

RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (23-1001-TANF); ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER (23-1009-TANF); ASHTABULA COUNTY TECHNICAL & CAREER CENTER (23-1004-TANF); BEATITUDE HOUSE (23-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (23-1005-TANF & 23-1006-TANF); SIGNATURE HEALTH. (23-1007-TANF, 22-1008-TANF), ACDJFS

WHEREAS, on September 8, 2021 by Resolution No. 2022-394, proposals were awarded for Temporary Assistance for Needy Families (TANF); Title XX Social Service; and Transportation Programs; and

WHEREAS, it is now necessary to approve the TANF agreements, as follows:

WHEREAS, Patrick Arcaro, Director of the Dept. of Job and Family Services, has presented the following contracts for the approval of the Board, to-wit:

ALL TERMS ARE EFFECTIVE: October 1, 2022 and ending September 30, 2023

SCOPE OF SERVICES: All sub grant agreements listed below provide specified services to Ashtabula County residents.

NEW HOPE HOMELESS ASSISTANCE PROGRAM

ASHTABULA CO. COMMUNITY ACTION AGENCY Contract No. 23-1001-TANF

Provider: Ashtabula County Community Action Agency, 4200 State Rd., Ashtabula, OH 44004

Cost: Not to Exceed, \$60,424.00

EDUCATIONAL, MENTORSHIP & CAREER PROGRAM

ASHTABULA CO. EDUCATIONAL SERVICE CENTER Contract No. 23-1009-TANF

Provider: Ashtabula County Educational Service Center, 2630 West 13th Street, Ashtabula, OH 44004

Cost: Not to Exceed, \$250,000.00

LIFE SKILLS NAVIGATION PROGRAM

ASHTABULA CO. TECHNICAL & CAREER CENTER Contract No. 23-1004-TANF

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

Cost: Not to Exceed, \$96,825.31

TRANSITIONAL HOUSING PROGRAM

BEATITUDE HOUSE Contract No. 23-1003-TANF

Provider: Beatitude House, 3404 Lake Ave., Ashtabula, OH 44004

Cost: **Not to Exceed, \$66,000.00**

FINANCIAL LITERACY EDUCATION

CATHOLIC CHARITIES OF ASHTABULA COUNTY Contract No. 23-1005-TANF

Provider: Catholic Charities of Ashtabula County, 4200 Park Ave., 3rd Floor Ashtabula, OH 44004

Cost: Not to Exceed, \$2,500.00

OPENING DOORS PROGRAM

CATHOLIC CHARITIES OF ASHTABULA COUNTY Contract No. 23-1006-TANF

Provider: Catholic Charities of Ashtabula County, 4200 Park Ave., 3rd Floor Ashtabula, OH 44004

Cost: Not to Exceed, \$11,813.15

PREGNANCY PREVENTION EDUCATION SERVICES

SIGNATURE HEALTH, Contract No. 23-1007-TANF:

Provider: Signature Health, 54 S. State St., Suite 203, Painesville, OH 44077

Cost: **Not to Exceed, \$10,053.45**

FAMILY PLANNING SERVICES

SIGNATURE HEALTH, Contract No. 23-1008-TANF:

Provider: Signature Health, 54 S. State St., Suite 203, Painesville, OH 44077

Cost: **Not to Exceed, \$21,036.57**

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Agreements, as noted above, are approved in accordance with copies now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-415

September 20, 2022

RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (23-1001-TANF); ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER (23-1009-TANF); ASHTABULA COUNTY TECHNICAL & CAREER CENTER (23-1004-TANF); BEATITUDE HOUSE (23-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (23-1005-TANF & 23-1006-TANF); SIGNATURE HEALTH. (23-1007-TANF, 22-1008-TANF), ACDJFS

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

VOTE:

J.P. Ducro IV	Aye
Casey R. Kozlowski	Aye
Kathryn L. Whittington	Aye

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.

Crystal Sturgill
Crystal Sturgill, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

Acting

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Ashtabula County Community Action Agency, located at: 4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005) and whose phone number is: 440-997-5957 (hereinafter referred to as the "Subgrantee") to provide New Hope Homeless Assistance for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Ashtabula County Community Action Agency.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2022 through September 30, 2023 unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This subgrant agreement is in the total amount of: \$ 60,424.00.
The unit rate is: \$1,079.00 per month per family/household not to exceed \$4,316.00 in a four (4) month period.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, OH 44005).**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



 Patrick J. Arcano, Executive Director
 Ashtabula County Job & Family Services

_____ 09/01/22

 Date



 Ashtabula County Community Action Agency

_____ 9/8/22

 Date





_____ 9-20-22

 Date



 Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals
For
Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22** to:

ATTN: Renee Dragon, Program Evaluator
E-mail: RENE.E.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 *et seq.*
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency
ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610
PHONE: 440-997-5957 FAX: 440-992-3319
SERVICE SITE (if different than above): Community Action - State Road Site
ADDRESS: 4200 State Road, Ashtabula, OH 44004
PHONE: 440-997-6005 FAX: 440-997-6162
FEDERAL TAX I.D. NUMBER: 34-1059824
EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris
PROGRAM COORDINATOR: Alissa Holdson EMAIL: aholdson@acca.org
FISCAL CONTACT: Rence Sherman EMAIL: rsherman@accas.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Judith Barris SIGNATURE: Judith Barris (Note: original signature must be in blue ink)
TITLE: Executive Director DATE: 7/11/22

**Ashtabula Co. Community Action:
New Hope Homeless Assistance**

Section 3
Program Planning and Development

Section 3

Program Planning and Development

Ashtabula County Community Action Agency
RFP #2-22

**Ashtabula County Community Action Agency
New Hope Homeless Assistance
Section 3- Program Planning and Development**

3.A. Program Description

The New Hope Homeless Assistance program is designed to help families get back on their feet and stabilize their housing situation when circumstances force them to leave their home and they find themselves seeking a place to live.

The program provides rental assistance and supportive services to homeless individuals and families living on the streets or places not meant for human habitation; emergency shelters; or transitional housing programs, or those who are imminently homeless (i.e. they have an eviction notice), or they have no stable nighttime residence, to help them re-establish their housing. Together with the New Hope staff, participants will set goals, identify barriers to success, and determine the resources available to help move forward and become self-sufficient. Focus will be on a plan for maintaining housing when the rental assistance period is over, and we will prioritize those who are literally homeless. (See Definition of Homelessness included later in this section.)

Currently, the Ashtabula County Community Housing Development Organization, Inc. (ACCHDO), a subsidiary of Ashtabula County Community Action Agency (ACCAA) receives funding through the Region 5 Continuum of Care, Ohio Development Services Agency, Homeless Crisis Response Program (HCRP). Due to the Coronavirus Pandemic we also received some additional HCRP dollars. With this influx of funds, we were able to serve more households during the past two years. These additional funds are set to expire in September 2022, however, meaning we anticipate increased need for housing and rent assistance this fall. Despite other current funds, there are several criteria that prompt the need for local ACJFS TANF funds.

First and foremost, our other funds utilize the more restrictive HUD homelessness definition that requires the household or individual to be "literally homeless" (see Definition of Homelessness included later in this section). With local ACJFS approval, we are able to use the slightly broader definition of homelessness used by other sectors that better addresses the reality of households that are trying to remain housed in stressful conditions. As stated in the Temporary Assistance for Needy Families Information Memorandum-No. TANF-ACF-IM-2013-01, Date: February 20, 2013, "*Federal departments define homelessness differently; however, there is no federal definition of homelessness for the purposes of TANF. Each state has discretion over which families it considers homeless, and most definitions capture families who are eligible for TANF.*" This memo notes... "*Given the importance of a stable housing platform for the well-being of children as well as for providing a foundation to improve the employment outcomes and economic self-sufficiency of families, TANF agencies may consider providing resources to help eligible families avoid or exit homelessness.*" Many of the inquiries we get through the Coordinated Entry System (the over-arching homeless diversion and referral system required in each County by the Region's Balance of State Continuum of Care) from those expressing that

they are “homeless”, reveal the household is not “literally homeless” and we therefore cannot assist them.

Since October 2021, there were 249 total referrals (outreach, 2-1-1, other agency, walk-ins & calls) seeking housing. The funding does not meet the demand for housing for homeless individuals and families in Ashtabula County. The gap between the number of applicants that meet the eligibility and are tasked with housing (i.e. they have basically been approved pending them finding suitable housing), and those who successfully secure that housing is a significant issue. Ashtabula County lacks safe, affordable housing for families to move into, however if they are not required to be “on the street” or “in emergency shelter”, they may be not have to take “whatever they can find” just so they can have stable shelter.

In addition to New Hope funds, ACCAA also received separate funds from the Ohio Department of Development (ODOD) for rental arrears, known as the CARES Home Relief Program. This program could explain why we have not utilized all our TANF funds from the past two years, as we have helped hundreds of households remain in their current housing rather than become homeless or imminently homeless. The CARES Home Relief Program, however, is also set to expire in September 2022. As a result, we further anticipate the demand for housing for homeless individuals and families in Ashtabula County to increase significantly. We expect the need for these TANF funds to grow as more of the COVID-related, emergency resources provided to low-wage households expire.

The New Hope Homeless Assistance Program began as a new program in PY 2016 based on Temporary Assistance for Needy Families Information Memorandum, No. TANF-ACF-IM-2013-01, which cited the “importance of addressing family homelessness with allowable uses of Temporary Assistance for Needy Families (TANF) funds for families experiencing homelessness.” Further, the Administration for Children and Families (ACF) ... “encourages TANF jurisdictions to consider implementation of interventions that connect families to permanent housing coordinated with supportive services to help families improve their lives and avoid future homelessness.”

The National Alliance to End Homelessness noted in their paper, “Making Effective Use of Temporary Assistance for Needy Families (TANF) to End Family Homelessness”, minimizing the amount of time families are homeless “reduces the children’s exposure to the damaging effects of homelessness, and returns the family to greater stability and normalcy in homes of their own. Once in stable housing, parents have the necessary platform to achieve stable employment and greater economic self-sufficiency.”

Providing housing assistance for the needy homeless populations will help to meet TANF Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives, and Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

The New Hope Homeless Assistance program is patterned after the services offered through ACCHDO- HCRP funding in that it provides rental subsidy and case management services to homeless individuals and households in Ashtabula County. One difference is that this program

would only serve adults with dependent children who have income at or below the TANF eligibility with these services as a **non-recurrent, short-term benefit**. Another major difference would be that the rental subsidy will be provided for a period of 3-4 months per the regulations (as compared to the 6-month average under ACCHDO-HCRP). Applicants must agree to the Conditions of Participation including regular meetings with the Program Services Specialist(s) and progress updates, follow-up activities, and will be notified that compliance is required for continued assistance through the program. All individuals in the New Hope program are offered the chance to participate in any specially designed Empowerment Workshop series (unless attendance would interfere with their employment) to explore and advance basic life skills, job readiness, self-esteem, budgeting, time and stress management, parenting skills, and more. They are also referred to any other programs within our agency. Program Services Specialist(s) will work with the participants for up to 6 months after their subsidy period ends to help them continue on their path to self-sufficiency and stability.

Case support services are designed to assist the participants to move into scattered site housing (the participant is the tenant of record and enters into a lease with the landlord) within the community, assess their life situation, identify needs and provide resources and referrals, assist with development of their goals for improvement, and work to overcome barriers to success. The New Hope Program will work to rapidly re-house families. The New Hope Homeless Assistance staff will provide monthly progress reports for those recipients that are receiving services via TANF funds.

For the upcoming grant period, we estimate that 14 households, 30 persons will be served. (The number to be served will increase if households have shorter lengths of stay than the 4 months.) The households will include adults and their dependent children, or adult parents seeking reunification with their child/children and require housing to accomplish this. Additionally, based on the Ashtabula County Prevention, Retention & Contingency (PRC) Plan, an eligible family assistance group includes those "parents that are applying for New Hope... and are residents of Ashtabula County."

The program generally operates Monday- Friday from 8:00 am- 4:30 pm. However, in an effort to make access easier and follow the Coordinated Entry system (as noted earlier), the Program Service Specialists (Case Managers) communicate with the homeless shelter regularly to connect with individuals/ families, inform them of the program, and help to begin the referral/paperwork process. They also attend the Second Chance Citizen Circle meetings held monthly to assist individuals reentering the community who are homeless, and the regular Housing Prioritization meetings to ensure those most vulnerable get housing assistance first (both currently held via telephone or internet).

Measuring the effectiveness of the program can be difficult. We can help to stabilize their housing, but often after their initial subsidy period is over they no longer communicate with us. And while they may achieve a tenuous level of stability during the four (4) months of subsidy any unforeseen crisis can impact their ability to continue their forward progress. We have increased our follow-up to each month for the first three months post-subsidy to try to keep them engaged. We also follow-up at 6 months post-subsidy to see if they are still in stable housing and to address any needs or goals they have at the time. To try to increase our ability to reach

these participants, we have obtained a cellphone for use by the staff so they can text the individuals. We have implemented an Interview & Exit Profile to gather feedback on ways to make the program more relevant moving forward. Copies are included in Section 2. F. "Documents Used for Monitoring Goals and Outcomes."

Due to the great need for housing/homelessness assistance we explore and take advantage of every opportunity to bring more dollars into the agency's New Hope program to address the need. Many times, these are grants to serve specific populations which allows us to extend our funds and serve more households. The source and amounts of any Federal, State or local funding received for the past 5 years (2016-current) are as follows:

HCRP-Rapid Rehousing- January 1, 2016-December 31, 2017, \$57,600 (approx. \$28,800/yr); served 25 households, 11 completed the program.

HCRP-Rapid Rehousing- January 1, 2018- December 31, 2018, \$31,300 served 14 households, 7 completed the program.

HCRP-Rapid Rehousing- January 1, 2019- December 31, 2020 (2 year grant period) \$70,786, 18 households projected, served 20 households. Additional Allocation- \$38,634.89 brings total for this grant to \$109,421.04//////////HCRP-Rapid Rehousing Competitive (Single Adults- this was a new, temporary grant opportunity)- January 1, 2019- December 31, 2020 (2 year grant period) \$34,000 8 households projected, 10 households served. Additional Allocation- \$17,702.03 brings total for this grant to \$51,702.03

TANF-HCRP (ODJFS through COHHIO Region 5)- July 1, 2020-June 30, 2021 \$27,321, 9 households served.

TANF-HCRP-Housing Now for Homeless Families (ODJFS through COHHIO Region 5)- July 1, 2020- June 30, 2021, \$7386, 3 households served.

