prepare participants for and assist them to conduct an internship or job search during and after completion of training, and
  - g. Completing a targeted resume, practicing interview skills, identifying and overcoming barriers to employment and long-term education,
  - h. Participate in entrepreneurial training and meeting with local business owners to discuss potential mentoring opportunities, and
  - i. Explaining and understanding the local labor market studies and how to use these studies to secure an in-demand position of employment that provides wages that will allow Youth to be self-sufficient.
  
3. CONTRACTOR will offer a modular schedule of rotating activities and instruction including such as:
  - a. computer skills including an introduction to basic Word, Google Doc, and Excel,
  - b. career exploration using OhioMeansJobs.com and career counseling,
  - c. soft skills,
  - d. transportation education including basic car maintenance as well how to access public transportation,
  - e. independent living skills including basic cooking and shopping, and
  - f. Entrepreneurial training.
  - g. Attainment of the OhioMeansJob Readiness Seal.

- h. Personalized SMART training/employment goals for each participant that is identified on their current Stepping Stone goals.

See the elements summarized in the table immediately below.



4. CONTRACTOR as part of youthOPPORTUNITIES! will coordinate and work with post-secondary training institutions in the county to arrange for class shadowing as well as local agencies and businesses provide auto-maintenance and basic cooking skills classes.
5. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
6. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
7. CONTRACTOR will assess the progress of participants within the B.E.S.T. program in each of the following ways:
  - a. Verification of a minimum of seventy-five percent (75%) participation on a quarterly basis.
  - b. Outreach to any participant who misses more than two (2) consecutive sessions.
  - c. Verify that all youth have a current resume completed and uploaded to OhioMeansJobs.com prior to initial work or training assignment.
8. CONTRACTOR agrees to show achievement in this program by Youth upon their securing the following milestones:
  - a. Attendance at a minimum of 75% of sessions.
  - b. Completion of personalized goals.
  - c. A minimum of 50% of participants gain employment or enter post-secondary education.
  - d. Completion of a resume.

- e. Completion of a program evaluation.
  - f. Attainment of the OhioMeansJob Readiness Seal.
9. CONTRACTOR agrees to hire and employ its own staff as identified in the Program Budget for the operation of the B.E.S.T. program.
  10. CONTRACTOR agrees to serve up to fifteen (15) participants at a time can be accommodated in the classroom setting with opportunities for more opening as participants move on to employment or training.
  11. The B.E.S.T. program will be offered at the yO! Youth Training Center (YTC) at 5402 Main Ave Ashtabula, the YTC is available until 6:00 p.m. and is a youth friendly location that has food and clothing available if needed. The YTC has three tabletop computers and ten laptops available. Participants will have the ability to start on the first Monday of each week. There will be a set schedule of modules that rotate and are repeated every six (6) weeks. Once enrolled in post-secondary training, we will provide ongoing support with attendance and academics and will assist with identifying internships or conducting a job search or pursuing an OJT (with ACDJFS) at the completion of training. CONTRACTOR will plan/seek alternate locations in other areas of the county if CONTRACTOR and ACDJFS agree that referrals/numbers warrant the same. B.E.S.T will be offered at the yO! Youth Training Center in Ashtabula from 2pm-5pm and at A-Tech from 3:00p.m.-6:00p.m.

	Week One	Week Two	Week Three	Week Four	Week Five	Week Six
2:30 - 2:30 p.m.	Resume and cover letter development	OMJ.com and job application	Mock interviews	OMJ.com and job application	OMJ.com and job application	OMJ.com and job application
2:30-3 p.m.	Problem Solving	Time Management	Developing Relationships/ Communication	Positive self-talk	Developing SMART Goals	Cooking
3pm- 3:45pm p.m.	Healthy Eating/Cooking	Coping with stress	Self-Control/Manners	Conflict Resolution	What is a Crisis	
3:45- 4p.m.	Break	Break	Break	Break	Break	Break
4pm- 5pm	Financial Lit	Parenting	Financial Literacy	Parenting	Sexual Health	Auto Care and Maintenance

12. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community

Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.

13. With respect to record keeping for the B.E.S.T. program, CONTRACTOR agrees to do each of the following:
  - a) Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "financial literacy" or "life skills" will be maintained and also shared as required.
  - b) The Personal Growth Advisors will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the Supervisor and appropriate ACDJFS personnel as identified.
  - c) A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d) All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
  
14. CONTRACTOR agrees to partner with ASPIRE – Academic Instruction, A-Tech WFD – access to programs for shadowing, financial aid information, career counseling, free classroom space, internet access, computer access, IT support. CONTRACTOR agrees to contract with Catholic Charities to align with them for their provision of financial literacy. We also intend to incorporate a cooking segment with a community stakeholder. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities and Intensive Services in order to comply with CCMEP guidelines.

**Element 5.**

Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

**Element 12.**

Entrepreneurial skills training.

**Article 7. Life Skills, the Bridges to Success Program.**

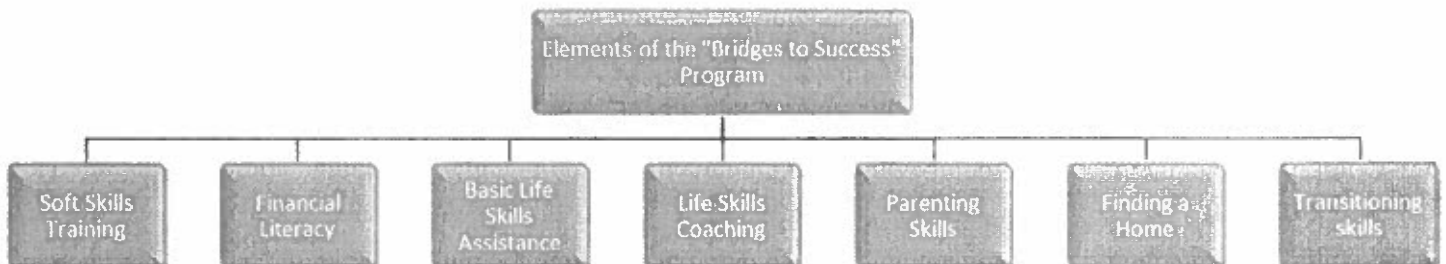
1. CONTRACTOR agrees to provide the "Bridges to Success" program as a holistic, youth-centered and youth-developed approach that it is geared to directly address the needs of any Ashtabula County youth in transition, be

they in or out of school, an ex-offender, transitioning from foster care or just transitioning to life itself as a responsible adult.

2. CONTRACTOR will structure this program so that it can easily be adapted to suit the needs of each individual youth and/or group being served. Youth face many challenges from a variety of situations such as a lack of education or low skills, homelessness, abandonment by parents/family, the death of parents, dropping out of school, lack of skills, and/or unable to pass standardized high school testing, to name just a few. CONTRACTOR will center this program on the Bridges out of Poverty program. Bridges out of Poverty is an evidence-based program that is geared at understanding and overcoming poverty at an individual and community level. Referred and participating youth will build a healthy relationship with a yO! Personal Growth Adviser and yO! identified and trained Peer Navigators during this program. Together, as a team, they will develop a concrete step-by-step plan to help youth participants develop successful life skills and goals and apply those skills as they move toward self-sufficiency. Throughout the program the youth and the yO! Personal Growth Adviser will shift the focus from the participant's personal relationships to their personal accomplishments and achievements. From the program, the yO! Personal Growth Adviser will help them with the transition to post-secondary education, GED classes, and/or the workplace.

Elements to the Bridges to Success program will include (See Attached Diagram):

- a. Coping and Communication Skills.
- b. Parenting- Economic Mobility & Responsible Parenting Program- No Kidding Ashtabula.
- c. Basic Life Management Skills (including a wide variety of topics from dealing with time management, coping skills, cooking skills).
- d. Networking and using community resources.
- e. Basic soft skills for employment.
- f. Introduction to post-secondary education and mentoring.



3. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.

4. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
5. CONTRACTOR will assess the progress of participants within the Bridges to Success program in each of the following ways:
  - a. Attendance at a minimum of 75% of the scheduled sessions.
  - b. Transitions to other services such as BEST, post-secondary education, employment.
  - c. Attainment of the OhioMeansJob Readiness Seal.
  - d. Completion of a program evaluation.
  - e. Finding suitable and sustainable housing for homeless or those in need of a violence abuse shelter or transitioning from foster care.
  - f. In addition, we will routinely reach out to past participants to gain feedback on the program. This will be done by phone, social media and in-person contacts.
6. CONTRACTOR agrees to hire and employ its own staff as identified in the program budget for the operation of the Bridges to Success.
7. CONTRACTOR agrees to serve up to 30 participants at each scheduled session for a total of 150 participants over 5 sessions/six months. At this time all would be CCMEP participants. Consideration will be given to opening the class to other agencies/stakeholders as the program develops.
8. The Bridges to Success program will be a weekly group where the youth will establish new and healthy habits. Different topics will be assigned monthly with each week being a different activity to address the topic. Group sessions will be offered (2) hours per week with extra hours for follow up and/or case management. There are currently three different Bridges sessions. Monday night from 3:30 p.m. – 6:00 p.m. at the Youth Training Center at 5402 Main Avenue Ashtabula. This is currently a very large group of youth between 25-40 youth attend group weekly. Community members also attend group to offer youth mentorship and participate in activities. Another Bridges group is offered at Buckeye School District, and once able to return to Conneaut on Wednesday from 2:30-6pm. Bridges will be offered one hundred and sixty (160) times a year at various locations throughout Ashtabula County Follow-up and/or individual meetings available on Fridays from 9:00 a.m. to 4:30 p.m. at the Youth Training Center.

9. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
10. With respect to record keeping for the Bridges to Success program, CONTRACTOR agrees to do each of the following:
  - a. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "financial literacy" or "life skills" will be maintained and also shared as required.
  - b. The Personal Growth Advisor will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the supervisor and appropriate ACDJFS personnel as identified.
  - c. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
11. CONTRACTOR agrees to contract with Catholic Charities with them for their provision of financial literacy. We also intend to incorporate a cooking segment with a community stakeholder. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities and Intensive Services in order to comply with CCMEP guidelines.

**Element 7.**

Supportive services to enable a youth to participate in CCMEP.

**Article 8. Preparation for Employment: The Career Navigation (C.A.N. Program).**

1. CONTRACTOR agrees to use the Career Navigation program to develop a longer-term strategy by creating an individualized long-term career-research program utilizing a Transition Coach. It is agreed that the following will all be components of the C.A.N. program:
  - a. Career Awareness
  - b. Career Coaching

- c. Career Counseling
  - d. Career Exploration
  - e. Exploring Post-secondary options and in-demand LMI information
  - f. Job Search assistance with job placement (within the GET program)
2. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
3. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
4. CONTRACTOR will assess the progress of participants within the C.A.N. Program in each of the following six (6) ways:
  - a. Attendance at a minimum of 75% of sessions.
  - b. Completion of enrolled post-secondary activities or
  - c. Completion of job training activities or
  - d. Attainment of the OhioMeansJob Readiness Seal
  - e. Completion orientation period of employment and
  - f. Completion of a program evaluation.
5. CONTRACTOR agrees to hire and employ a full time Transition Coach that will:
  - a. Assist participants in conducting career research to identify career-options they are most interested in,
  - b. Provide weekly follow up with students and training instructors to ensure completion of post-secondary education and credentials.
  - c. Offer participants an opportunity to "shadow" in an adult workforce training program or programs,
  - d. Work in conjunction with ACDJFS to determine training eligibility (ITA),
  - e. Assist in attainment of the OhioMeansJob Readiness Seal upon Secondary graduation,
  - f. Assist participants to identify and understand other available financial aid options and their pros and cons (Pell Grants, Loans, etc.),
  - g. Provide a contextualized educational opportunity to prepare participants for and support during postsecondary training,

- h. Prepare participants for and assist them to conduct an internship or job search during and after completion of training,
  - i. Outreach to any participant who misses more than two (2) consecutive sessions of credential and post secondary activities,
  - j. Complete market and labor analysis for Ashtabula and networking with current employer search,
  - k. Explore co-enrollment workforce opportunities for CCMEP participants,
  - l. Host/promote networking sessions which might include post-secondary opportunities, partnering with OhioMeansJobs Ashtabula to promote current networking opportunities, or online employment training seminars.
6. In addition to the Personal Growth Advisor and Transition Coach, CONTRACTOR will also utilize a trained Peer Navigator to assist with tutoring, offer support and encouragement and be an inspiration Leader.
7. CONTRACTOR agrees to serve up to thirty (30) participants at a time actively within this program.
8. The Career Navigation will be housed at the Youth Training Center but the Transition Coach will work in the OhioMeansJobs center, available at all local schools including Ashtabula Technical and Career Center, and Kent State University. The Youth Training Center is open Monday 8am-5:30pm, Tuesday-Thursday 8am-8pm, and Friday 8am-5pm. Career Navigation will be offered 240 calendar days a year.
9. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
10. With respect to record keeping for the C.A.N. program, CONTRACTOR agrees to do each of the following:
  - e. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "career coaching" or "career awareness" will be maintained and also shared as required.

- f. The C.A.N. Instructor will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the supervisor and appropriate ACDJFS personnel as identified.
  - g. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - h. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
11. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities to comply with CCMEP guidelines.

**Element**

Tutoring, study skills training, instructions, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

**Article 9. Temporary Housing and/or housing assistance: Housing Stabilization Program**

- 1. CONTRACTOR agrees to use the Career Navigation program to expand current services and collaboration to focus more intently on those services and skills participants need to be on their own, make good decisions and become self-sufficient. The program is designed to be proactive and address housing needs BEFORE a youth is living in a shelter or on the street. In the Housing Stabilization Program, a single, full-time position for a Transition Coach, specialized support services with Catholic Charities, a weekly group that address homeless youth concerns, and an incentive program focused on obtaining and maintaining stable housing.
- 2. CONTRACTOR agrees to handle all transportation, to ensure transportation is not a barrier to their success.
- 3. CONTRACTOR's Program Services staff will meet with the participant's/client's case managers and ACDJFS representatives as deemed necessary by ACDJFS as lead agency, to discuss each client/participant and their progress. If any of CONTRACTOR'S staff believes that a participant/client needs additional services other than those that are being provided, they will discuss the same with the client/participant's Case Manager.
- 4. CONTRACTOR will assess the progress of participants within the Housing Stabilization Program in each of the following four (4) ways:

- a. Finding suitable and sustainable housing for homeless or those in need of a violence abuse shelter or transitioning from foster care.
  - b. Completion of goals that the youth and Personal Growth Adviser have identified on the Stepping Stones Assessment/Plan.
  - c. Maintaining safe housing for six months.
  - d. Completion of a program evaluation.
5. CONTRACTOR agrees to hire and employ a full time Transition Coach that will:
- a. Serve as a liaison with Catholic Charities, Children Services, Samaritan House, HomeSafe, House of Blessing (Beatitude House), etc. to identify youth aged eighteen (18) to twenty-four (24) who may soon be in need of housing assistance.
  - b. The Transition Coach will also work with all Ashtabula County schools to address the needs of youth that are couch-surfing and the CREATES Initiative to find proactive solutions for displaced youth in the Ashtabula County School systems.
  - c. Coordinate the placement of homeless youth into emergency, temporary housing.
  - d. Work with their Personal Growth Adviser to develop an IOP that focuses, at first, on their emergent needs of shelter, food and clothing.
  - e. Monitor the participant's ability to appropriately maintain their temporary housing and make progress toward their goals as outlined on their goals in the Stepping Stones Assessment while assisting with the development of a longer-term housing solution.
  - f. Liaison with landlords to identify suitable safe and secure housing.
  - g. Oversee the creation of lease and rental agreements and arrange for yO! (or other agency if available) assistance with security deposits and rent for the first six (6) months contracting with catholic charities to ensure suitable housing.
  - h. Assist participants with the gathering of furniture and other necessary household goods such as cooking utensils, bedding, towels and other basics needed to begin a new life on their own.
  - i. Monitor the participants on a weekly basis to assess their progress toward stability and self-sufficiency.
  - j. Coordinate weekly group meetings with Catholic Charities to provide specialized information for youth participants on a housing track.
  - k. Provide regular/weekly updates to each participant's Personal Growth Adviser, yO! Youth Coordinator, and Aspire & Opportunities Supervisor as to progress, setbacks and needs.
6. In addition to the Personal Growth Advisor and Transition Coach, CONTRACTOR will also utilize a trained Peer Navigator to assist with tutoring, offer support and encouragement and be an inspiration Leader.