HCRP-Rapid Rehousing ODSA CARES – September 1, 2020 – September 30, 2022, \$12,786, 8 households served thus far.

HCRP-Rapid Rehousing – January 1, 2021 – December 31, 2022 (current grant), \$101,483, 30 households served thus far.

**NOTE- Households served may not match households completing the program since they may continue into the next program year.*

ACCAA's Community Services Block Grant (CSBG) subsidizes the New Hope program and provides for space and other administrative support costs. There is not a unit rate cost for the services under these funds, we are reimbursed for actual expenses based on the budget.

3.B. Organizational Structure

Ashtabula County Community Action Agency (ACCAA) was founded in 1965 as part of President Johnson's War on Poverty. Our mission is to "help people achieve self-sufficiency and rise above issues of poverty." Over the years we have offered programs and services to meet the needs of the community and of area households struggling to improve their quality of life and achieve economic independence. Major funding sources include Federal, State and Local grants, as well as donations, private funding and contract services. The agency has multiple service areas: Head Start, Health and Nutrition Services, Administrative and Fiscal Services- including a newly created Planning Services department, Housing and Energy Services, and Community

Development (CD) Services (the area which operates the New Hope Homeless Assistance Program). The Community Development (CD) Services is administered by the Director of Community Development who reports directly to the Agency Executive Director and is responsible, along with the Planning Director, for the administrative aspects of the New Hope Homeless Assistance program. Reporting to the Director of Development is the Program Services Coordinator who has day-to-day supervision of the Community Development programs including the New Hope Homeless Assistance program. Reporting to the Program Services Coordinator is the New Hope Program Services Specialist who works with the participant households. Also, within the CD department reporting to the Program Services Coordinator are the Community Resources Manager, the 2-1-1 Assessors, the Housing & Utility Specialists, and the Project Assistant. Organizational charts are included in this section.

ACCAA has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Service Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low income individuals or their representatives, and the remainder are officials or members of business industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency. A list of current Board members is included in this section.

3.C. Provider/Staff Qualifications

Provider Qualifications

Ashtabula County Community Action Agency (ACCAA) has been successfully assisting individuals in the community to become more self-sufficient, improve their quality of life, and rise above issues of poverty. ACCAA and Ashtabula County Community Housing Development Organization, Inc. (ACCHDO) has operated some form of homeless assistance for over 15 years. The New Hope program started as a Transitional Housing program that offered up to 24 months of residential housing in agency owned units. The program then moved to providing rental assistance in landlord owned scattered-site housing. The program requirements and regulations changed several times over the years moving through Supportive Housing to the Rapid Rehousing model. Until the end of 2013, ACCHDO applied for and received funding directly from the Ohio Development Services Agency (formerly the Ohio Department of Development). In 2014, the State changed to a regional approach and ACCHDO was required to apply as part of the Region 5 Continuum of Care through Coleman Professional Services (Administrative Agency) to the Coalition on Homelessness and Housing in Ohio (COHHIO). From the beginning we have participated in the Ashtabula Housing Council- Continuum of Care. In this group, the New Hope Program staff network and coordinate with various service providers of all disciplines, but particularly those involved in housing programs, homeless prevention and assistance, or support services. Starting in 2018, each Region was required to implement a Coordinated Entry System for identifying and tracking homeless individuals within the homeless system. The New Hope Program staff has always worked closely with and maintained frequent and open communication with the area emergency shelters (Samaritan House and Homesafe) and is one of the Access Points for the Coordinated Entry System. The staff also work directly with agencies that provide emergency assistance (Salvation Army, St. Vincent de Paul, Catholic

Charities, etc.), mental health and substance abuse providers (Community Counseling Center, Signature Health, Ashtabula County Mental Health & Recovery Services, Lake Area Recovery Center, etc.), family development (Family and Children First Council, Children's Services, etc.), financial literacy, and education and employment organizations (Aspire, A-Tech, Kent State, OhioMeansJobs, local schools, etc.). The needs of the New Hope participant and the goals they develop, will identify the appropriate referrals the New Hope staff will make to providers or resources to obtain guidance and assistance.

In addition, ACCAA operates a Community Services Block Grant (CSBG) program with the goal of helping individuals to become self-sufficient through identifying barriers and setting goals to remove those barriers. This, along with other programs ACCAA operates, such as 2-1-1 Information and Referral, Emergency HEAP, WIC, Help Me Grow and Maternal, Infant and Early Childhood Home Visiting Programs, Head Start, CARES Home Relief Program, and Home Weatherization Assistance will work in conjunction with the New Hope participants as needed.

Staff Qualifications

The Director of Community Development holds a Master of Arts (MA) degree and has been part of the ACCAA team for seven years. Recently promoted to Director from her previous role as Community Development Coordinator, she has hands-on experience and knowledge with the New Hope Program. The Director of Planning has the over 30 years of non-profit program development and administrative experience, and 16 years working with some aspect of the New Hope Homeless Assistance program. The Director of Planning assists with the administrative and programmatic functions of the program. The Program Services Coordinator holds a Bachelor of Sciences (BS) degree, has over a decade of service working with vulnerable populations, and has been with ACCAA for over two years. Our primary Program Services Specialist previously worked in our CARES Home Relief program and was recently promoted to the New Hope program following the retirement of our former Specialist. She is dedicated to serving individuals and families experiencing homelessness, and passionate about meeting people "where they are" and moving them out of poverty and empowering them to reach their goals. We are currently seeking another Program Services Specialist to assist customers of the New Hope Homeless Assistance program and complete the data intake as required.

All staff of ACCAA must pass a criminal background check, comply with drug free workplace policies including new hire and periodic drug testing, and maintain an acceptable driving record. Staff are encouraged to attend trainings that provide information regarding programs and services that are available to assist individuals and families in need. Such trainings include Child Abuse & Prevention Training, Self-Sufficiency Skills, Communication Skills, Database training, Region 5 trainings, and so forth. Job descriptions for the project personnel are included with this section.

TANF – New Hope Homeless Assistance Program

Homeless Definition

As defined within the HEART Act (Section 103 of The McKinney-Vento Homeless Assistance Act):

- (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- (5) an individual or family who—

(A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—

- (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
- (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
- (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;

(B) has no subsequent residence identified; and

(C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--

(A) have experienced a long term period without living independently in permanent housing,

(B) have experienced persistent instability as measured by frequent moves over such period, and (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions,

substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Source: https://www.hud.gov/sites/documents/HAAA_HEARTH.PDF

As defined per the Housing and Urban Development (HUD) categories:

- (1) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- (2) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (3) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- (4) Any individual or family who: is fleeing, or is attempting to flee, domestic violence; has no other residence; and lacks the resources or support networks to obtain other permanent housing

Source: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/coc-and-esg-homeless-eligibility-overview/>

Definitions of Homelessness for Federal Program Serving Children, Youth, and Families

The two major definitions of homelessness in use by federal agencies are the education definition in Subtitle VII-B of the McKinney-Vento Act, and the Housing and Urban Development (HUD) definition in Section 103 of Subtitle I of the McKinney-Vento Act. The following chart illustrates the similarities and differences between federal agencies' definitions of homeless. In December 2011, HUD issued complex regulations on the HEARTH definition of homelessness.

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT – CURRENT	HYVA DEFINITION
Statutory Reference: Federal Programs and Agencies Using this Definition:	Section 725 of Subtitle VII-B of the McKinney-Vento Act - Elementary and Secondary Education (ED) - Individuals with Disabilities Education Act (ED) - Higher Education Act (ED) - Head Start Act (HHS) - Child Nutrition Act (USDA) - Violence Against Women Act (DOJ)	Section 103 of Subtitle I of the McKinney-Vento Act - Homeless Assistance Programs (HUD) - Emergency Food and Shelter (Homeland Security) - Department of Veterans Affairs (all programs) - Department of Labor (all programs)	Section 103 of Subtitle I of the McKinney-Vento Act - Homeless Assistance Programs (HUD)	Section 387 of the Runaway and Homeless Youth Act Runaway and Homeless Youth Act Programs (HHS)
LIVING SITUATIONS COVERED BY THESE DEFINITIONS				
Insheltered Locations	Yes: "(i) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (ii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings"	Yes: "an individual who has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."	Yes: "an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;"	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

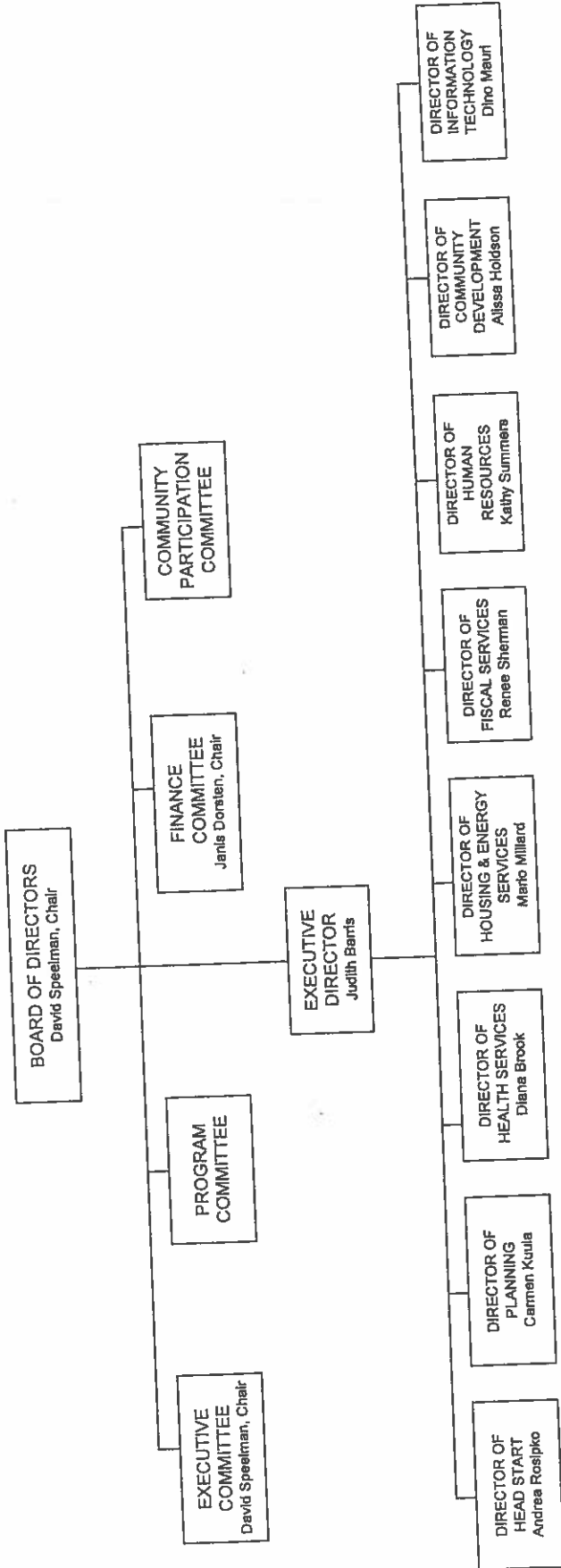
EDUCATION DEFINITION	HUD DEFINITION - PRIOR TO 2009	HUD DEFINITION - HEARIN ACT	RHYA DEFINITION
<p>mergency helters and ransitional ousing</p>	<p>Yes: "children and youth who are living in emergency or transitional shelters"</p>	<p>Yes: "a supervised publicly or privately operated shelter designed to provide temporary living accommodations"</p>	<p>Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."</p>

EDUCATION DEFINITION	HUD DEFINITION - PRIOR TO 2009	HUD DEFINITION - HEARHFACT - CURRENT	RYHA DEFINITION
<p>otels and otels</p> <p>Yes, if there are no appropriate alternatives:</p> <p>"children and youth who are living in motels, hotels, trailer parks, or camping grounds due to the lack of <u>alternative adequate accommodations</u>"</p> <p>(emphasis added)</p>	<p>No, except for "welfare hotels":</p> <p>"an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill)."</p>	<p>Generally, no, except for the following situations:</p> <ul style="list-style-type: none"> - "hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations" - "an individual or family who has a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days, who has no subsequent residence identified; and lacks the resources or support networks needed to obtain other permanent housing." - "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing" - "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment." 	<p>Yes, if the youth cannot live with relatives and has no other safe place to go:</p> <p>"a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."</p>

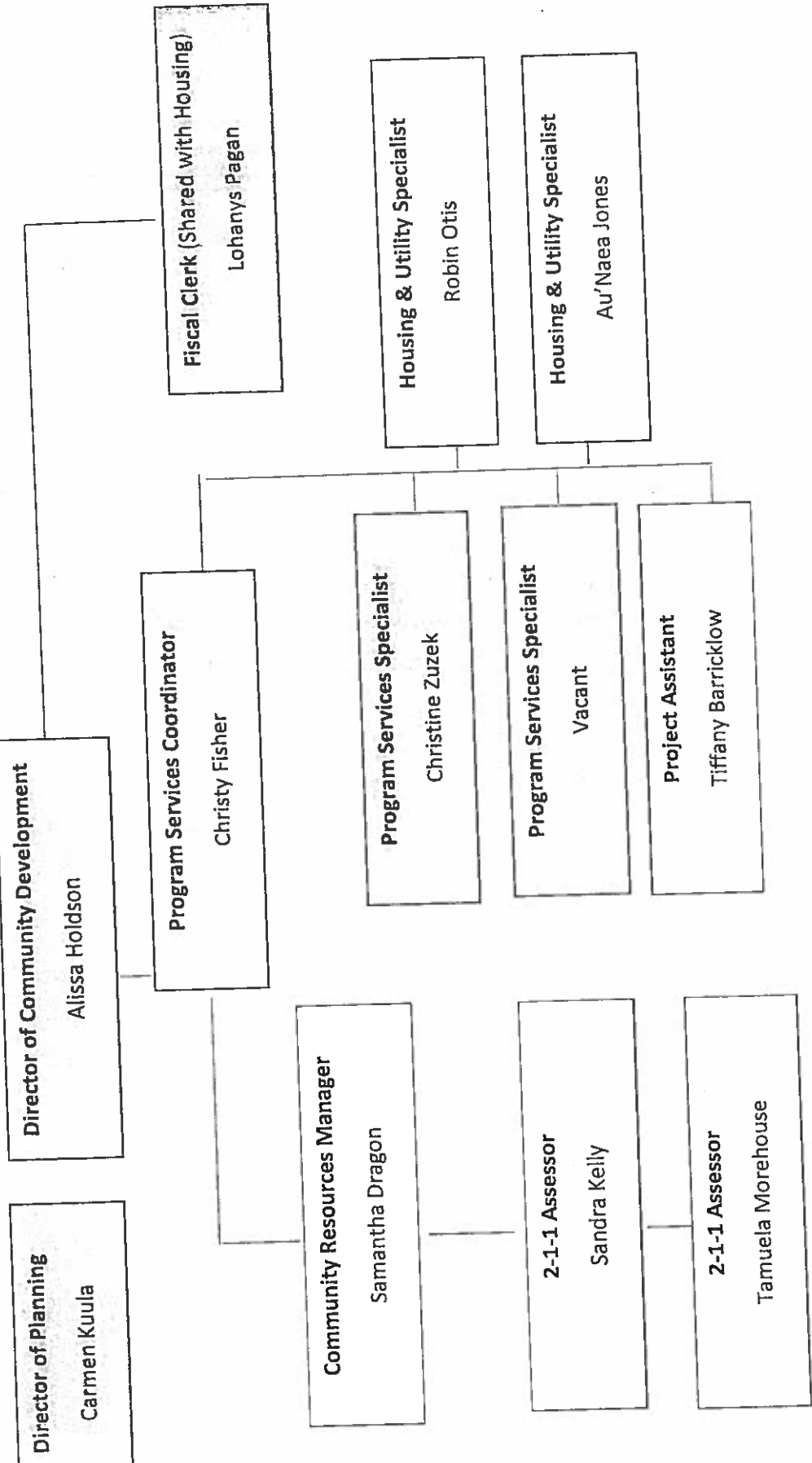
EDUCATION DEFINITION	HUD DEFINITION - PRIOR TO 2009	HUD DEFINITION - HEARTH ACT - CURRENT	RHYA DEFINITION
<p>taying with others "Doubled-Up")</p> <p>Yes, if it is due to loss of housing, economic hardship, or a similar situation (within the definition of lacking fixed, regular, and adequate situations):</p> <p>"...individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes -- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,"</p>	<p>No</p>	<p>Generally, no, except the following situations:</p> <p>"an individual or family who will imminently lose their housing, including housing they are sharing with others, as evidenced by credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and who has no subsequent residence identified; and who lacks the resources or support networks needed to obtain other permanent housing:</p> <p>- "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing"</p> <p>- "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment."</p>	<p>Yes, if the youth cannot live with relatives and has no other safe place to go:</p> <p>"a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."</p>

EDUCATION DEFINITION	HUD DEFINITION - PRIOR TO 2009	HUD DEFINITION - HEARTH ACTS CURRENT	RHYA DEFINITION
<p>At Risk of homelessness"</p>	<p>No such definition.</p>	<p>Defines "at risk of homelessness" to include all families with children and youth defined as homeless under other Federal statutes.</p> <p>(1) AT RISK OF HOMELESSNESS.- The term 'at risk of homelessness' means, with respect to an individual or family, that the individual or family-</p> <p>(A) has income below 30 percent of median income for the geographic area;</p> <p>(B) has insufficient resources immediately available to attain housing stability; and</p> <p>(C)(i) has moved frequently because of economic reasons;</p> <p>(ii) is living in the home of another because of economic hardship;</p> <p>(iii) has been notified that their right to occupy their current housing or living situation will be terminated;</p> <p>(iv) lives in a hotel or motel;</p> <p>(v) lives in severely overcrowded housing;</p> <p>(vi) is exiting an institution; or</p> <p>(vii) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.</p> <p>Such term includes all families with children and youth defined as homeless under other Federal statutes.</p>	<p>No such definition. However, RHYA does define "youth at risk of separation from family:"</p> <p>YOUTH AT RISK OF SEPARATION FROM THE FAMILY.—The term 'youth at risk of separation from the family' means an individual—</p> <p>(A) who is less than 18 years of age; and</p> <p>(B) (i) who has a history of running away from the family of such individual;</p> <p>(ii) whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or</p> <p>(iii) who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.</p>

ASHTABULA COUNTY COMMUNITY ACTION AGENCY
July 2022



Community Development Services



**Blue box indicates staff member is funded by TANF.*



Administrative Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

2022 Board of Directors

Ms. Lori Lee	Kent State University – Ashtabula Private Sector
Pastor Preston Watkins	Ashtabula Area Ministerial Alliance Private Sector
Ms. Lori Pawlowski	Ashtabula County Medical Center Private Sector
Ms. Jill Valentic	Catholic Charities of Ashtabula County- ACCHDO Liaison Private Sector
Mr. Greg Myers	Growth Partnership for Ashtabula County Private Sector
Mr. Nick Dunlap	Appointee- City Manager, Geneva Public Sector
Ms. Sarah Bogardus	Appointee- County Commissioner Casey Kozlowski Public Sector
Ms. Annette Griffin	Appointee- County Commissioner JP Ducro Public Sector
Ms. Renee Howell, Secretary	Appointee- County Commissioner Kathryn Whittington Public Sector
Dr. Debra Barrickman	Ashtabula Area City School Board Public Sector

Continued

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Ashtabula County Community Action Agency
Board of Directors- Page 2

Ms. Tania Burnett

Children's Services
Low Income Sector

Ms. Lauren Richter

Head Start Policy Council
Low Income Sector

Mr. David Speelman, Chairperson

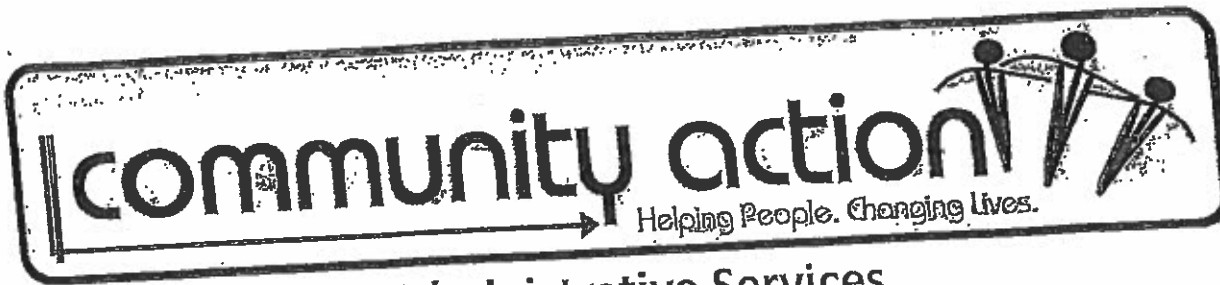
United Way of Ashtabula County
Low Income Sector

Mr. Ron Loos, Vice-Chairperson

Seniors of Ashtabula County
Low Income Sector

Ms. Janis Dorsten, Treasurer

Ashtabula Area Board of Realtors
Low Income Sector



Administrative Services

David Speelman
Board Chairperson

Judith Barris
Executive Director

POSITION: Director of Planning
RESPONSIBLE TO: Executive Director

EMPLOYMENT STATUS: Full Time, Exempt
PRIMARY WORK SITES: Austinburg Road

POSITIONS SUPERVISED: Program Information Coordinator, Community Resource Coordinator

RESPONSIBILITIES:

Responsible for ensuring completion and monitoring of grant activities in coordination with the Program Directors. Including applications, budget design, and reporting for Community Development, Housing, Energy, Community Learning Center, ACCHDO, and other miscellaneous grants.

Ensures compliance with all applicable local, state, and federal laws and regulations.

Provides leadership and support to the Program Directors in planning the goals and direction of the various departments.

Supervision and evaluation of staff and delegation of supervisory responsibility where applicable.

Conducts research for the development of program funding opportunities, sources, methods, and coordination. Initiates/assists in program expansion or program implementation through collaboration with the agency's Executive Team and the Program Directors.

At the direction of the Executive Director, and in conjunction with the Executive Team oversees implementation of agency-wide communication, promotion, fundraising, and development activities. Oversees design and implementation of a comprehensive plan for marketing and promotion to build the agency's visibility and impact in the community, and present a unified brand and recognition for the Agency;

Represents agency with community partners, governmental representatives, and professional organizations and collaborates to advance self-sufficiency and poverty reduction efforts within the community.

Primary steward of the Strategic Plan for the agency.

In coordination with the Executive Team assists with training and recruitment tasks.

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.

Perform other duties as specifically related to the mission of the agency and its programs, as assigned by the Executive Director.

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SKILLS AND QUALIFICATIONS:

Bachelor's degree in business, social or human services, education, or a related field; possess 5 years of experience in the fields of social or human services, or a related field. Preference for experience in non-profit program management and development.

Demonstrated excellence in organizational, management and communication skills. Capable of planning, coordinating and assessment of work, managing multiple functions and projects at a time, prioritizing tasks as necessary in a changing environment, and creative deployment of resources.

Proficient to advanced computer skill level. Knowledge of, or ability to master utilization of, all necessary computer software and database programs.

Confidentiality in all aspects of program operation must be maintained.

Ability to work independently and as a member of the Executive Team, as well as have the ability to work with Program Directors, direct service and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

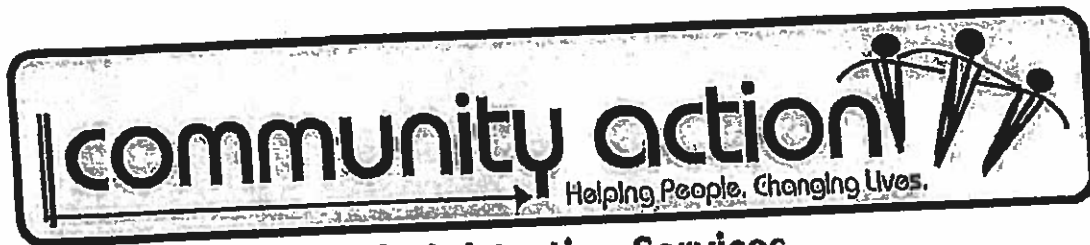
Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Signature

Date

Revised 3-2021



Administrative Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

POSITION: Director of Community Development

RESPONSIBLE TO: Executive Director

EMPLOYMENT STATUS: Regular Full Time/Exempt

PRIMARY WORK SITE: Community Development Office

POSITIONS SUPERVISED: Community Development Staff

GENERAL RESPONSIBILITIES: Responsible for all functions within Community Development (CD) particularly as related to the Community Service Block Grant (CSBG) grant including applications, budget design, reporting, service provision and program development.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Supervision and evaluation of staff and delegation of supervisory responsibility where applicable.
- Ensuring compliance with all applicable local, state and federal laws and regulations.
- Providing leadership in planning the goals and direction of the CD and its CSBG programs/services.
- Representing CD to Agency Board of Directors, updating on program and financial progress.
- Representing DC with partners and working to collaborate to advance self-sufficiency and poverty reduction efforts within the community.
- Maintaining and increasing knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
- Assisting in efforts to build the agency's visibility and impact in the community; interacting with community partners, governmental representatives, and professional organizations.
- Perform the duties as specifically related to the mission of the CD programs, as assigned by the Director.

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SKILLS AND QUALIFICATIONS:

- Demonstrated excellence in organizational, management and communication skills. Capable of planning, coordinating and assessment of work, managing multiple functions and projects at a time, prioritizing tasks as necessary in a changing environment, and creative deployment of resources.
- Proficient to advance compute skill level. Knowledge of, or ability to master utilization of all necessary compute software and database program.
- Confidentiality in all aspects of program operation must be maintained.
- Ability to work independently and as a member of the Executive Team, as well as have the ability to work with direct service and support personnel and demonstrate a professional attitude.
- Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.
- Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.
- Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy.
- All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Signed: _____ Date: _____



Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Community Development

POSITION: Program Services Coordinator

RESPONSIBLE TO: Director of Community Development

EMPLOYMENT STATUS: Regular, Full-Time

PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITIES:

Provides day-to-day management of all Community Development (CD) programs including supervision of assigned staff, reporting functions, program compliance, internal and external communications, as well as managing and conducting customer assessments, customer eligibility screening, and customer outreach as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Advise and assist the Director with all matters affecting the administration/operations of the CD service area, providing information or materials and performing other such duties as required.

Under the direction of the Director, researches and creates programs to increase visibility and reach of self-sufficiency programs.

Overall day-to-day coordination and supervision of all assigned CD staff and program functions.

Work with other management staff to ensure planning and implementation of CD programming.

Ensure quality of service to customers and program partners; Provide support to staff to resolve customer issues/concerns including case management, customer referrals; builds and maintains positive relations with program partners, on-going communication with customers and program partners, and daily/frequent interactions to promote goals of the customers and programs.

Responsible for timely completion, accuracy, and maintenance of all necessary paperwork, documentation, and program reports for all assigned CD programs.

Maintains compliance with all applicable internal and external guidelines, requirements, and regulations.

Ensure in-services and other training events intended to provide growth, development, and mandatory training are provided as related to CD staff.

P:(440) 997-6005

4200 State Road, PO Box 2610, Ashtabula, OH 44005-2610
www.accaa.org

F:(440) 997-6162

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Responsible to help fulfill the marketing of the CD service area and CSBG programs; coordination of, or conducts, special events, meetings, workshops to represent the Agency and CD programs.

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of the department. Provide clerical and administrative assistance for the CD programs as needed.

Communicates with other agencies regarding available resources, requirements for service, eligibility and other vital information to ensure participant is presented with all options.

Assist with preparation of grant applications or budget revisions as required.

Assist with planning and implementation of CD programs and supportive activities at various locations.

Participate regularly in in-service and other training events intended to provide growth, development, and mandatory training evidence as related to this position.

When necessary, conduct customer intake establishing a customer record, completing applications, and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Perform other duties as specifically related to the mission of the CD department and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATIONS:

Candidate must have a Bachelor's degree in social or human services, education, or a related field; possess 3-5 years of experience in the fields of social or human services, or a related field. Direct experience assisting individuals and families of low and moderate income households, and working with programs designed to end or alleviate poverty, enhance the community, and improve quality of life.

Demonstrated supervisory experience and leadership.

Capable of coordination, planning, and organizing work; prioritizing tasks as necessary and managing multiple functions.

Requires a courteous, patient individuals with the ability to work calmly under stress, understanding the environment of change, deadlines and interruptions.

Displays original thinking and creatively and meets challenges with resourcefulness.

Proficiently skilled in general computer use. Knowledge of, or ability to master, all necessary computer software and database programs.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends, and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.



Community Development Services

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor(s).

Must comply with ACCAA Drug Free Workplace policy.