7. CONTRACTOR agrees to serve up to fifteen (15) participants at a time actively within this program.
8. The Housing Stabilization Program will be managed out of the yO! Youth Training Center at 5402 Main Ave. Ashtabula, OH.
9. CONTRACTOR shall continue to maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, and may of the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
10. With respect to record keeping for the Housing Stabilization program, CONTRACTOR agrees to do each of the following:
  - a. Sign-in sheets will be utilized for all sessions and a detailed attendance spreadsheet will be maintained and provided as required. Individual session attendance by subject such as "financial lit." or "housing concerns" will be maintained and also shared as required.
  - b. The Transition Coach will maintain all attendance and completion-tracking documentation and forward to the CCMEP clerical specialist, who will record and send to the supervisor and appropriate ACDJFS personnel as identified.
  - c. A hard-copy file will be created for each participant containing information related to the program and maintained for five (5) years.
  - d. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at OMJ-Ashtabula on Lake Avenue.
11. CONTRACTOR agrees to contract with Catholic Charities to provide intensive housing stabilization services, financial literacy/intensive budgeting tools, and to provide weekly housing stabilization support services to identified youth. CONTRACTOR agrees to have in their curriculum the following Program Elements, Activities and Intensive Services in order to comply with CCMEP guidelines.

### **SECTION 3. SERVICES PROTOCOL.**

#### **A. Service Protocol for Framework Design/Case Management Services.**

1. CCMEP eligibility referrals shall originate from ACDJFS, and/or other contractual entities who contract with the ACDJFS to handle the determination of eligibility.

2. Following a determination of WIOA and TANF eligibility (the completion of duly executed and approved ODJFS form 03002), individuals who are eligible under one or both eligibility requirements and who are referred to the CONTRACTOR for the performance of Framework Design and Case Management Services. The CONTRACTOR shall schedule and administer the participant's objective basic skills assessment sometime between the determination of eligibility and ten (10) days after the CONTRACTOR has performed the comprehensive assessment. This time frame may be exceeded under exigent circumstances, or where the individual participant is uncooperative, without this Agreement being considered to have been breached. The parties agree that the objective basic skills assessment will be the TABE test or OMJ.com; WORKEYS; or/and secondary report cards/AIRS Test. At any time, the CONTRACTOR may propose changing to a different objective basic skills assessment that is on the approved CCMEP assessment list. Approval of changing to a new objective basic skills assessment will not be denied by the ACDJFS without good cause.
3. The referral shall be made by ACDJFS to the CONTRACTOR in a manner and method to be determined by ACDJFS along with accompanying documentation (as set forth within its lead agency plan) that will reflect whether the Youth is TANF eligible, WIOA eligible, and/or both. If the Youth has been determined to be WIOA eligible, the referral documentation shall also identify whether the Youth has been determined eligible as an Out-of-School or In-School Youth.
4. Upon the referral of the individual by ACDJFS to the CONTRACTOR, the CONTRACTOR shall have ten (10) days from the date of the referral to perform the comprehensive assessment and/or the Stepping Stones Assessment/Goals required pursuant to the CCMEP (JFS form 03003).
5. Upon the receipt of the basic skills assessment scores by the CONTRACTOR from ACDJFS, and the completion of the comprehensive assessment (JFS form 03003 or 03006), whichever event occurs later, the CONTRACTOR shall have ten (10) days to finalize the Individual Opportunity Plan (JFS form 03004 and/or the Stepping Stones Assessment/Goals). Throughout this Agreement, the completion of the IOP shall mean completion of either JFS form 03004, and/or the Stepping Stones Assessment/Goals). The CONTRACTOR may initiate a draft of the IOP at any time following referral, but no IOP shall be considered final, until each of the following has occurred, but not necessarily in the order listed:
  - a. the participant (and/or his or her parent/guardian when the participant is younger than age eighteen) has signed the acknowledgement on page four (4) of the application (JFS form 03002);

- b. the basic skills assessment test was completed by the participant, the test scores have been provided by ACDJFS to the CONTRACTOR, and the CONTRACTOR has reviewed the scores and incorporated anything that those results dictate need to be reflected within the IOP;
  - c. the comprehensive assessment (JFS form 03003, or 03006) and/or the Stepping Stones Assessment/Goals has been completed by the CONTRACTOR, and the same has been signed by the participant (and/or his or her parent/guardian when the participant is younger than age eighteen) on page 8 of 9 of the same; and
  - d. the IOP has been completed, reflecting all of the information gathered from JFS forms 03002, 03003/03006, and the results of the basic skills assessment, listing each of the program services to which the individual is being referred, and the IOP has been signed by the participant and/or his or her parent/guardian, including any and all changes made to the IOP following the initial drafting and execution of the same.
6. Only upon the completion of all of the steps set forth Paragraph #5 of this Services Protocol, can the initial Framework Design of Case Management be deemed to be completed. Only upon the completion of the initial Framework Design, may the CONTRACTOR then refer or provide the individual one or more of the fourteen (14) elements, permitted pursuant to the CCMEP, to a provider set forth within ACDJFS' approved provider list which includes but is not limited to:
  - a. The CONTRACTOR'S own staff in their capacity to contractually provide CCMEP services;
  - b. A-Tech in its capacity as an ~~ABLE~~/Aspire provider;
  - c. ACDJFS in its capacity to provide career counseling services related to post program placement after the individual's barriers have been addressed and/or for placement complimented by employer compensated on-the-job training;
  - d. ACDJFS in its capacity to provide post-secondary educational counseling services related to post program education after the individual's barriers have been addressed and/or for education complimented with an individual training account;
  - e. Catholic Charities of Ashtabula County for financial literacy and Housing Stabilization Program;
  - f. any of the providers recognized by ACDJFS as competent to receive referrals for the provision of mental health and/or drug and alcohol counseling;
  - g. any of the providers recognized by ACDJFS as competent to provide any of the other 14 elements, and placed upon a list kept and maintained by ACDJFS as eligible to receive program service referrals pursuant to a separate agreement or memorandum of understanding with the same.

7. CONTRACTOR shall strive to commence program services with its own staff or make a referral to third party services as quickly as possible upon the completion of all of the steps within Services Protocol Paragraph #5, with a goal to have the referral to program services occur within ten (10) days following the completion of Services Protocol #5. The referral to any provider, excluding CONTRACTORS' own staff for Program Services shall include the provision of any referral form required by ACDJFS as a lead agency, and as needed: a complete copy (hard copy or electronic) of JFS forms 03002, 03003/03006, IOP and the results of all basic assessments. At all times, the referral of participants to Program Services shall comply with the local plan of ACDJS as the lead agency.
  
8. CONTRACTOR agrees that it will only register and enroll a participant into the ARIES case management system as a recipient of a Program Service, once all of the steps in Services Protocol Paragraph #5 have been completed, the participant has been assigned to CONTRACTOR's program services staff for service or referred to a third-party Program Service provider, the Program Services provider has accepted that participant for Program Services, and the provision of one of the fourteen (14) elements and/or thirty-two (32) activities has actually been conferred upon the participant. Until a participant has actually received a Program Service, CONTRACTOR may not register/enroll the participant as a CCMEP Program Services recipient within the ARIES.
  