Signature

Date

Reviewed 8-2021



Community Development Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Alissa Holdson
Director of Development

POSITION: Program Services Specialist

RESPONSIBLE TO: Program Services Coordinator
EMPLOYMENT STATUS: Regular- Full-time
PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITIES:

Under the direction of the Program Services Coordinator, primary duties include provision of services through the homeless assistance program. Also may assist with all Community Development (CD) programs including self-sufficiency programs, information and referral, community/neighborhood development activities, internal and external communications, conducting customer assessments, customer eligibility screening and customer outreach.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts customer intake to create a customer plan of action: welcoming, performing preliminary assessment, establishing a customer record (electronic and paper), completing applications and/or enrolling customers in services as appropriate, and making referrals to other community resources.

Provides case supportive services to customers and families of the customer by assessing their needs and helping them develop goals that move them towards self-sufficiency; monitors progress of customer's goals and makes adjustments as needed.

Ensures timely completion, accuracy, and maintenance of all necessary paperwork, documentation, program reports, and compliance with all applicable internal and external guidelines, requirements and regulations.

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of the department. Provide clerical and administrative assistance for the CD programs as needed.

Ensures quality of service to customers and program partners, builds and maintains positive relations with program partners, on-going communication with customers and program partners, and frequent interactions to promote goals of the customers and programs.

Assists with 2-1-1 Ashtabula County service functions, including use of appropriate database(s), data input and tracking.

Performs customer outreach including off-site, in-home appointments/events.

Assists with conducting, planning, and implementation of community/neighborhood development activities.

4200 State Road, Ashtabula, OH 44004

P:(440) 997-6005

www.accaa.org

F:(440) 997-6162

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Assists with the marketing of the CD programs; assists coordination of, or conducts, special events, meetings, workshops to represent the Agency and CD programs;

Researches, creates and delivers workshops and trainings for customers on topics designed to build skills to empower self-sufficiency.

Participate regularly in in-services and other training events intended to provide growth, development and mandatory training evidence as related to this position.

Perform other duties as specifically related to the mission of the Community Development programs and ACCAA, as assigned by the Director.

SKILLS AND QUALIFICATIONS:

Ideal candidate will have an Associate's degree and/or possess 1-3 years of experience in the fields of social or human services, or a related field.

Experience assisting individuals and families of low and moderate income households, particularly those experiencing homelessness, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life.

Capable of planning and organizing work, managing multiple functions, prioritizing tasks as necessary. Displays original thinking and creativity and meets challenges with resourcefulness.

Proficiently skilled in general computer use. Knowledge of, or ability to master utilization of, all necessary computer software and database programs. HMIS Database experience a plus.

Ability to assess customer needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Will sometimes be required to work evenings, weekends and holidays and respond to crises. Overnight travel may be required.

Must have available and reliable transportation. Must be able to travel to locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

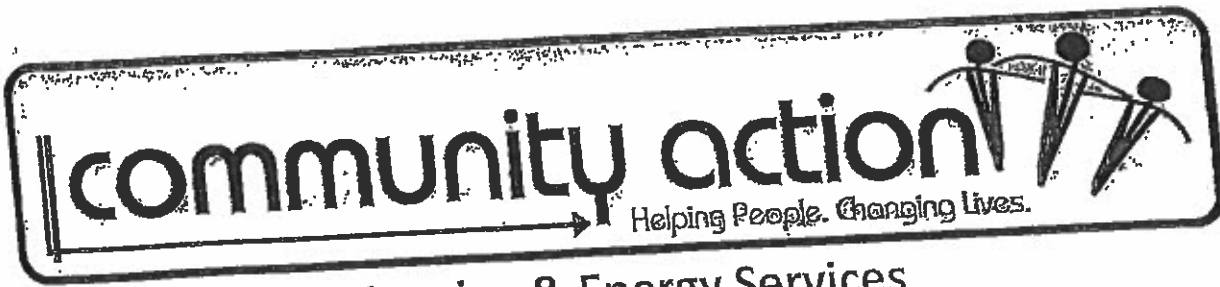
Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

Must comply with ACCAA Drug Free Workplace policy.

Signature

Date



Judith Barris
Executive Director

David Speelman
Board Chairperson

Marlo Millard
Director of Housing and Energy

POSITION: Fiscal Clerk
RESPONSIBLE TO: Director of Housing and Energy
EMPLOYMENT STATUS: Full Time
POSITIONS SUPERVISED: None
PRIMARY WORK SITE: Austinburg Road Office

GENERAL RESPONSIBILITIES

Perform routine clerical and accounting duties necessary to process vendor's invoices, employee timesheets and other financial obligations of the assigned departments.

SPECIFIC DUTIES AND RESPONSIBILITIES

Process purchase orders, accounts payable vouchers and prepare financial reports as directed. Issue or obtain vendor numbers and input information into computer. Mail checks to vendors and verify proper attachments to checks.

Use of agency specific Payroll and Accounting Software modules for processing of payroll and Accounts Payable.

Process employee timesheets for multiple sites, verify information on timesheets, input payroll data, review, calculate, process and prepare employee reports.

Generate, review and audit payroll files for accuracy before processing.

P:(440) 997-5957

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Assist in monitoring general ledger accounts for various department programs on a monthly basis.

File department timesheets, vendor checks / documentation and other confidential fiscal materials.
Assist in all Agency audits.

Perform purchasing and inventory of department supplies and equipment.

Perform back up for receptionist activities if needed: answer telephone, direct calls, take messages and greet visitors.

Provide back-up functions for other fiscal staff.

Perform additional duties and assignments, as requested.

SKILLS AND QUALIFICATIONS

Two years accounting experience or equivalence of two years working experience in Fiscal Services or Accounting related field preferred.

A working knowledge of Microsoft Office, Excel and Word.

Excellent written and verbal communication skills.

Strong organizational skills, the ability to monitor and prioritize work load and meet strict deadlines.

Willing to learn and utilize complex computerized software systems.

Enjoys working with numbers and is able to focus on detail and accuracy.

Interpretation and problem solving skills.

Ability to communicate (verbal and written) effectively and appropriately with others.

Ability to work in a team environment and provide assistance in collaborative fashion.

Exhibit II

13

Section 4
Provider Budget
(Attachment B)

Ashtabula County Community Action Agency
RFP #2-22

**Section 4
Applicant Budget
Attachment B**

**Applicant Budget
Summary**

Applicant: Ashtabula County Community Action Agency	Homeless Assistance
Date From: 10-1-2022	To: 9-30-2023

	Program	TANF
I. Staff		
A. Salaries	\$ 49,577.41	\$ 10,926.23
B. Payroll-Related Expenses	\$ 6,925.09	\$ 2,265.27
Total Staff Costs	\$ 56,502.50	\$ 13,191.50
II. Operations		
A. Travel and Short-Term Training	\$ 670.00	\$ 145.00
B. Consumable Supplies	\$ 522.00	\$ 235.00
C. Occupancy Costs	\$ -	\$ -
D. Contract and Professional Services	\$ 725.00	\$ 50.00
E. Other - Miscellaneous	\$ 97,007.20	\$ 46,805.20
Total Operational Costs	\$ 98,924.20	\$ 47,235.20
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 155,426.70	\$ 60,426.70
IV. Minus Other Program Resources	\$ 95,000.00	\$ -
Total Program Costs	\$ 60,426.70	\$ 60,426.70

Budget Computation

Total Operating Expenses	\$ 60,426.70	\$ 60,426.70
Divided by Total Operating Units	56.00	56.00
= Unit Rate	1079.048214	1,079.00
Unit Rate	1,079.00	1,079.00
X number of units purchased	56.00	56.00
= Total Contract Amount	\$ 60,424.00	\$ 60,424.00

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	\$ 0.55	\$ 395.00	\$ 45.00
Short-Term, Training	\$ -	\$ 275.00	\$ 100.00
Total Travel and Short-Term Training		\$ 670.00	\$ 145.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 122.00	\$ 35.00
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ 400.00	\$ 200.00
Other (identify)	\$ -	\$ -
Total Consumable Supplies	\$ 522.00	\$ 235.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	N/A	
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone		
Sewer		
Other (identify)		
Other (identify)		
Total Occupancy Costs	\$ -	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Personnel Consultants (EAP, WC, Etc.)	\$ 45.00	\$ 20.00
Agency Insurance	\$ 80.00	\$ 30.00
HMIS Software Fee	\$ 600.00	-
Total Contract & Services Costs	\$ 725.00	\$ 50.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Printing/Copying	\$ 100.00	-
Administration	\$ 5,095.20	\$ 3,175.20
Postage	\$ 130.00	\$ 30.00
Participant Rental Assistance	\$ 91,682.00	\$ 43,600.00
Total Miscellaneous Costs	\$ 97,007.20	\$ 46,805.20

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
N/A			
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
N/A			
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Homeless Crisis Response Program- Partner	\$ 95,000.00	
Total Other Resources	\$ 95,000.00	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **9/1/2022 9:25:07 AM**

This search produced the following list of 6 possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between Ashtabula County Job & Family Services and Ashtabula County Community Action Agency for a TANF Services Sub-Grant Agreement.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/2/22
MJH 9.1.22

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 Contract Services**; not to exceed **\$15,106.00** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.



David Thomas
Ashtabula County Auditor

Date: 9/12/22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Beatitude House, located at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504) and whose phone number is: 330-744-3147 or 440-992-0265 (hereinafter referred to as the "Subgrantee") to provide Transitional Housing for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Beatitude House.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2022** through **September 30, 2023** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: **\$ 66,000.00**

The unit rate is: **\$15.00 per person per night.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504).**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.
- Insurance:** The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.
- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

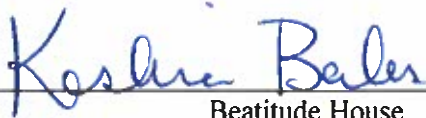
SIGNATURES:



Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22

Date



Beatitude House

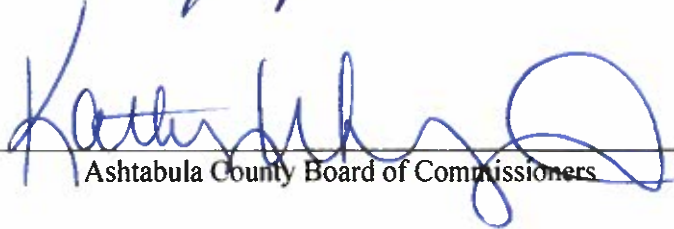
9/7/22

Date



9-20-22

Date



Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENE.E.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

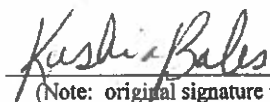
**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Beatitude House
ADDRESS: 238 Tod Lane, Youngstown, OH 44504
PHONE: (330) 744-3147 FAX: (330) 744-3991
SERVICE SITE (if different than above): A House of Blessing, Ashtabula
ADDRESS: 3404 Lake Avenue, Ashtabula, OH 44004
PHONE: (440) 992-0265 FAX: (440) 992-0394
FEDERAL TAX I.D. NUMBER: 34-1662460
EXECUTIVE DIRECTOR/DIRECTOR: Keshia Bales
PROGRAM COORDINATOR: Tammy Weatherbee EMAIL: tweatherbee@beatitudehouse.com
FISCAL CONTACT: Brigid Kennedy EMAIL: bkennedy@ursulineministries.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Keshia Bales SIGNATURE: 
(Note: original signature must be in blue ink)
TITLE: Director DATE: 6-23-22

Beatitude House: Transitional Housing Program

Section 3
Program Planning and Development

Section 3: A

- 1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.**

Beatitude House, A House of Blessing Ashtabula (HBA), proposes to provide safe and secure housing for homeless individuals and families in Ashtabula County. The Transitional Housing Program of Beatitude House is a comprehensive program which uses evidenced-based, innovative, outcome-driven interventions designed to prepare our residents to obtain and maintain permanent housing in the community. We employ a multi-level approach that addresses the economic, social and emotional barriers that have limited our residents' ability to gain stability in their lives. Program services include case management, education assistance, employment assistance, financial literacy, mental health counseling, parenting programs, assistance in securing permanent housing, and extended care for program graduates. Beatitude House is committed to disadvantaged individuals and families. By creating homes, providing educational opportunities and fostering healthy families, we provide them with the opportunity to transform their lives.

Beatitude House proposes to provide these services at a unit rate of \$15.00 per one overnight visit for each TANF-eligible person in a singular, fully-furnished family unit, which includes utilities and access to all program support services. The proposed amount includes an increase over the previous rate of \$12.40/per one overnight visit. This is due, in part, to charted increases of our fixed costs as well as the rising costs of utilities resulting from the impacts of regional and national inflation. Further, additional impacts on program costs include last year's changes that only permitted us to count TANF-eligible women and children for merely the first four months of their visit with us. While our program has proven success in assisting families in stabilization of immediate housing needs for successful transition to permanent housing within the community, adequate planning for safe and long-term housing solutions often requires eight to twelve months for the process and its related challenges. Additionally, apartment turnover and preparations are affected by marketedly increased wait times—as compared to last year--due to supply chain issues and long wait-times for vendors that provide us with bids and repair schedules. Notably, despite the increased unit rate, we contained our request through decreasing the overall number of units as well as reducing the total requested amount for program support.

Our objective is to not only provide our participants with a safe and secure place to live, but also to empower them to set obtainable goals for themselves. The stability of having an address instills the confidence to apply for jobs, enroll in school, and builds confidence to be responsible members of the Ashtabula community. Reducing homelessness improves communities by reducing crime rates, delinquency rates, and encourages disruption of the cycle of generational poverty. Further, reducing group setting and shelter living arrangements and replacing the lifestyle with a safer alternative, such as singular apartment residency, we also assist in combatting the spread of the COVID-19 virus through reduced communal living and the likelihood of COVID-19 exposure. Beatitude House offers services for the whole family. Research supports, and our over 30 years of experience confirms, that comprehensive services designed to improve self-confidence along with stable housing leads to positive and permanent outcomes. This year, we are celebrating the milestone anniversary of ten (10) years of service to the Ashtabula community through providing housing for homeless women and children within Ashtabula. Within the past ten (10) years, we've served 136 households, which includes over 300 women and children. Of those who have transitioned from our program, 95% secured permanent housing within the community.

Beatitude House will be able to meet the needs of TANF-eligible participants in several ways. The homeless individuals and families served at Beatitude House often experience a number of barriers to successful

permanent housing beyond being single parents of children. Many are victims of crime (domestic violence, sexual assault, and abuse); are underemployed; lack an education; have a disability (mental, physical, emotional, and/or developmental); have a criminal history; are in recovery; and are often trying to overcome generational poverty along with these challenges. Further, other local programs may have eligibility criteria such as income requirements, addiction/recovery status, criminal history restrictions, and/or mental health screening barriers. Beatitude House provides services to address the gaps in other community service programs as we have very few barriers to housing.

Beatitude House has been providing transitional housing for over 30 years. While this program has always focused on the individual needs of each client our program has evolved and adapted to meet the ever changing needs of homeless families. Staff continues to receive continuing education on a variety of topics in order to stay up-to-date on evidence-based best practices. Beatitude House assigns every client a Case Manager to ensure that each person receives client-centric, comprehensive and trauma-informed care for their entire family. This population's high barriers to permanent housing require both in-house and outsourced community resources. Many of these services are utilized in-house to provide easy access for the client. Beatitude House has been operating transitional housing under this model for 30 years. Our services must be coordinated, integrated, evidence-based, family-oriented, competent and relevant. Our Case Manager also serves as a link to other resources in the community.

Beatitude House's mission is in alignment with TANF's expressed grant objectives and meets the primary objective by providing homeless women and children with the opportunity to live in safe, secure apartments along with additional supportive services as opposed to shelter-based communal living environments that provide limited—or zero--access to supportive services. A safe and secure environment is paramount for establishing stability so that those we serve may be provided case management and referrals to community-based support in order to achieve and sustain healthy lifestyle changes as they transition to permanent housing. Without safe, stable housing and supportive case management services, families are more likely to experience cyclical and damaging events that impact women and children immediately and also ongoingly. Without Beatitude House's services, many families experience life-altering experiences such as the disruption of the familial unit. Without safe, stable housing, children are separated from their natural parents and placed into foster care and/or within the care of family members—if available. Though family reunification is always the goal, whenever possible, without stable, safe housing this barrier is formidable and difficult to overcome.

Additionally, in order to address long-term stability, Beatitude House provides case management at the onset of program involvement. From the very first day, participants work with their case manager to create a housing stability plan that identifies a participant's barriers to permanent housing and begins to create action steps to remove those barriers. Further, each participant creates her own set of personal goals. This plan is reviewed and updated every ninety (90) days. Appropriate in-house services are offered and community resource referrals are made accordingly. As the program is comprehensive, the needs and goals of the clients are reassessed routinely, and referrals for services/interventions are provided accordingly.

For participants who are separated from their children, their case manager works with them to ensure they are achieving their goals and addressing barriers ongoingly. They also work with the child(ren) and other agencies to ensure a smooth transition for the family during the reunification process as appropriate.

Beatitude House case managers and support staff are trained in mental health interventions that integrate Trauma-Informed Care (TIC) as well as Motivational Interviewing (MI) techniques that ensure delivery of qualified and effective services. All staff are trained on "Bridges out of Poverty" curriculum as well as its implementation program, "Getting Ahead." This program is offered to clients to assist in financial education

to those we serve, and the “Bridges out of Poverty” curriculum provides invaluable insight into the decisions clients make in crises so staff and families may work together in case management planning.

Services offered include:

Case Management: This service assists clients in managing the obstacles they face in overcoming homelessness and achieving permanent housing. These services are synchronized to make sure educational goals and services are being utilized for all members of the family. Also, the Case Manager links the family to supportive community resources. Primary to the Case Manager’s task is to connect the client with any cash and non-cash benefits for which the individual may qualify.

Further, the Case Manager works with other resources to assist the client in achieving or increasing income. Beatitude House links clients with employment services and job training. All case management services help ensure clients transition to permanent housing in the community and that they are able to maintain that housing long-term.

Counseling: In many cases the individuals and families served come from backgrounds of abuse, neglect, and violence. Given their history, compounded by the experience of homelessness, these families can suffer from depression, low self-esteem, post-traumatic stress, and are plagued by fear and doubt. Personal growth, goal setting, and confidence building are necessary for the families to regain stability. These goals are supported through counseling. In Ashtabula, Beatitude House collaborates with the Community Counseling Center and Signature Health.

Group: Group support and educational sessions are held routinely and are led by staff or outside speakers on specialty areas. Topics include parenting, budgeting, credit counseling, time management, housing issues, health and nutrition, and stress reduction. These topics are offered on an individual basis. Although all services we offer are voluntary, A House of Blessing Ashtabula’s staff have a very high participation rate due to their exceptional commitment to their clients. The clients in Ashtabula are offered daily group support sessions at multiple times during the day. The routine of going to group sessions promotes the value of getting up and out of the house every day, which helps keep the clients engaged and motivated. Now that COVID restrictions are relaxing we are starting to resume group activities that are modified according to the recommendations set by the CDC.

Services for Children: Case Managers also coordinate the needs for resident children, including advocating for their needs in the community and educational settings. These needs are assessed as a part of the intake process and are revisited routinely. Enrichment activities for the children and the families as a whole are arranged and coordinated. Play areas for the younger children and study areas for school-age kids are available to help facilitate a happy and successful experience. The children also have the opportunity to attend summer camps.

Emergency Services: All clients have access to a Beatitude House employee 24 hours a day, 365 days a year. In addition to normal work hours, all participants can access support by utilizing a 24-hour emergency number that is monitored by Beatitude House staff.

2. Explain the need for the proposed program in Applicant’s service area and provide supporting evidence (How will this program benefit the Applicant’s service area?).

Recent regional statistics provide evidence of the need for safe, stable, transitional housing options for homeless community members of Ashtabula. According to the 2020 Ohio Poverty Report, Ashtabula County

has one of the highest poverty rates (20.3%) in the entire state of Ohio. Despite the proximity to Lake Erie and all of the resources it brings, Ashtabula County continues to struggle economically. Ashtabula has the lowest per-capita, per-family, per-household incomes of any Ohio county by the lakeshore. Female-headed households with a minimum of one child (often more) are the largest group living in poverty. Currently nearly 40% of these families live below the poverty line. In addition, many of the women we serve have suffered multiple traumas in their lives including domestic violence and experience challenges resulting from complex trauma. Research reveals that untreated trauma has a correlation with mental illness; substance abuse and addiction; and co-occurring conditions. Supportive services and stable housing position families to receive much-needed treatment and services that lead to positive impacts on the community as a whole by decreasing homelessness and stabilizing families for a healthier way of life.

The most recent January 2021 Ashtabula Point-In-Time (PIT) Count reported that there were 42 homeless individuals who were temporarily sheltered, and this included thirteen (13) families. Ten (10) of the families were residing at our Transitional Housing program while three (3) families were temporarily sheltered at Homesafe (an emergency domestic violence shelter). Further, there were also nine (9) adults sheltered at Samaritan House (emergency shelter). Due to the time of year and dire circumstances, some homeless mothers were separated from their children to ensure temporary shelter and were housed separately at someone else's home for an emergency measure. Due to COVID-19 and CDC mandates, a PIT Count was not performed. Reported statistics do not include families that are living in over-crowded, temporary housing arrangements with other family members, friends, or acquaintances, as termed by HUD as "couch-surfing." This fact represents a greater need that statistics fully reveal, and Beatitude House provides solutions to this ongoing community problem.

Currently, potential participants for A House of Blessing Ashtabula are accepted through the coordinated entry system in Ashtabula. The agencies that run Coordinated Entry here are Catholic Charities, Community Action and Samaritan House. We can also accept applicants for the domestic violence shelter, Homesafe. Our staff are part of the Housing Advisory Board and serve on the Prioritization committee for coordinated entry in Ashtabula.

The program, A House of Blessing Ashtabula, began in 2012 at the request of the community. Citizens concerned with the amount of homeless families in Ashtabula County began researching organizations that could help alleviate the situation. Becoming familiar with the services provided by Beatitude House in Youngstown, they sought to duplicate this successful program in their community. These citizens donated the money to open A House of Blessing Ashtabula. Since opening, we have relied on other sources of funding such as government grants, private foundations and special events.

This Beatitude House transitional housing program is the first of its kind in the area. A House of Blessing has been serving homeless families in Ashtabula for 10 years. We change people's lives by focusing on empowering our participants to move from poverty to permanent housing and economic stability through education, counseling, and support services. There are currently ten transitional housing units (1, 2 and 3 bedroom apartments) that house up to 10 women and 10-14 children at any given time.

3. Experience of Applicant in administering the proposed services

Beatitude House has been providing housing and support services to homeless women for over 30 years, beginning with four units of transitional housing in Youngstown in 1991. Since then, the organization has expanded several times and has adapted to the changing needs of the community, all while staying true to the mission to serve homeless women and children. Currently, 75 individuals, including 47 families are being served in Northeast Ohio by Beatitude House every day.

Beatitude House has received multiple government grants for the Mahoning County & Ashtabula locations for many years including HUD, ODOT, OHFA, ESG, CDBG and TANF. As compliance is key, Beatitude House consistently and promptly submits all required reports to document proper use of funds, as well as achieving goals and meeting deadlines.

4. **Provide statistics about your program's past performance and the projected number of clients to be served.**

Since 2012, A House of Blessing Ashtabula (HBA) has served 136 women and 174 children. Our previous fiscal year's statistics provide the following data: we served 36 people, 20 adults, and 16 children. Of the twenty (20) adults served, ten (10) adults reported domestic violence occurrences, and seven (7) adults were fleeing a domestic violence situation at the time they moved into our homes. All of the sixteen (16) children were under the age of five (5). Research supports developmental stages are most fragile during birth to five years of age, and a stable living environment (free of domestic violence and poverty-related events) has a monumental impact on their lives immediately as well as throughout the developmental stages into adulthood.

Beatitude House's mission is to stabilize families and end the cycle of poverty and homelessness. The Ohio Balance of State (areas not in larger cities) Continuum of Care (COC) requires that 83% of participants transition to permanent housing. Ashtabula's House of Blessing (HOB) continues to meet and exceed the COC's exit measures. As evidence, last year's reporting outcomes documents that 95% of program participants transitioned to permanent housing.

Family reunification is a primary goal of this program. Many mothers of the program lost custody of their children temporarily due to being homeless, and were provided an opportunity for reunification once stable housing was secured. Consequently, our case managers work with the mothers and the CSB worker to facilitate reunification as soon as possible. Due to successful housing placement and case management involvement, three (3) families were reunited during the past fiscal year, and this included one mother who regained custody of her four (4) children.

We propose we will serve approximately 37 individuals during this grant period.

5. **Applicants must provide a description, as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes**

Gathering and monitoring information keeps us engaged in the needs of our clients and provides resources to evaluate the effectiveness of our programs. Information is gathered and maintained throughout the family's participation at Beatitude House. Collateral information is tracked. Case plans are monitored and evaluated throughout the client's involvement. Statistical and demographic information is maintained in our program database and reviewed routinely.

Information is also logged into the national Homeless Management Informational System (HMIS) database that tracks certain goals and objectives created by The Department of Housing and Urban Development (HUD). While this program does not receive any HUD funds we do receive funding from the state through the Ohio Department Service Agency (ODSA) Supportive Housing Program. This program follows the same goals and objectives as HUD and we are required to report on our progress of these goals every six months.

Beatitude House also utilizes client satisfaction surveys for all transitional housing clients upon exit from the program. Information on the surveys is completely confidential unless the client requests assistance completing the survey from a staff member. Data collected through the surveys is compiled and the aggregated data is shared with members of the housing committee and the Ashtabula advisory committee and used to improve programming.

Beatitude House also utilizes a case management and database software system called *Apricot* that allows us to greatly increase our efficiency. The software is cloud based and HIPPA compliant. Currently we are using this system to directly input case notes. Eventually the client's Housing Stability Plan will be directly uploaded into the system and will be tracked and monitored by staff. In addition, all client outcomes will be tracked in the system allowing for easy report generation. Staff will be able to email clients through the secure system, which is beneficial when the client's phones are turned off and contacted is limited. Utilization of this software system will ultimately allow staff to work more effectively and efficiently with their clients.

Staff members are trained in motivational interviewing and have the ability to assess each case based upon their presenting needs. Obstacles and goals for program completion are identified upon entry into the program and are monitored weekly for modification (if needed) and progress. Interaction with clients is trauma-informed and has the flexibility to evolve.

Identified client barriers and obstacles are recorded and successful completion of goals are documented utilizing the new case management software.

Participant demographics including geographic area served and client characteristics are collected. The number of participants exiting to permanent housing and earned income at exit will be tracked.

Professional development opportunities are provided to all Beatitude House staff members, and all credentialed staff members secure Continued Education Units (CEU's) training according to their state licensing requirements. Beatitude House also reimburses staff for the cost of obtaining and renewing any licenses that are related to their job duties and responsibilities.

6. Days and hours program is available.

Our staff is available and services are offered during normal business hours but clients have access to a Beatitude House employee 24 hours by utilizing a 24-hour emergency number that is monitored by staff on a rotating basis.

7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

Below is a list of our last 5-year funding sources. We do not assign a unit rate to the funding sources for this project. TANF funds for our housing program in Mahoning County uses the same unit type (one TANF eligible homeless person per night) for the unit rate of \$33.87.