9. CONTRACTOR agrees that when it registers and enrolls a participant into the ARIES case management system for the provision of any CCMEP services, it shall registered/enroll CCMEP participants as instructed by ACDJFS and/or the NOC COG. The general rules that govern that enrollment are as follows.
  - a. CONTRACTOR may never register/enroll a participant for a service under the WIOA grant for which s/he is not eligible.
  - b. Sole Eligibility. Except where a youth is determined at entry into the program to be solely eligible to be registered and enrolled to receive WIOA CCMEP services, no Youth shall be registered and enrolled for WIOA CCMEP services, even when the youth is deemed jointly eligible. See the following paragraph.
  - c. Joint Eligibility. When a youth is determined to be jointly eligible to receive CCMEP services pursuant to WIOA and/or TANF, the youth will only receive services and be registered and enrolled pursuant to TANF, unless and until ACDJFS or the NOC COG have given their express written authority to register/enroll and serve the youth under WIOA. Authority to register/enroll and serve under TANF will be likely granted under the following circumstances:
    - i. the Youth has lost TANF eligibility and is not ready to be exited from the program;
    - ii. the Youth has established a commitment to the program, and if is in ISY is less than a year from graduation and is

- ii. deemed to likely to be deemed a success based upon performance measures following exit;
  - iii. expenditure and/or program needs would be advanced by co-enrollment.
- d. At all times, ACDJFS working in conjunction with CONTRACTOR shall maintain a list of those in framework design and who are anticipated to be enrolled TANF CCMEP program services, or those who have completed framework design and have received one or more TANF program services, but have yet to be exited. This list shall be referred to as the TANF CCMEP active enrollment list. ACDJFS and CONTRACTOR shall update this list no less often than monthly.
10. CONTRACTOR's case management staff shall maintain a system of communication so that it can regularly engage its staff and third party Program Service providers in a written and oral dialogue regarding the participant.
11. CONTRACTOR's primary case management system of record shall be the ARIES system. CONTRACTOR may maintain additional complimentary case management systems, but in all cases, there may not be any documentation or notes that are placed in those complimentary systems that are not first or concurrently entered into the ARIES system.
12. CONTRACTOR's case management staff shall develop a schedule and a system to ensure that for each participant it is timely communicating, meeting, assessing, entering case notes, updating his/her IOP, and/or engaging in general case management.

**B. Service Protocol for Program Services.**

1. CONTRACTOR's internal Program Services staff maintain any referral form required by ACDJFS as a lead agency, a complete copy (hard copy or electronic) of JFS forms 03002, 03003, 03004, 03006 and the results of all basic assessments, and provide access to third party program services who have a need to see the same. CONTRACTOR agrees that Youth may not receive those program services that are not specifically listed within that Youth's duly completed and executed IOP.
2. If after ninety (90) business days following the completion of the IOP, a youth has not received services, the program services staff should document this and notify the case manager so that follow up with the youth can be completed.
3. If at any time program services staff believes a youth would benefit from a service not currently being received, they should notify the case manager who will make the decision of whether to alter the participant's IOP.

**C. Exit Strategy for Program Participants.**

CONTRACTOR'S Program Coordinator and case managers will convene a meeting approximately every thirty (30) days, during which time those active TANF only enrolled CCMEP participants' program status will be discussed. Those participants that have had sufficient barriers addressed by the program so that they are deemed more likely than not to succeed in their education, training, and/or employment, and who are projected to produce only positive performance measures, will be timely exited within the same quarter that said determination is made.

**SECTION 4. SCHEDULE OF PAYMENT**

**A. Definitions.**

1. **Eligibility.** The terms and conditions per the source grant's program that permit an individual to receive service and have monies expended either directly upon them, or indirectly in the form of services. Before an individual may advance within the program to be engaged within Framework Design/Case Management s/he must first be determined to be eligible. See also the definition of the types of eligibility and enrollment.
2. **Enrollment.** The act of actively registering an individual that is determined eligible for one or more grant programs as an enrolled participant within one or more programs with the applicable case management system. (ARIES).
3. **Types of Eligibility/Enrollment.**
  - a) **Workforce Innovation and Opportunity Act Eligible ("WIOA").** Eligible as either an In-School Youth or Out-of-School Youth in the CCMEP.
    - (1) **Out-of-School Youth ("OSY").** Those Youth who have been determined WIOA eligible must be determined to be either OSY or ISY. OSY are generally those who are not enrolled within a secondary educational program, pursuing their high school diploma.
    - (2) **In-School Youth ("ISY").** Those Youth who have been determined WIOA eligible must be determined to be either OSY or ISY. ISY are generally those who are enrolled within a secondary educational program, pursuing their high school diploma.
    - (3) **Temporary Assistance for Needy Families Eligible ("TANF") for CCMEP.**
4. **Dual Eligibility.** When an individual has been determined eligible for more than one program.

5. **Sole Eligibility.** When an individual has been determined eligible for only one program.
  6. **Dual Enrollment.** When an individual has been registered as a participant within the applicable case management systems for more than one program.
  7. **Sole Enrollment.** When an individual has been registered as a participant within the applicable case management systems only one program, regardless of whether the individual has or has not been determined eligible for one or more program(s).
  8. **Direct expenditures on a participant.** These are defined as those expenditures incurred by the CONTRACTOR that and are directly attributable to the provision of goods or monies provided directly to a participant, or in the case of expenses that are associated with employment those that are paid to a third party. This would include any and all expenditures that are related to the provision of wages, incentives, and/or supportive service payments or goods provided and received by a participant. This includes transportation, where the individual is transported with one or more participants by a third-party provider or by CONTRACTOR. And/or where the participant is directly provided with compensation in the form of a gas card, bus/cab fare, or the CONTRACTOR pays a third party a single fee to transport the participant.
  9. **Work Experience expenditures.** These are all actual expenditures that are incurred in relation to an individual being within a seasonal or year-long work experience program. This includes the provision of wages, benefits, tax contributions, staff time spent on securing, placing and monitoring the site associated with the work experience, indirect expenditures, including overhead, etc. This does not include the expense associated with the provision of any transportation or other similar supportive service related to the individual's employment. The general rule of thumb is that all expenditures that could only be attributed to the work experience element (one of fourteen elements) may be counted as a work experience expenditure. If the expenditure could be counted as an expenditure for any the other thirteen elements, it should be counted under the same, and not as a work experience expenditure.
- B. Two Agreements, One Unified Invoice for All CCMEP Program Services.** Even though the content of this Agreement concerns only the WIOA portion of the CCMEP Program Services provided for by the CONTRACTOR. It is agreed by all parties to this Agreement that CONTRACTOR will submit a single invoice with multiple sub-sections broken down into three sub-sections (Framework Design and Case Management; Work Experience, All Others Programming), that will be submitted to ACDJFS and NOC COG. This one (1) invoice shall be used by ACDJFS and NOC COG to compensate the CONTRACTOR for all of its

actual expenditures incurred for the provision of CCMEP goods and services provided, utilizing both WIOA and TANF grant source funds. Each time ACDJFS issues payment to CONTRACTOR, it will provide a total of how much to date under the Agreement has been invoiced per the categories listed in each of the Articles and sub-parts of the Articles below, how much remains available to be provided to CONTRACTOR for the remainder of the Agreement.

- C. **Invoicing to Demonstrate Actual Expenditures Incurred.** CONTRACTOR shall be paid for its actual, realized expenditures as set forth and provided for within federal, state, and local law and policy, and as set forth within this Agreement, so long as CONTRACTOR has demonstrated with proof that it has realized each expenditure, and said expenditure was also reasonable and necessary to the performance of its services as set forth within this Agreement. CONTRACTOR shall submit monthly invoices with supporting documentation for each of the following Articles. The monthly invoice shall be broken into three sections organized around the Articles of services as organized below:

Article 1. Framework Design Including Case Management, Supportive Services, and Follow-up Case Management.

Articles 2-4 & 6-9. A.C.E., Y.E.P., S.T.A.R., B.E.S.T., Life Skills/Bridges to Success, C.A.N., and Temporary Housing Asst.

Article 5. Employment Work Experience, the Gain Experiential Training ("G.E.T.") program.

1. Of each of the three sections of the invoice, CONTRACTOR will further break out each section of the invoice into three sub-sections based upon the category of actual expenditure identified below:
  - a) Actual direct expenditures on staffing and all other direct expenditures related to the program.
  - b) Indirect administrative staffing and/or overhead, which in the aggregate must be ten percent (10%) or less of the total invoice.
  - c) Actual, direct expenditures on participants.
2. The supporting documentation that demonstrates the same, which will include but not be limited to the following as applicable:
  - a) The General Ledger detail report showing current month expenditures;
  - b) Monthly payroll registers; and
  - c) Agency and administrative expense summaries which pertain to the monthly direct and indirect cost calculation.
3. In addition, for the Article 5 Employment Work Experience program, CONTRACTOR shall further itemize and identify of the total amount invoiced for that Article, the total amount of expenditures which may be

expensed as a Work Experience expenditure, and those which may not (see the definitions in Paragraph 1.I. above.).

D. **Invoicing to Demonstrate Source Grants to Be Used to Compensate the CONTRACTOR for its Actual Expenditures.** CONTRACTOR agrees that in addition to the documentation required to be submitted for each of the Articles set forth within this Agreement, that it shall submit documentation with each invoice that will allow the ACDJFS to determine which grants it can and will draw upon to pay the CONTRACTOR. The documentation required to be submitted to demonstrate the same is described as set forth below.

1. **Actual, direct expenditures on participants.** For each of the three (3) individualized sections of the invoice, CONTRACTOR shall separately itemize by participant, all direct expenditures made upon any single participant for the month. Next to each participant's name, the CONTRACTOR shall identify the active ARIES enrollment within a program for each participant. ACDJFS and CONTRACTOR will use this information in order to draw upon and expense against its available WIOA and/or TANF grants. It is agreed by the parties to this Agreement that the Contractor will be compensated for all direct expenditures with WIOA and/or TANF CCMEP funding based upon the identified individual enrollment status of the Youth totaled in the aggregate.
2. **Actual direct expenditures on staffing and all other direct expenditures related to the program.** Invoicing for Article 1 is to be handled differently from invoicing for Articles 2-9.
  - a) Article 1. Framework Design Including Case Management, Excluding Basic Skills Assessment. For the invoice section that seeks compensation for Article 1 actual direct expenditures on staffing, and all other direct expenditures, it is agreed that the CONTRACTOR shall not base its invoicing on a participant population count, but instead shall base its invoicing upon actual dedicated staffing costs of those staff assigned to serve TANF only enrolled participants.
  - b) Articles 2-9.
    - (1) Direct expenditures on participants. For the invoice sections that seek compensation for Articles 2-9, actual direct expenditures on participants, it is agreed that the CONTRACTOR shall base its invoicing on a calculated share of the total expenses as determined by participant population headcounts. CONTRACTOR shall provide a summary documentation that identifies the total number of individuals during the month being invoiced that were actively enrolled within each of the Article Program Services. Of that total, the summary documentation will indicate the number of individuals enrolled in each Service as follows:
      - (a) CCMEP TANF only;
      - (b) WIOA only ISY;

- (c) WIOA only OSY;
- (d) CCMEP TANF and WIOA dual enrolled ISY; or
- (e) CCMEP TANF and WIOA dual enrolled OSY.

The total number of individuals receiving Article 2-9 services per the participant sub-categories 2a through 2e will be divided by the total number of individuals that received Article 2-9 Services for that month. The result shall be converted to a percentage that is rounded to one tenth of a total percent. For instance, if 15 individuals received Article 6 services in a given month, and 4 of them were WIOA only OSY, then that would be converted to a calculation that 26.7% of the total population served with Article 6 Services were WIOA only OSY. ACDJFS and CONTRACTOR will use this information in order to assign, draw upon, and expense against its available WIOA and/or TANF CCMEP grants.

- (2) Pooled staffing expenditures. For the invoice sections that seek compensation for pooled staffing expenses for Articles 2-9, it is agreed that the CONTRACTOR shall base its invoicing on a calculated share of the total expenses as determined by participant population headcounts. CONTRACTOR shall provide a summary documentation that identifies the total number of individuals during the month being invoiced that were actively enrolled within each of the Article Program Services. Of that total, the summary documentation will indicate the number of individuals enrolled in each Service as follows:
  - (a) CCMEP TANF only or joint enrolled;
  - (b) WIOA only ISY;
  - (c) WIOA only OSY.

The total number of individuals receiving Article 2-9 services per the participant sub-categories 2a through 2c will be divided by the total number of individuals that received Article 2-9 Services for that month. The result shall be converted to a percentage that is rounded to one tenth of a total percent. For instance, if 15 individuals received Article 6 services in a given month, and 4 of them were WIOA only OSY, then that would be converted to a calculation that 26.7% of the total population served with Article 6 Services were WIOA only OSY. ACDJFS and CONTRACTOR will use this information in order to assign, draw upon, and expense against its available WIOA and/or TANF CCMEP grants.

- 3. **Indirect administrative staffing and/or overhead.** All indirect administrative staffing and/or overhead for all Articles of program services (Articles 1-9), will be determined via a participant population headcount as set forth immediately above in Section 4., Paragraph 4. B. 2.

- E. If out-of-county travel expenses are incurred related to CONTRACTOR staff travel/training, CONTRACTOR must include copies of itemized receipts supporting actual costs to be reimbursed. Costs incurred for travel including, but not limited to, lodging, common carrier, meals and incidentals, must be considered reasonable and otherwise allowable to the extent that such costs do not exceed charges normally allowed in like circumstances. In the absence of an acceptable written policy regarding travel costs, CONTRACTOR shall follow the maximum reimbursement rates/amounts established under the U.S. General Services Administration (GSA). Alcoholic beverages, laundry and entertainment/movies shall always be deemed non-reimbursable expenses.
- F. CONTRACTOR will submit electronically to ACDJFS each invoice within forty-five (45) days following the conclusion of each month or within thirty days following the execution of this Agreement (whichever date is later).
- G. ACDJFS will, review, approve, process and pay CONTRACTOR within forty-five (45) days following the submission of the invoice by CONTRACTOR, or within fourteen (14) days following the resolution of any issues raised by ACDJFS regarding the invoice (whichever date is later.) ACDJFS will use its best efforts to raise any issues or approve the CONTRACTOR's invoice within fourteen (14) days following its submission.
- H. TANF consideration paid by ACDJFS shall not exceed Five Hundred Sixty-Five Thousand Seven Hundred Forty-three and 30/100 Dollars (\$565,743.30).

**SECTION 5. COMPLIANCE WITH FEDERAL AND STATE LAWS, RULES AND REGULATIONS**

1. CONTRACTOR will comply with all federal and state laws, rules, regulations and auditing standards and requirements that are applicable to the performance of this Agreement. Funding for this Agreement is contingent upon receipt of grants, federal, state or local sources of funding.
2. CONTRACTOR certifies compliance with a drug free work place as outlined in 45 C.F.R. Part 76, Subpart F.
3. CONTRACTOR certifies compliance with 45 C.F.R. Part 80, Non-discrimination under programs receiving Federal assistance through the Department of Labor effectuation of Title VI of the Civil Rights Act of 1964, as amended.
4. CONTRACTOR certifies compliance with 45 C.F.R. Part 84, Non-discrimination on the basis of handicap in programs or activities receiving federal assistance.