Year	Grant	Amount
2017	Ohio Dept. Services Agency (ODSA)	\$54,253
2017	Episcopal Community Services	\$5,000.00
2017	Sisters of Charity	\$10,000.00
2017	Northwest Charitable Foundation	\$2,500.00
2017	United Way Ashtabula	\$12,998.00

2017	United Way Donor Designations	\$4,914.00
2017	Ashtabula Foundation: Geneva Youth Philanthropy Board	\$750.00
2017	Ashtabula Foundation: A-Tech Youth Philanthropy Board	\$1,075.00
2017	Ashtabula Foundation	\$250.00
2017	Youngstown Foundation	\$1,895.00
2017	Peace Race Foundation	\$500.00
2017	Cathleen A. Conroy Charitable Foundation	\$750.00
2017	Robert S. Morrison Foundation	\$1,000.00
2018	Episcopal Church Diocese Ashtabula	\$5,000.00
2018	United Way Ashtabula	\$7515.00
2018	United Way Donor Designations	\$2592.00
2018	Ashtabula Foundation: Geneva Youth Philanthropy Board	\$750.00
2018	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600.00
2018	Ohio Dept. Services Agency (ODSA)	\$60,000
2018	Ashtabula Foundation	\$20,000.00 Roof Repair*
2018	Capri Cafaro	\$25,000 Roof Repair*
2018	Nassief Car Dealer and Toyota Match program	\$10,000 Roof Repair*
2018	Robert S. Morrison Foundation	\$20,000.00 Roof repair*
2019	Episcopal Diocese	\$5,000
2019	Ursuline Sisters of Youngstown	\$5,000
2019	Saybrook United Methodist Church	\$1,000
2019	Greg & Anne M. Stolfer	\$1,000
2019	Helen Nassief Family Trust	\$2016
2019	Paul & Tina Spingler	\$2,000
2019	Joseph & Mary Kay Delpriore	\$10,000
2019	Rick & Kimberly Ryel	\$2,000
2019	Zonta International	\$2,500
2019	Ohio Dept. Services Agency (ODSA)	\$54,360
2019	George & Elizabeth Pavlov	\$5,000
2019	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600
2019	Ashtabula Foundation	\$4,500
2019	United Way Ashtabula	\$9,313
2019	United Way Donor Designations	\$1,431
2019	Masternick Foundation	\$20,000
2019	Dominion energy Charitable Foundation	\$2,500
2019	Raskob Foundation	\$20,000
2019	F Ralph & Mary T Fagert Foundation	\$2,000
2020	Ursuline Sisters of Youngstown	\$8,000
2020	Joe & Mary Kay Delpriore	\$10,000
2020	Helen Nassief Family Trust	\$1,000
2020	Capri Cafaro	\$3,000
2020	Frank Dixon	\$5,000
2020	David Stuart	\$2,000
2020	Philip Cracraft	\$1,000

2020	Tom & Mary Fleming	\$10,000
2020	Grand River Academy Youth Philanthropy	\$2,500
2020	Dominion Energy Charitable Foundation	\$2,500
2020	Robert S. Morrison Foundation	\$20,000
2020	Conrad Hilton Fund	\$10,000
2020	Ashtabula Foundation (COVID-19)	\$10,000
2020	Ashtabula Foundation: Zonta	\$1,000
2020	John & Denise York Foundation	\$5,000
2020	John D Finnigan Foundation	\$2,000
2020	Florence Simon Beecher Foundation	\$2,000
2020	Ohio Dept. Services Agency (ODSA)	\$54,360
2020	United Way Ashtabula	\$15,700
2020	UW – donor designated	\$1,703
2021	Ohio Dept. of Development (ODOD, formally ODSA)	\$54,360
2021	Halstead Family Trust	\$5,000
2021	Gloria Anderson	\$2,500
2021	George and Elizabeth Pavlov	\$10,000
2021	Kenneth & Kathleen Dimoff	\$10,000
2021	McMaster Car Supply	\$10,000
2021	Roger & Gloria Jones	\$5,000
2021	Community Foundation of the Mahoning Valley (Kennedy Fund)	\$10,000
2021	Community Foundation of the Mahoning Valley (Beeghly Fund)	\$5,000

*In 2018 we had to replace the roof on our Ashtabula building for \$113,000. These donations were restricted to the roof repair and were a one-time donation.

Section 3: B

State the history of the Applicant Organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

Incorporated in August 1990, Beatitude House's founder Sister Margaret Scheetz had not planned to begin a program for homeless women and children. However, one night in 1988, she turned on the television and watched a made-for-television movie that changed her life and the lives of thousands of women and children. *God Bless the Child* told the story of a homeless woman who was forced by her circumstances to give up her daughter. Sister Margaret had a vision, and in 1991 Beatitude House was born in response to the recognizable and growing needs of single mothers in Youngstown. The program combined housing stability and supportive services to help residents permanently escape the cycle of poverty.

With the support of the Ursuline Sisters of Youngstown, Sr. Margaret worked to solicit funds to start a transitional housing program for homeless women. The program, A House of Blessing Youngstown, began with an anonymously donated home on the north side of Youngstown, which featured five total apartments— four for clients and one for the resident manager. Today, Beatitude owns and operates 47 housing units. Financial support includes grants from local, state, and federal governments as well as private foundations, special events and private donor contributions. The main sources of funding for this program are the Ohio Department of Development and the Ashtabula County Jobs and Family Services (TANF).

In 2006, Beatitude House established its Permanent Supportive Housing program for homeless women with disabilities that prevent them from obtaining and maintaining stable employment. In 2018, our Northside of Youngstown transitional housing units switched to Permanent Supportive Housing (PSH). Our PSH program has a total of 17 onsite and 20 scattered site apartments throughout Mahoning County.

In 2008, services began for our Immigrant Outreach program (formerly English Language Learners), a program offering English as a Second Language (ESL) classes with babysitting, tutoring for school age children, mentoring, food pantry access, outreach services and enrichment activities to non-native English speaking adults and their families. This program benefits men, women and children from a variety of countries and backgrounds and assists them in acclimating to their new culture. This service is not limited to clients of Beatitude House housing programs.

In 2012, A House of Blessing Ashtabula (HBA) opened after a group of residents, concerned with the growing plight of homeless women and children in the area, contacted Beatitude House of Youngstown to bring this successful program to Ashtabula. This transitional housing program is the first of its kind in the Ashtabula area. HBA serves homeless families by focusing on empowering women to move from poverty to permanent housing and economic stability through education, counseling, and support services. The women and children we serve are 'literally homeless' this is a term which means living in their car, coming from shelters or living in areas not meant for habitation. Beatitude House works to stabilize families and end the cycle of poverty and homelessness. Despite the pandemic we were able to move 9 families to permanent housing in the community allowing us to quickly move families out of dangerous congregate living in shelters into separate, individual apartments.

A House of Blessing Ashtabula features ten transitional housing apartments, a laundry room, women's group room, children's playroom, and office space. The program can serve 10 women and 10-14 children at any given time. Each apartment has private kitchen and bathroom facilities, allowing families to enjoy privacy in their own homes. By being in the same complex they can reap the benefits of learning from, sharing with, and supporting families in similar situations. Since 2012, HBA has served 136 women and 174 children with last year providing housing to 20 homeless families including 16 children.

In 2017, the Ursuline Sisters Scholars program became an additional program under the Beatitude House umbrella and expanded services to include the Ashtabula region in 2018. This program helps economically-challenged students and adult-learner parents obtain post-secondary education by providing essentials like gas money, transportation, food, and miscellaneous needs that contribute to barriers in education completion. We have expanded this program beyond traditional academic options that currently include trade schools in order to promote skill-building that translates into increased employment options for our program participants. help individual obtain a skill and can get through to a living wage sooner.

Last year, we celebrated the 30th anniversary of the first family moving into our transitional housing program in Youngstown, Ohio. Since then, Beatitude House has served over 7,500 women and children and has continued to expand its services based on community-identified needs. As evidence of program growth, at any given time, forty-seven (47) formerly homeless families are currently served through Beatitude House's programming.

Despite pandemic-related challenges of the past two years, Beatitude House staff has remained committed to service to the Ashtabula community and to the families in need and remained steadfast in delivery of services. For example, staff members rotated site-presence while abiding by CDC mandates to ensure a constant presence for the families as well as service in the event of an emergency. Further, although there were no face-to-face meetings, our case manager provided reliable and frequent telephone and technology-based check-in's with all

residents. Beatitude House staff continue to abide by CDC guidelines while providing consistent and reliable service to our families.

As a marker of growth and stability within the Ashtabula community, Beatitude House will celebrate ten (10) years of providing housing for women and children within the Ashtabula community.

Beatitude House is part of the Ursuline Sisters Mission (USM) and is governed by their board as of the fall of 2021. The Ashtabula Advisory Committee is still active and meets quarterly. The Ashtabula Advisory Committee are members of the local community that dedicate their time and expertise to assist in making A House of Blessing Ashtabula a success. The committee members meet regularly and are involved in all aspects of the agency.

Ursuline Sisters Mission Board of Directors 2022-2023

Sr. Mary McCormick, Chair	Superior, Ursuline Sisters of Youngstown
Sr. Regina Rogers, Vice-Chair	Pastoral Associate, St. Edward (Youngstown)
M. Brigid Kennedy, Secretary/Treasurer	Chief Mission Officer, Ursuline Sisters
Frank Dixon	Partner & CPA, Cohen & Co (retired)
Sr. Mary Alyce Koval	Parish Leader, St. Luke (Boardman)
Patrick Lowry	Senior Advisor, U.S. Congressman Tim Ryan
Sr. Patricia McNicholas	Donor Relations, Ursuline Sisters Mission
Scott Schulick	First Vice President/Investments, Stifel
Shelia Triplett	Executive Director, MYCAP
Rev. Steve Zeigler	Pastor, St. Paul The Apostle Church

Ashtabula Advisory Committee 2020-2021

1. Moises Cirilo – Manager, Family & Community Engagement
2. Rick Coblitz – President, A. Louis Supply Co.
3. Brian Eliason – Discharge Facilitator, Glenbeigh
4. Lora Faenza MS, LCDC III – Family Drug Court Coordinator, Ashtabula County Juvenile Court
5. Darla Jones – Ashtabula Metropolitan Housing
6. Meagen Farrell Howe – Mustard Seed Training
7. Stephanie Miller – A-Tech LPN to RN Program
8. Ann Pean – Zonta Club
9. Johanna Slivinske MSW, LISW-S, Kent State University
10. Russ Simeone – Our Lady of Peace Parish
11. Pat Van Allen

Ursuline Sisters Mission/Beatitude House Organizational Chart (see attached)

Due to continued development based on growth of the programs, Beatitude House recently adjusted its organizational structure. Beatitude House has been part of the Ursuline Sisters Mission (formally Ursuline Ministries) since its inception. This organization was established in 2017 to ensure the ministries started by the Ursuline Sisters of Youngstown would continue to stay true to the mission of Saint Angela Merici. On September 25, 2021, the Beatitude House Board of Directors formally met and voted to dissolve the board and permit Beatitude House's governance by the Ursuline Sisters Board of Directors.

Merici Housing, a small permanent supportive housing project in Mahoning County for homeless people living with HIV, was also a ministry governed by the Ursuline Sisters Mission Board. As part of the development, it was decided to merge all of the housing projects under Beatitude House. This new structure will offer more flexibility and provide better services for all of our housing clients through shared resources and collaboration.

Brigid Kennedy, former chair of the Beatitude House Board of Directors, will continue to serve as the Chief Mission Officer/President of both organizations and also as the Secretary/Treasurer of the Board. Members of the former Beatitude House BOD still serve in an advisory capacity as well as through various committees. Keshia Bales, who previously served as the Beatitude House Director, has been promoted to Chief Program Officer for Ursuline Sisters Mission. Additionally, Whitney Washington-Suber, former Director of Housing and Support Services, has been promoted to Beatitude House Director. For further details, please see the attached document for the full organizational chart.

Section 3: C

1. An explanation of qualified staff associated with the proposed service must be provided, as well as, job descriptions for all positions addressed in the program description and budget in order to demonstrated an acceptable level of staff experience and capabilities in performance of the proposed service.

Brigid Kennedy is the President/CEO of Ursuline Sisters Mission/Beatitude House, and is highly qualified for this position. She has a Bachelor of Arts in Humanities as well as a Master of Business (MBA) degree. She also holds an Executive Certificate in Leadership and Management from the University of Notre Dame.

Keshia Bales is the Chief Program Director for Ursuline Sisters Mission. The Chief Program Director for Ursuline Sisters Mission (USM) provides oversight to the Program Director of Beatitude House, along with the Directors of USM's Adult Education and Children's Program. The Chief Program Director works closely with the CEO to ensure the programs reflect the charism of the Ursuline Sisters of Youngstown while promoting and enhancing service delivery and programming of the agency. The Chief Program Director also provides human resources support across the programs through careful selection of appropriate staffing; fosters communication amongst ministry programs; and assists with implementing all agency policies and procedures. Keshia is expertly-qualified for this position. She has served Beatitude House for over ten (10) years, starting as an intern and working her way up to Director. Due to her commitment and expertise, she has recently been promoted to her new role across all USM ministries. She has a Master's Degree in Social Work and is a Licensed Independent Social Worker.

Here is a list of other key staff members and their job descriptions:

Director – Whitney Washington Suber has recently been promoted to this position. Previously Whitney served as the Director of Housing and Supportive Services, while providing supervision to the support staff. Further, she continues in assisting with planning, implementing, and further developing the housing program. Whitney has prior case management and supervisory experience within our housing program as well as additional experiences in providing services to those with substance use disorders and mental illness. This is especially helpful while working with the population we serve. Whitney has a Master of Social Work Degree and is a Licensed Social Worker, which equips her with the needed education to provide intensive supervision to support team staff and program development and advancement.

TITLE: Director

PROGRAM: All Programs

CLASS: Full-Time Exempt

PURPOSE AND POSITION SUMMARY

The Director plans and coordinates all services and programming to assure the personal growth of each family member in the Beatitude House programs. The Director represents the professionalism and dedication that is associated with Beatitude House and the Ursuline Sisters.

ACCOUNTABILITY

The Director is accountable to the President of Ursuline Sisters Mission.

RESPONSIBILITIES

To present a public image that is consistent with the mission and goals of Beatitude House and Ursuline Sisters Mission, the Director will:

- Integrate the mission and values of Beatitude House into the operations of the Ursuline Sisters Scholars, Housing, and Immigrant Outreach programs
- Provide leadership and promote a positive work culture among staff members
- Maintain, further develop, and carry out all policies and procedures of Beatitude House
- Participate in scheduled board meetings and committees as requested
- Carry out public relation activities in a professional manner
- Provide representation at meetings of groups or organizations with focus similar to the goals of Beatitude House and in the civic community
- Establish positive partnerships with area resource providers
- Abide by code of professional ethics
- Ensure ongoing evidence-based training and development for all staff members

To provide the necessary services for the growth of our staff and clients the Director will:

- Coordinate with the President of Ursuline Sisters Mission in establishing consistent support service standards while training and holding support service staff accountable for meeting standards
- Continually explore and integrate new evidence-based practices and new programming when appropriate
- Support program and department directors in the pursuit of their professional development and in supporting the staff they supervise

To support the long-term viability of the organization the Director will:

- Ensure all performance measures are being met across programs
- Monitor and maintain the agency database and provide reports as needed
- Remain knowledgeable regarding national and local trends in the areas of housing for the homeless
- Lead broad planning processes within the agency and monitor progress
- Provide leadership in the development of new programs
- Provide for evaluation of all programs
- Supervise the documentation of events that might have legal ramifications or be necessary in order to assist clients
- Cultivate donor and community partner relationships that will support Beatitude House programs and operations

QUALIFICATIONS

Masters degree in social work or equivalent with LISW or LPCC preferred
Excellent leadership skills

Subject matter expertise in the agency programs and services
Skilled in communication
Good interpersonal skills
Good organizational skills
Ability to work independently
Willingness to be versatile
Capable of making decisions
Experience in utilizing community resources
Valid Driver's License
Ability to climb stairs
Dedicated to ongoing personal and professional growth

Government Programs Administrator: Teresa Boyce currently serves in this position and brings a wealth of experience in serving through various roles over the course of more than twenty (20) years. She has faithfully served the mission of Beatitude House and its families through key roles which include: Development Director, Operations Manager, and Co-Director. Currently, she manages government grants as well as many other Development Departmental projects.