5. CONTRACTOR certifies compliance with 45 C.F.R. Part 90, Non-discrimination on the basis of age in programs or activities receiving federal assistance.
6. CONTRACTOR certifies compliance with the American with Disabilities Act, public law 101-226 as well as compliance with all local, State and Federal laws prohibiting discrimination.
7. CONTRACTOR certifies compliance with 41 C.F.R. 60 1-4 in that it provides equal employment opportunities and does not discriminate based on race, color, religion, gender, sexual orientation, age, disability, national origin, veteran's status or need for health services.
8. CONTRACTOR certifies that it will not deny or delay services to eligible consumers because of the person's race, color, religion, gender, sexual orientation, age, disability, national origin, or veteran's status.
9. CONTRACTOR certifies compliance with the provisions of 37 C.F.R. 401 et. seq. pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under the terms of this agreement.
10. CONTRACTOR certifies compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. CONTRACTOR certifies compliance with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
12. CONTRACTOR certifies compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) regarding payments made to influence or attempt to influence certain federal transactions and execute the Disclosure of Lobbying Activities, Standard Form LLL, if required by Federal Regulations.
13. CONTRACTOR acknowledges that if it is debarred, suspended or is otherwise ineligible for participation in a federal assistance program under Executive Orders 12549 (3 C.F.R. Part 1986 Comp., pg. 189) and 12689 (3 C.F.R. Part 1989 Comp., pg. 235), or if declared ineligible under statutory or regulatory authority other than Executive Order 12549, it will not be eligible to enter into this agreement with ACDJFS.
14. CONTRACTOR shall establish and maintain effective internal control and accountability for all funds, property and other assets, and be able to account for the receipt, obligation and expenditure of funds.

15. CONTRACTOR shall have the ability to import and export data from ACDJFS via various types of formats such as text files, Microsoft Excel, Microsoft Word, Microsoft, Access, or other formats as agreed upon by ACDJFS and CONTRACTOR.
16. CONTRACTOR shall comply with all Federal and State laws applicable to ACDJFS and/or clients of ACDJFS concerning confidentiality and provide a secure environment for ACDJFS data. As a condition of entering into a contract with ACDJFS, CONTRACTOR must agree that all records, documents, writings or other information produced and/or used by CONTRACTOR in the performance of the work specified in this agreement are treated according to the following terms:
  - a. All ACDJFS information which, under the laws of the State of Ohio or under federal law, is classified as public or private will be treated as such by CONTRACTOR. Where there is a question as to whether the information is public or private, ACDJFS will make the final determination;
  - b. All CONTRACTOR information which is proprietary will be held to be strictly confidential by ACDJFS. Proprietary information is information which, if made public, would put CONTRACTOR at a disadvantage in the marketplace and trade of which CONTRACTOR is a part. CONTRACTOR is responsible for notifying ACDJFS of the nature of the information prior to its release to ACDJFS. Failure to provide such prior notification is a waiver of the proprietary nature of the information, and a waiver of any right of CONTRACTOR to proceed against ACDJFS for violation of the contract or of any proprietary or trade secret laws. Such failure shall be deemed a waiver of trade secret protection in that the CONTRACTOR will have failed to make efforts that are reasonable under the circumstances to maintain the information's secrecy. ACDJFS reserves the right to require reasonable evidence of CONTRACTOR's assertion of the proprietary nature of any information to be provided. ACDJFS will make the final determination as to whether any or all of the information identified by CONTRACTOR as a trade secret is, in fact, a trade secret; and,
  - c. CONTRACTOR agrees that it will not share any information, systems, data, or records made available to it for any purpose other than to fulfill the contractual duties specified herein. CONTRACTOR agrees to be bound by the same standards of confidentiality that apply to the employees of ACDJFS, Ashtabula County, the Ohio Department of Job & Family Services ("ODJFS"), and the State of Ohio. CONTRACTOR agrees that any data made available to CONTRACTOR by ACDJFS shall be returned to ACDJFS not later than ninety (90) days following termination of the contract and shall certify that no copies of source data were retained by CONTRACTOR. CONTRACTOR shall agree to current

and ongoing compliance with 42 USC Sections 1320d through 1320d-8 and the implementing regulations found at 45 C.F.R. Section 164.502(e) and Section 164.504(e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **SECTION 6. AVAILABILITY AND RETENTION OF RECORDS**

1. CONTRACTOR shall maintain all documentation for each referred client in a case file which is kept in a secure cabinet. The minimum level of record keeping for each client shall include, but is not limited to, the following:
  - a. Client referral sheet and eligibility documentation prepared by ACDJFS, and all other client-specific communications between CONTRACTOR and ACDJFS.
  - b. All framework design and case management documentation generated by the CONTRACTOR, including but not limited to all assessments, Individual Opportunity Plans ("IOPs"), case notes, etc.
  - c. Results of assessment(s) performed by ACDJFS.
  - d. Copy of referral form generated and provided to program service staff, and outline of services needed.
  - e. Client-specific communications between CONTRACTOR and client, including progress evaluation forms.
  - f. Client-specific communications between CONTRACTOR and other agencies providing services/linkages to client, if applicable.
  - g. Supporting documentation of services provided for all one-on-one sessions.
  - h. On-going progress reports detailing specifically what is being addressed/worked on each month.
  - i. Group session sign-in sheets with dates and verification of attendance, as well as topic discussed.
2. CONTRACTOR shall allow ACDJFS representatives full access to all case files and administrative records for the purpose of contract monitoring. CONTRACTOR will use computer/software system mutually agreed upon with ACDJFS to provide access to the above information and not cause duplication of work or hardship for either agency to access information.
3. CONTRACTOR shall maintain all records relating to costs, budget, mileage, work performed and supporting documentation for invoices submitted, and make available for audit by the State of Ohio (including but not limited to NOC COG, ACDJFS, the Ohio Department of Job and Family Services (ODJFS), the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three (3) years after payment under this agreement. Should an audit be initiated during this contract period, CONTRACTOR shall retain such records until the audit is concluded and all issues have been resolved.

4. CONTRACTOR shall assist in on-going program monitoring and shall accommodate ACDJFS personnel, designated third party contract monitor and/or other authorized governmental agencies during site visits to the program and/or administrative offices on a periodic basis to determine if program and financial reporting is generally consistent with accepted practices, ACDJFS policy, and stated contract deliverables. ACDJFS strives to ensure funding is utilized to provide accountable, quality programs for residents of Ashtabula County.

#### **SECTION 7. RESPONSIBILITY FOR AUDIT EXCEPTIONS**

1. CONTRACTOR accepts responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this agreement.
2. CONTRACTOR agrees to refund to ACDJFS any overpayments resulting from the non-allowable costs. This refund is designed to make ACDJFS whole as ACDJFS is responsible for refunding all overpayments originating from Federal or State funds to the appropriate federal or state entity.
3. CONTRACTOR agrees to pay ACDJFS the full amount of payment received for services not covered by this contract and to repay any overpayments.
4. CONTRACTOR agrees to pay ACDJFS the full amount of payment received for duplicate billing, erroneous billings, deceptive claims or falsification. As used in this section, "deceptive" means knowingly deceiving another or causing another to be deceived by a fake or misleading representation, by withholding information, by preventing another from acquiring information or by any other act, conduct or omission which creates, confirms or perpetuates a fake impression in another, including a fake impression as to law, value, state of mind or other objective or subjective fact.

#### **SECTION 8. AGREEMENT TO HOLD HARMLESS AND INDEMNIFY**

CONTRACTOR will hold harmless and indemnify the ACDJFS, ODJFS, and the Ashtabula County Board of Commissioners against any and all liability, lawsuits, losses, judgments, damages or demands made or brought as a result of actions of, in whole or in part, or omissions of CONTRACTOR regarding its performance and/or delivery of services under this agreement.

**SECTION 9. RESOLUTION OF DISPUTES**

1. The Superintendent for CONTRACTOR and the Director of ACDJFS will first attempt to resolve any and all disputes between themselves concerning responsibilities under or performance of any of the terms of this agreement.
2. If the dispute cannot be resolved, the parties may then pursue any other available remedy.