TITLE: Risk Manager/Government Programs Administrator (RM/GPA)
PROGRAM: Beatitude House/Ursuline Sisters Mission (USM)
CLASS: FT Exempt
Reviewed/Revised: 6/30/2022

PURPOSE AND POSITION SUMMARY

The role of the Risk Manager is to assist the USM president and lay leadership team with risk assessment, compliance, and policies. The role of Government Programs Administrator is to serve as resource to Beatitude House for all government grants and relations.

ACCOUNTABILITY

The Risk Manager/Government Programs Administrator is accountable to the USM President.

RESPONSIBILITIES

To ensure the mission and purpose of USM is carried out, the RM/GPA will

- Carry out the policies and procedures of USM and Beatitude House
- Publicly represent the interests and values of USM
- Participate in activities that advance and improve the viability of all sponsored ministries, such as fundraising events and resource developing/sharing

To assure that USM minimizes the risk of lawsuits or noncompliance, the Risk Manager will

- Meet with the president and other leaders as requested to identify potential areas of risk, including policies and procedures, property, and legal issues
- Assist the president and other leaders with correcting/mitigating compliance and risk issues as identified, which may include policy and procedure revisions, property remediation, legal issue research/liaison to agency attorneys, and housing compliance recommendations
- Ensure proper documentation occurs in the following areas by a representative of each entity; assist in this process where appropriate

- Annual policy & procedure review
- Annual “vehicle use” policy signed and current driver’s license and insurance on file
- Annual “conflict of interest” and “confidentiality” statements signed
- Background checks & VIRTUS training for all new employees and volunteers and every five years for current employees completed

Additionally, for Beatitude House

- Serve as the resource person for Worker’s Compensation claims, including communication with the Diocese of Youngstown
- Oversee all utility contracts and usage
- Complete special projects as requested, particularly related to operations

To assure compliance with and sustainability of all government grants for Beatitude House the Government Programs Administrator will

- Work with the Finance Director to prepare budgets for government grants
- Work with the Development Director, program staff and the Finance Director to compile, complete and submit all government grants
- Prepare and submit all government reimbursement requests and reports
- Keep current on all relevant government requirements and regulations
- Attend the annual Housing Summit and other trainings
- Track annual Fair Housing training by required employees
- Ensure all furniture and appliances purchased with government funds are properly tagged, logged, and tracked.
- Prepare for and participate in any government monitoring visits or program audits
- As requested, assist the property manager with government funded capital projects, program policy & procedure reviews, program material review
- Serve as the HMIS coordinator
- Represent Beatitude House with the Homeless Continuum of Care in Mahoning & Ashtabula Counties.

QUALIFICATIONS

- Bachelor’s degree in business or finance
- Three to five years experience in management
- Demonstrated ability to analyze data
- Ability to communicate well both verbally and in writing
- Good interpersonal relationships
- Good organizational skills
- Leadership qualities
- Ability to work independently
- Capable of making decisions
- Philosophy consonant with that of Beatitude House

Property Manager: Kisha Pierce. Kisha has a great deal of experience working with homeless and other disadvantaged women and children, serving as a case manager for several programs. She served as a Case Manager for Beatitude House since 2015 and now serves as the Property Manager. She also served as a

Property Manager for a housing program in alliance. She is very familiar with working with government agencies since both programs are HUD funded.

TITLE: Property Manager
PROGRAM: All Housing Programs
CLASS: Full-Time, Exempt
Reviewed/Revised: 6/17/2022

PURPOSE AND POSITION SUMMARY

The Property Manager serves as the landlord for all Beatitude House and Ursuline Center affiliated properties or properties that Beatitude House or the Ursuline Center leases. The Property Manager represents the professionalism and dedication that is associated with Beatitude House, the Ursuline Sisters, and the Ursuline Center.

ACCOUNTABILITY

The Property Manager is accountable to the Directors of Beatitude House and Merici Housing.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House & Merici Housing is accomplished, the Property Manager will:

- Carry out all policies and procedures
- Serve on designated Board committee(s), as requested
- Participate in scheduled Director's meetings
- Participate in Continuum of Care meetings and committees when requested
- Carry out public relations activities in a professional manner
- Establish positive relationships with landlords and maintenance vendors
- Provide supervision of maintenance and operations related staff as requested
- Abide by code of professional ethics
- Maintain professional growth through personal study, continuing education and professional networking
- Coordinate with Support Staff to enhance program delivery.
- Schedule and attend annual Fair Housing training for all housing staff
- Provide services as requested by the Directors

To ensure all tenants have safe, affordable housing, the Property Manager will:

- Serve as a subject matter expert in all HUD and other property related regulations
- Exhibit strong leadership and decision making skills and the ability to implement creative, proactive solutions in the best interest of our clients and the agency
- Collaborate with other staff members to ensure grant compliance and excellent service to our clients
- Maintain communication and agreements with landlords in units where Beatitude House or the Ursuline Center owns the lease and we sub-lease to a program participant
- Determine rental amount to be paid by tenants based on proper documentation from case-managers, according to HUD guidelines
- Conduct or oversee the distribution of documentation notifying tenants of annual recertification, rent due, and all other property related correspondence.
- Review each tenant's annual recertification materials, ensuring all required documentation for rent calculations is included

- Address lease violations with clients
- In consultation with the Director, initiate Notice to Vacate for tenants in violation of lease agreement
- Coordinate with agency attorneys as needed regarding move out notices and evictions
- File evictions as a last resort after implementing eviction prevention strategies
- Arrange for the Quality Housing Inspections of all units
- Perform the Environmental Review, if necessary, or delegate and supervise the task
- Perform move-in and move-out inspections for each unit
- Perform regular inspections for all units

In addition the Property Manager will:

- * Signs all lease agreement on behalf of Beatitude House for scattered site units
- * Oversee all sub-leases
- * Oversee all maintenance related projects that are the responsibility of Beatitude House
- * Work with the Site Administrator and/or Operations Assistant to monitor and track rental payments made by tenants.
- * Adhere to all financial process guidelines for security deposits and payments of rent and utility allowances in alignment with the internal controls
- * Proactively advise the Director of Beatitude House of program needs and improvements requiring funding for effective utilization of our resources

To ensure the long term sustainability of all buildings owned and operated by Beatitude House and the Ursuline Center, the property manager will:

- Work with the maintenance director to create and implement a preventative maintenance & capital repairs and improvement plan
- With the maintenance director, keep all building and maintenance logs up to date
- Work with vendors to ensure quality service
- Review all maintenance & operations contracts annually

QUALIFICATIONS

Required: High school diploma or equivalent, at least 2 years property management experience, knowledge of fair housing regulations, excellent communications & leadership skills, and the ability to work independently. A valid driver's license is also required.

Preferred: Bachelor's Degree in business management, real estate or related field, experience in working with HUD subsidized housing projects. Experience in a supervisory role.

Finance Director: This position is currently vacant.

TITLE: Finance Director
 Ursuline Sisters Mission Administrative Office
CLASS: Exempt
Reviewed/Revised: 6/30/22

PURPOSE AND POSITION SUMMARY

The Finance Director is responsible for executing or overseeing all the activities of the finance office of Ursuline Sisters Mission and its related corporations, including but not limited to preparation of financial reports, analysis allocation of program grants, payment of bills and the collection of all receivables. The Finance Director presents to the public the professionalism, dedication and a caring attitude that is associated with Ursuline Sisters Mission.

ACCOUNTABILITY

The Finance Director is accountable to the Ursuline Sisters Mission President

RESPONSIBILITIES

To ensure the efficient operation of the Finance Office and sound fiscal management of Ursuline Sisters Mission and its related corporations, the Finance Director will:

- Prepare monthly financial reports, including balance sheet, profit and loss statement and other reports for the Finance Committee and Board
- Participate in Finance Committee Meetings as needed
- Comply with federal, state, and local financial legal requirements
- Keep apprised of current legislation and compliance requirements, and advise management accordingly
- Prepare special financial reports as needed by program or development staff
- Analyze and summarize account information; monitor status, trends, and actuals to budget; and prepare forecasts as needed
- Work with Directors to prepare the annual budget
- Work in collaboration with the Directors and Development team on grant proposals, allocations, and compliance
- Actively collaborate as a member of the administrative team to assure coordination of and efficiency in financial matters
- Assure internal controls are followed and reviewing annually
- Ensure accounting records are accurate, complete and in accordance with generally accepted accounting principles
- Prepare asset, liability, and capital account entries
- Monitor and control account receivables and disbursements
- Oversee payroll process and benefits enrollment
- Provide orientation to financial policies, procedures, and forms to new employees as appropriate
- Prepare materials for and participate in the annual audit as needed
- Supervise bookkeepers
- Perform any other duties as deemed necessary by the Ursuline Sisters Mission president

QUALIFICATIONS

Bachelor's degree and three years experience in accounting, corporate or non-profit finance; CPA preferred

Proficient in QuickBooks and Excel

Supervision experience preferred

Excel at communicating financial information well both verbally and in writing

Ability to manage time well and meet deadlines

ATTRIBUTES

Flexible

Ethical/discreet

Strong problem-solving skills
Attentive to detail
Mission oriented

Site Administrator --Our current Site Administrator, Stacy Cole, has over 20 years of management experience, as well a 10-year background in direct client care. She has extensive experience working to help disadvantaged and disabled individuals build confidence to create a better, more stable future.

TITLE: Site Administrator
PROGRAM: House of Blessing, Ashtabula
CLASS: Full-time – Non-Exempt
Reviewed/Revised: 6/17/2021

PURPOSE AND POSITION SUMMARY

The Site Administrator is responsible for the day-to-day property and administrative operations of the Transitional Housing Site. The Site Administrator presents to the public the professionalism, dedication and a caring attitude that is associated with Beatitude House and the Ursuline Sisters of Youngstown.

ACCOUNTABILITY

The Site Administrator is accountable to the Property Manager.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House is accomplished, the Site Administrator will:

- Serve as the overall liaison and the “face” of the site, administrating the day-to-day operations
- Demonstrate hospitality during communications with all people interacting with the site (answering phone calls, greeting visitors and tenants, accepting donations, providing site tours, etc.)
- Review, coordinate and train volunteers at the site
- Help coordinate and be present for site related events, including enrichment and holiday activities, in coordinator with Support Service Specialist
- Attend community meetings and events as requested
- Prepare Incident Reports as needed
- Assist with carrying, answering, and responding to the emergency phone as requested
- Assist with public relations in Ashtabula County as requested
- Assist Property Manager in all other duties as assigned

To ensure the efficient fiscal and administrative operation of the offices, the Site Administrator will:

- Carry out all policies, procedures and financial protocols of Beatitude House
- Approve small purchase requests in maintenance related areas of the budget
- Send invoices to the accounting office in a timely manner
- Maintain appropriate financial records
- Prepare and maintain paperwork for budget requests
- Log donations, send acknowledgements, and make deposits promptly per policies
- Maintain site petty cash and gift card log
- Make site related purchases as needed (office, client related, maintenance related, etc.)
- Manage rent records, notices, and deposits, assisting the Property Manager

To ensure the building and all property of Beatitude House is secure and well maintained and that the site is able to support residents and staff, the Site Administrator will:

- Coordinate day-to-day maintenance
- Provide daily supervision to site custodial/maintenance worker
- Assess any site or maintenance emergencies and alert the proper staff
- Call out maintenance vendors for service/repair as requested by the Property Manager
- Assist with conducting inspections of the apartment and building
- Work with the property manager and maintenance staff on long-term maintenance and capital needs
- Monitor all security cameras and document unusual or suspicious activity as needed
- Maintain documentation of security issues and important interactions with tenants and alert property manager if need be
- Ensure that all security features are working properly
- Track security fobs, disabling them as needed
- Maintain a log of all keys given and returned/lost
- Coordinate all apartment turnovers with maintenance and support staff to ensure a quick transition to the next tenant (goal is within 2 weeks)
- Stock apartments for new tenants in coordination with the Support Service Specialist
- Track site vehicle maintenance and take vehicle for maintenance and repair appointments

To support the overall program operations at the site the Site Administrator will:

- Oversee the organization of gift-in-kind donations and apartment supplies, turning over donations quickly and ensuring site remains free of clutter
- Assist Support Service Specialist in crisis related situations
- Participate in team meetings with clients as needed
- Post information and host tenant related meetings to address questions, concerns, and provide reminders as needed
- Assist with Move In, Annual Recertification, and Exit related paperwork as requested

QUALIFICATIONS

High school diploma, GED
Bachelor's degree in social work, business, management, real estate or related field preferred
Clerical skills with experience in bookkeeping
Experience in property management preferred
Experience in social service setting preferred
Diversity or Poverty Training preferred
Proficient in Microsoft Office, Excel
Attuned to details
Excellent organizational and communication skills
Ability to work independently
Ability to carry up to 25 lbs. and walk stairs
Knowledgeable in ODSA/HUD regulations or willing and capable of learning.

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Support Service Specialist (Case Manager) - Tammy Weatherbee, our our Support Service Specialist in Ashtabula, has the perfect combination of education, experience and a caring, compassionate nature that helps her provide a comfortable environment to connect with our program participants. Weatherbee has a Bachelor's

degree in special education and is a certified Family Self Sufficient Case Management Specialist. She has extensive experience working with disadvantaged populations, especially homeless and low income.

TITLE: Support Service Specialist

PROGRAM: Transitional Housing

JOB CLASS: Full-Time, Non-Exempt

Revised: 6/29/2021

PURPOSE AND POSITION SUMMARY

The Support Service Specialist provides case management services to individuals and families who are experiencing disabling conditions and homelessness to obtain and maintain housing with supportive services. Once housed within the TH program, the Support Service Specialist empowers the household with skills for greater independence in the areas of goal setting, parenting, finance, employment, education, and housing stability. The Support Service Specialist is responsible for proper assessment of client needs, providing individual and group interventions, collaborating with other providers and evaluating each client's progress toward goal attainment. The Support Service Specialist represents the professionalism and dedication that is associated with Beatitude House.