**SECTION 10. TERMINATION AND NOTICES**

1. Either party may terminate this agreement after giving thirty (30) days written notice of termination to the other party.
2. Notice required by the terms of this agreement by any party to the other shall be given or delivered to:

- a. In the case of CONTRACTOR:

Ashtabula County Technical & Career Center  
1565 State Route 167  
Jefferson, OH 44047  
Attn: Scott Wludyga, Superintendent

- b. In the case of ACDJFS:

Ashtabula County Job & Family Services  
2924 Donahoe Drive  
Ashtabula, Ohio 44004  
Attn: Executive Director

3. ACDJFS may immediately terminate this agreement in the event of a loss of funding, disapproval by a federal or state administrative agency, upon discovery of noncompliance with any provision of this agreement or any federal or state laws, rules or regulations, or any illegal conduct on the part of CONTRACTOR, its employees or agents. In the event termination is pursuant to this paragraph, a notice specifying the reason(s) for termination and any equitable actions/remedies deemed legally appropriate under the circumstances will be sent by ACDJFS as soon as possible after the termination in accordance with paragraph 1. this Section.

**SECTION 11. INSURANCE**

1. CONTRACTOR shall maintain comprehensive liability insurance or equivalent to include Personal Injury and Contractual Liability coverage with a limit not less than One million and 00/100 Dollars (\$1,000,000.00)

naming the Ashtabula County Board of Commissioners, the Ashtabula County Job & Family Services, as additional insured on the policy for injuries or damage to persons or property resulting from the provision of services under this agreement and to evidence the same by furnishing a copy of the Certificate of Insurance on an annual basis. This insurance must be primary with respect to any insurance, self-insurance, or risk pool programs cover the ACDJFS, and its agents and employees. The insurance must cover CONTRACTOR's employees and any and all equipment used by its employees to provide the proposed services under this agreement. Limits of insurance do not constitute maximum limit of liability to CONTRACTOR. The ACDJFS shall be notified immediately if said liability insurance is canceled or reduced.

2. Cyber liability insurance, with limits not less than One million and 00/100 dollars (\$1,000,000.00) per occurrence or claim, One million and 00/100 dollars (\$1,000,000.00) aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by CONTRACTOR in this agreement and shall include, but is not limited to, claims involving invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information and alteration of electronic information. The policy shall provide coverage for breach response costs as well as regulatory fine and penalties and as well as credit monitoring expenses with limits sufficient to respond to these obligations.

## **SECTION 12. MISCELLANEOUS**

1. CONTRACTOR accepts full responsibility for payment of all unemployment compensation, contributions or reimbursements (including but not limited to mileage reimbursements), insurance premiums, Worker's Compensation premiums, and all income tax deductions, Social Security deductions, and all other employee taxes and payroll accounting for all of CONTRACTOR's employees.
2. CONTRACTOR accepts full responsibility for payment of all unemployment compensation, Worker's Compensation premiums, all income tax deductions, Social Security deductions, and all other employee taxes and payroll accounting for all of the program participants enrolled within unsubsidized and subsidized work experience programming.
3. CONTRACTOR agrees that its employees, agents, and/or the CCMEP program participants shall not be considered employees of ACDJFS and/or Ashtabula County for any purpose.
4. CONTRACTOR, on its own or through an agent, shall maintain Workers' Compensation coverage for all employees, and for all participants assigned to a paid position of employment as provided by applicable statute.

5. If contracted services addressed in this agreement cannot be performed by the designated program staff for reasons attributable but not limited to turnover or extended leave, CONTRACTOR shall make reasonable efforts to ensure qualified staff coverage is available to perform said services as needed by ACDJFS.
6. At any point in the Agreement, ACDJFS reserves the right to object to an employee provided by CONTRACTOR if the employee cannot perform the job effectively.
7. Failure by CONTRACTOR to hire or retain qualified, ACDJFS-approved case managers, counselors, service providers, etc. throughout the contract period may result in immediate termination of this Agreement.
8. Any employee, agent or mentor of CONTRACTOR utilizing a personal vehicle for travel purposes related to services provided under this agreement must maintain proof of insurance that meets the minimum requirements of Ohio law and be in possession of a valid driver's license.
9. CONTRACTOR shall attend all CCMEP and/or WIOA Youth service meetings conducted by the NOC COG and/or ACDJFS, as requested.
10. CONTRACTOR shall ensure that program staff have executed a code of responsibility form related to the appropriate use of agency issued cell phones/smart phones, tablets and laptops including, but not limited to, taking reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.
11. CONTRACTOR agrees that it will not share any information, systems, data or records made available to it for any purpose other than to fulfill the contractual duties specified in this agreement.
12. CONTRACTOR shall ensure that emails containing confidential personal information (CPI) of referred clients are properly encrypted using methods approved by ACDJFS and certify it will not include CPI in any email subject lines.
13. CONTRACTOR shall perform background checks on all program employees. Copies of said Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) criminal background checks shall be provided to ACDJFS upon request.
14. CONTRACTOR shall take reasonable steps to ensure that people with limited English proficiency have meaningful access to the services

provided under this agreement and that there is effective communication between CONTRACTOR and individuals with limited English proficiency.

15. CONTRACTOR certifies that it and all officers, employees and agents of CONTRACTOR will comply with the requirements of the Ohio ethics and conflict of interest laws.
16. CONTRACTOR will carry adequate fidelity bond coverage as indemnification against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more employees, officers or other persons holding a portion of trust.
17. CONTRACTOR understands and agrees that all equipment and unconsumed supplies purchased in whole or in part under this agreement shall be tagged or otherwise identified as property of the program. No disposition of such property may be made without written authorization from ACDJFS.
18. Competitive procurement. Anytime CONTRACTOR seeks to buy any group or individual piece of equipment, supplies, good or service which shall result in an expense of five hundred and 00/100 dollars (\$500.00) or more, CONTRACTOR shall do the following:
  - a. Contact ACDJFS to secure written permission to make the purchase.
  - b. Seek guidance regarding what procurement actions the CONTRACTOR will have to take. Unless provided guidance in writing otherwise, all equipment and/or supply purchases that are for an individual item, and/or collectively meet or exceed five hundred and 00/100 dollars (\$500.00) will require the CONTRACTOR to first secure a minimum of three (3) competitive quotes for supplies/equipment with the same specifications, and to make the purchase which will result in the least expense.
19. Membership fees. Anytime CONTRACTOR is considering joining or continuing its membership any organization for which a fee is paid that is arguably in advancement of the provision of services set forth within this agreement, CONTRACTOR shall do the following:
  - a. Contact ACDJFS to first secure written permission to incur the expense, and/or to attend meetings/events scheduled by the organization.
  - b. Even in situations in which ADCJFS will not allow the membership expense to be incurred, permission to attend the meetings and/or events of the organization as part of the compensable services may be granted.

20. CONTRACTOR agrees to complete an annual budget packet no less than thirty (30) calendar days prior to the renewal of the agreement. The budget is to be a clear reflection of the costs associated with operating the program for the period July 1<sup>st</sup> through June 30<sup>th</sup> and shall include a high-level summary of the costs appearing in the budget and how each line item was calculated. Prior written authorization must be obtained from ACDJFS to determine if a program expense is deemed allowable when not previously identified in CONTRACTOR's budget packet for the time period in question.
21. CONTRACTOR must send one (1) copy of the final audit report electronically to ACDJFS' Fiscal Department within the earlier of either thirty (30) calendar days of CONTRACTOR's receipt of any such audit report, or nine (9) months after end of the audit period. If the due date falls on a Saturday, Sunday or federal holiday, the audit report is due the next business day.
22. All records, books, documents, whether written or computer generated, pertaining to this agreement shall be public records for purposes of Ohio Revised Code 149.43, unless otherwise exempted in accordance with state and federal law.
23. This agreement may be modified or amended only by written agreement of the parties. However, any amendments to the laws, rules or regulations affecting CCMEP, TANF or affecting either of the parties will result in the corresponding modification of this agreement, without the necessity for executing a written amendment.
24. The parties agree that in every instance that a consent is required to be obtained under any section of this agreement, it is understood that no such consent shall be unreasonably withheld.
25. No obligation hereunder shall constitute the personal obligation, whether jointly or severally, of members of the Ashtabula County Board of Commissioners, and or the employees or agents of ACDJFS.
26. This agreement may be executed in a number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.
27. The parties agree to use their best and reasonable efforts and to take such actions as are necessary to maintain each party's respective eligibility under this agreement.
28. The parties agree to make available services and facilities, which are funded through federal, state and county funds, in accordance with federal, state and county statutes or regulations.

29. Each party shall cooperate with and provide necessary information to the other to enable the parties to review and determine periodically while this agreement is in effect each party's compliance with the terms of this agreement.
30. The parties agree that neither this agreement nor any rights, duties or obligation described herein shall not be assigned by either party without the prior written consent of the other party.
31. This agreement will be construed, interpreted, and the rights of the parties determined in accordance with the laws of the State of Ohio and enforcement shall be brought in the courts of Ashtabula County, Ohio and/or the U.S. District Court, Northern District, Eastern Division.
32. A determination that any part of this agreement is invalid shall not invalidate or impair the force or effect of any other part thereof, except to the extent that the other part is wholly dependent for its operation on the part declared invalid.
33. The captions and headings in this agreement are solely for convenience of reference and will in no way defer, limit or describe the scope or intent of any provision or section of this agreement.
34. This agreement contains the entire understanding of the parties.

**SIGNATURES ON SEPARATE PAGE**

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, ACDJFS and CONTRACTOR have caused this Agreement, consisting of 50 pages plus this signature page, to be executed in their respective names by their duly authorized officers, as of the date hereinabove written above.

**ASHTABULA COUNTY JOB & FAMILY SERVICES  
("ACDJFS")**

  
\_\_\_\_\_  
Patrick J. Arcaro, Executive Director

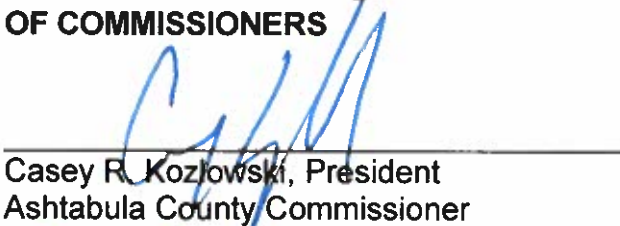
6-21-2022  
Date

**ASHTABULA COUNTY TECHNICAL  
& CAREER CENTER ("A-Tech"  
or "CONTRACTOR")**

  
\_\_\_\_\_  
Scott Wludyga, Superintendent  
Federal ID #34-0970014

6-23-2022  
Date

**ASHTABULA COUNTY BOARD  
OF COMMISSIONERS**

  
\_\_\_\_\_  
Casey R. Kozlowski, President  
Ashtabula County Commissioner

  
\_\_\_\_\_  
J. P. Ducro, IV  
Ashtabula County Commissioner

7-5-22  
Date

  
\_\_\_\_\_  
Kathryn L. Whittington  
Ashtabula County Commissioner

# Exhibit I

FY 2022 CCMEP-TANF Budget		April 1, 2022- September 30, 2022
		TANF
<b>Staff Salaries</b>		
Program Coordinator		\$16,993.60
Life Skills Coaches		\$78,000.00
Program Aides		\$20,000.00
CFIS Specialist		\$10,480.50
Clerical Specialist		\$15,200.00
Bus Driver		\$6,080.00
Academic Instructor		\$20,915.20
Transition Coach		\$5,000.00
Special Instructors		\$15,000.00
Supervisor		\$18,708.16
Superintendent		\$1,710.00
Treasurer		\$1,520.00
Asst Treasurer		\$760.00
Fiscal Specialist		\$570.00
<b>Total Salaries</b>		<b>\$210,937.46</b>
STRS and SERS		\$25,004.76
Medicare		\$2,589.32
Worker's Comp		\$393.68
Insurances		\$77,000.00
<b>Total Costs &amp; Benefits</b>		<b>\$104,987.76</b>
<b>Operational Costs</b>		
Rent-OMJ		\$37,308.00
Rent/utilities-other		\$5,320.00
Supplies		\$760.00
Fuel/Gasoline		\$1,520.00
Staff Mileage, meeting costs, PD etc...		\$3,040.00
Admin/A-Tech rent		\$2,046.68
Admin/A-Tech van		\$190.00
<b>Total Operational Costs</b>		<b>\$50,184.68</b>
<b>TOTAL POOL COSTS</b>		<b>\$366,109.90</b>
Catholic Charities (Housing Stab & Financial Lit)		\$5,000.00
<b>Direct Support Services</b>		
Payroll		\$122,600.00
Transportation		\$39,000.00
Tuition related to occupational skills training		\$760.00
Test fees (GED Test, HS tests, other fees)		\$1,520.00
Tools, clothing, etc...related to training		\$1,520.00
Training/fees non-skill trng		\$760.00
YMCA Fees		\$760.00
Drivers Education		\$1,520.00
Incentives		\$10,623.40
Emergency clothing/tools/food		\$6,460.00
Emergency Shelter		\$5,310.00
Transport-gas cards		\$3,800.00
<b>Total Direct Services</b>		<b>\$199,633.40</b>
<b>Total</b>		<b>\$565,743.30</b>

**FISCAL OFFICER'S CERTIFICATE**

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2022 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of: 2006.030.100-601; not to exceed **\$565,743.30** and free from any previous encumbrances.

Agreement Title: an agreement with Ashtabula County Technical & Career Center.



---

**David Thomas**  
Ashtabula County Auditor

Date: 6/29/22



**Signature Page**

Re: An agreement between Ashtabula County Department of Job & Family Services and Ashtabula County Technical & Career Center Comprehensive Case Management & Employment Program.

Approved as to Legal Form Only:

A handwritten signature in black ink, appearing to read "C. O'Toole", written over a horizontal line.

By:

Colleen M. O'Toole  
Ashtabula County Prosecutor



Date:

6-17-22  
MJH 6.17.22



**Signature Page**

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By: \_\_\_\_\_

Colleen M. O'Toole  
Ashtabula County Prosecutor

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

6-17-22  
MJH 6.17.22



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Agreement Title: an agreement with Ashtabula County Technical & Career Center.



---

**David Thomas**  
Ashtabula County Auditor

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

6/29/22

**ASHTABULA COUNTY COMMISSIONERS / AGENDA ITEM REQUEST FORM**

This form outlining all item(s) to be placed on the Agenda for official action by the Board of Commissioners, must be submitted to Lisa Hawkins, Clerk of the Board a minimum of 8 days prior to the Agenda date, no later than Monday. At a public work session held on Tuesday at 10:00a.m., the Board will meet with you to discuss the item(s). Following the work session, the item(s) will be placed on the next week's agenda session for action by the Board. Please contact Lisa Hawkins at 576-3754 with questions.

**Name of Department, with Title and phone number of person recommending item:**

Ashtabula County Job & Family Services  
Patrick J. Arcaro, Executive Director  
Phone: (440) 994-1200



Patrick J. Arcaro, Executive Director

06/08/2022

Date

**Proposed Agenda Date:**

June 14, 2022

**Brief Description of Item and Recommendation:**

Attached is an FY 2022 TANF CCMEP Sub-Grant Agreement #22-5001; recommendation for Ashtabula County Technical & Career Center funded by Temporary Assistance for Needy Families (TANF), which provides the Comprehensive Case Management & Employment Program to Ashtabula County residents. The CCMEP program provides integrated, comprehensive case management and program services to TANF eligible recipients of Ashtabula County, ages 14-24, by helping them to overcome barriers to employment and develop skills local employers seek.

**Name and Address of Provider(s):**

Ashtabula County Technical & Career Center  
1565 State Route 167  
Jefferson, OH 44047

**Cost (include where funds are coming from):**

\$ 565,743.30 = FY 2022 TANF Base Funds for Sub-Grant #22-5001

**Term (beginning and ending date, if applicable):**

FY 2022 ~ April 1, 2022 to September 30, 2022