ACCOUNTABILITY

The Support Service Specialist is accountable to the Director of Housing & Supportive Services.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House is accomplished, the Support Service Specialist will:

- Carry out all policies and procedures of Beatitude House
- Participate in staff meetings, as scheduled
- Delegate tasks to interns, as needed
- Establish positive partnerships with area resource providers
- Abide by code of professional ethics
- Participate in public relations activities as requested by the Housing Program Director
- Maintain professional growth through goals set annually
- Prepare Incident Reports on situations that may have legal and/or organizational ramifications
- Carry the on-call phone as requested
- Stay updated on all government and grant regulations
- Provide support services to other agency programs as needed
- Provide any other services as requested by the Director of Housing and/or Director

To ensure program compliance with all grant and organizational regulations for client eligibility, the Support Service Specialist will:

- Coordinate referrals from CEARS and assess clients based on TH eligibility guidelines and barriers to housing
- Facilitate program admission, completing all required intake documentation and updates in HMIS
- Collaborate with Property Management during the move in process

To carry out housing stability planning with clients, the Support Service Specialist will:

- Schedule and meet with the clients regularly in the office and their homes
- Facilitate group meetings with clients and provide education on basic life skills
- Develop goals with clients and document client progress using the Housing Stability Plan
- Implement evidence based interventions with clients, including harm reduction, motivational interviewing, and strengths-based approaches
- Assist clients with removing barriers to independent housing
- Provide information, education, interventions and referrals related to the needs of the children in the household
- Provide referrals and coordinate services with other providers while monitoring involvement
- Document goals, interventions, and accomplishments in records and databases
- Maintain current, up to date documentation of all case related activity
- Collaborate with other site staff on event and program planning for clients
- Provide transportation for participants, as needed

To facilitate a client's transition to ongoing permanent housing and ensure continuity of care, the Support Service Specialist will:

- Continually assess when supports are no longer needed to maintain housing
- Assist client with appropriate housing referrals and ongoing community resource referrals
- Complete exit documentation and enter into databases
- Continue supportive contact for up to six months after a household's exit

QUALIFICATIONS

Bachelor's degree in social work or equivalent field
 LSW or LISW and two years of client-related services preferred
 Excellent communication skills & versatility
 Have a positive attitude that promotes the values of Beatitude House
 Ability to work independently, yet seek supervision when necessary
 Capable of making decisions
 Proficient in crisis management
 Experience in providing individual and group services to clients
 Experience in utilizing community resources
 Adept with technology, including databases
 Dedicated to ongoing personal and professional growth
 Valid driver's license and insurance
 Ability to walk up stairs

Support Service Director: Cynthia Best was recently hired for this position. Cynthia is very qualified for this position. She has a Bachelor and Masters degree in Social Work and has extensive experience working with vulnerable clients in a housing environment.

TITLE: Support Service Director

PROGRAM: Housing Programs/HIV Ministry programs

CLASS: Full-Time, Exempt

PURPOSE AND POSITION SUMMARY

The Support Service Director oversees the provision of supportive services across Ursuline Sisters Mission programs, specifically Beatitude House & Comprehensive Care Center. This includes programs in Mahoning, Trumbull, and Ashtabula counties. Furthermore, the Support Service Director is responsible for providing supervision to support staff members, including, but not limited to, all Program Support Assistants and Support Specialists. The Support Service Director provides opportunities for professional growth and development of the staff while demonstrating the charisma, dedication, and professionalism that is associated with Beatitude House & Ursuline Sisters Mission.

ACCOUNTABILITY

The Support Service Director is accountable to the Director of Beatitude House.

RESPONSIBILITIES

To ensure the mission and purpose of support services is accomplished the Support Service Director will:

- Oversee the day to day operations of supportive services and ensure agency mission, values, evidence based practices and trauma informed approaches are demonstrated during service delivery
- Represent Ursuline Sisters Mission & Beatitude House at local meetings, including housing continuum and committee meetings
- Participate in Board Committee meetings as requested
- Carry out all policies and procedures of the agency
- Participate in scheduled Directors' meetings
- Carry out public relations activities in a professional manner
- Abide by code of professional ethics
- Maintain and further develop case management software
- Oversee the emergency phone operations and provide supervision as needed
- Carry the on call phone on an as needed basis (volunteers are considered first)
- Complete all other duties as requested by the Agency Directors

To promote the professional growth of support staff and ensure service is delivered in a professional way, the Support Service Director will:

- Ensure ongoing training and development opportunities are available
- Train for and promote the use of evidence-based practices
- Ensure staff are trained on how to use agency databases and provide support for HMIS
- Coordinate and facilitate staff meetings at each site
- Provide scheduled individual and group supervision sessions
- Maintain proactive contact with outside agencies, provide information on new agencies and hold team meetings when appropriate to help facilitate resource knowledge
- Establish and communicate consistent support service standards and hold staff accountable for meeting standards
- Review documentation of staff on a weekly basis and enforce documentation guidelines
- Supervise college interns and/or Americorps workers, as requested
- Consistently collaborate with property management staff and with Ministry Directors
- Facilitate meetings between support and property management as needed to enhance service delivery
- Provide corrective action to employees as needed

To ensure continuity of care for our clients the Support Service Director will:

- Ensure the needs of the children living in the housing programs are being met by staff

- Oversee the development of life skills and goal setting aspects of the programs
- Collaborate with Property Manager and ministry Directors to reach client and agency goals
- With staff, regularly evaluate the progress of each client
- Supervise coordinated entry services, client move in process and facilitate move ins with coordination with property management staff
- Supervise client exit process, offering feedback to staff as necessary

To support the administrative aspect of support services, the Support Service Director will:

- Review all agency databases and run reports on a monthly basis
- Work with staff members to improve data quality as needed
- Ensure all performance measures are being met and create a plan to meet standards if they are not met
- Work with the Government Programs Administrator to ensure grant compliance for all government grants and provide information as requested
- Supervise and hold staff accountable for the documentation of events that might have legal ramifications
- Assist with gathering housing documentation as requested (grant reports, legal issues, etc.)
- Maintain petty cash and agency gift card logs, if requested
- Provide service related statistics as requested

QUALIFICATIONS

Masters degree in social work or equivalent field
 LISW preferred
 Excellent leadership and supervision skills
 Subject matter expertise in the agency programs and services
 Good communication, interpersonal & organizational skills
 Ability to work independently
 Willingness to be versatile
 Capable of making decisions
 Experience in utilizing community resources
 Dedicated to ongoing personal and professional growth
 Valid Driver's License
 Ability to climb stairs

2. Provide a description of your organization's employee training requirements.

Beatitude House encourages ongoing training for all staff but particularly direct service providers. Funds are allocated for professional development training to assist staff in keeping current with any licensure or certifications. Additional training in areas of professional development and to improve client relations is encouraged to ensure Beatitude House staff members are utilizing best practices in all areas. Some of the recent trainings our staff have attended include harm reduction, motivational interviewing, Housing First and trauma-informed care. All staff attend an all staff in-service with other Ursuline Sisters Mission agencies where breakout sessions are offered on a variety of topics such as drug abuse, ethics, leadership and mentoring. Staff members also attend the annual Housing Conference in Columbus put out by the Coalition on Housing and Homeless in Ohio (COHHIO) all staff are trained in "Bridges Out of Poverty" which provides a comprehensive support program with concrete tools for reducing poverty in your community. This program is followed up with "Getting Ahead" which helps agencies implement the valuable information from "Bridges out of Poverty". "Getting Ahead" is an evidence based curriculum to teach individuals how to build resources and create a life plan to move beyond generational poverty. There

are weekly assignments, accountability measures and personal change tools that participants learn to facilitate lasting change.

Staff members who are currently working on their education are also encouraged to take advantage of a scholarship specifically for employees.

Also, each new staff member has a 30-day training program to fully understand the agency, its goals and how each department/facility works to improve the lives of our clients. The outline of the new hire training program is below.

Orientation/Training Program

New employee receive a very thorough orientation that includes orientation to the history and mission of Beatitude House and the Ursuline Sisters Mission. They also learn about the values and philosophy of both organizations. All staff members, regardless of their job title and/or their site, participate in a 30-day orientation process so they have a better understanding of the organization as a whole and not just their part. They meet all of the directors as well as visit the other sites.

Beatitude House 30-Day New Hire Orientation Process

The 30-Day Orientation Process is designed to help acclimate the new team member to the agency, introduce them to at least one team member in each department, shorten the learning curve and to increase their knowledge and comfort level with overall agency operations. Each department has a detailed list of items that must be covered.

1. During the first day of employment, the Director will review the 30-Day Orientation Process with the new team member.
2. The new team member will request to share calendars with each team member on the checklist and schedule meetings with each of them throughout the first 30-days.
3. Each team member will review the items on their department specific checklist with the new hire during the meeting and then initial the checklist.
4. When all meetings are complete, the new hire will turn-in the initialed and signed checklist to the Director for their personnel file.

Beatitude House Organizational Chart

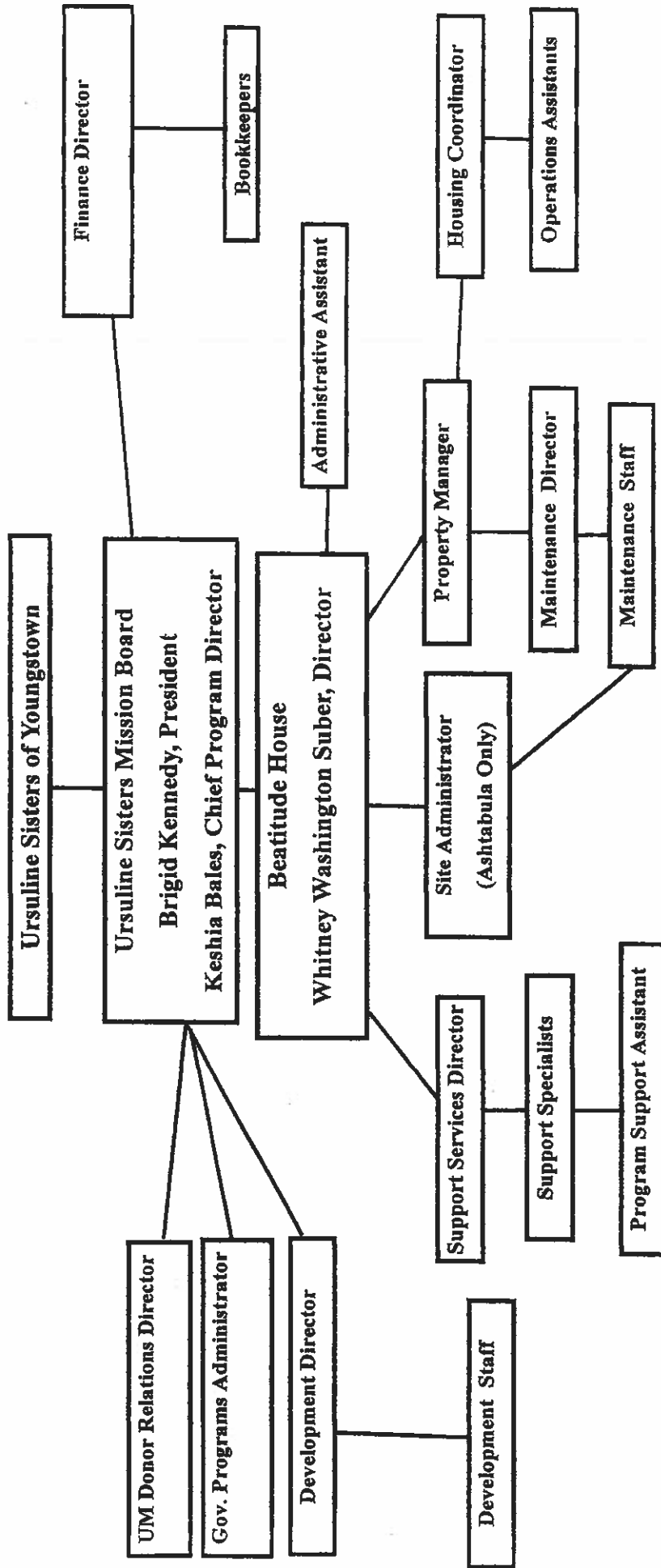


Exhibit II

Section 4
Applicant Budget
Attachment B

Attachment B Provider Budget

**Applicant Budget
Summary**

Applicant: Beatitude House/A House of Blessing, Ashtabula
Date From: October 1, 2022 - September 30, 2023

	Program	TANF
I. Staff		
A. Salaries	\$ 159,405.70	\$ 39,000.00
B. Payroll-Related Expenses	\$ 58,016.00	\$ 8,600.00
Total Staff Costs	\$ 217,421.70	\$ 47,600.00
II. Operations		
A. Travel and Short-Term Training	\$ 1,600.00	\$ 100.00
B. Consumable Supplies	\$ 9,900.00	\$ 1,700.00
C. Occupancy Costs	\$ 34,121.00	\$ 6,100.00
D. Contract and Professional Services	\$ 13,775.00	\$ 900.00
E. Other - Miscellaneous	\$ 33,064.20	\$ 9,600.00
Total Operational Costs	\$ 92,460.20	\$ 18,400.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 309,881.90	\$ 66,000.00
IV. Minus Other Program Resources	\$ 243,881.90	\$ -
Total Program Costs	\$ 66,000.00	\$ 66,000.00

Budget Computation

Total Operating Expenses	\$ 66,000.00	\$ 66,000.00
Divided by Total Operating Units	4,400.00	4,400.00
= Unit Rate	15	15.00
Unit Rate	15.00	15.00
X number of units purchased	4,400.00	4,400.00
= Total Contract Amount	\$ 66,000.00	\$ 66,000.00

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	\$ -	\$ 1,500.00	\$ -
Short-Term, Training	\$ -	\$ 100.00	\$ 100.00
Total Travel and Short-Term Training		\$ 1,600.00	\$ 100.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 2,000.00	\$ 500.00
Cleaning Supplies	\$ 400.00	\$ 200.00
Apartment Supplies	\$ 5,000.00	\$ 500.00
Technology	\$ 2,500.00	\$ 500.00
Total Consumable Supplies	\$ 9,900.00	\$ 1,700.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 4,100.00	\$ 1,500.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat	\$ 3,432.00	\$ 800.00
Electric	\$ 12,519.00	\$ 300.00
Water	\$ 10,070.00	\$ 2,500.00
Telephone	\$ 4,000.00	\$ 1,000.00
Sewer		
Other (identify)		
Other (identify)		
Total Occupancy Costs	\$ 34,121.00	\$ 6,100.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Case management Software renewal	\$ 3,075.00	\$ 400.00
Professional Services - audit, etc	\$ 10,700.00	\$ 500.00
Total Contract & Services Costs	\$ 13,775.00	\$ 900.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Program Expenses - supplies, food, etc. Direct Services for clients	\$ 5,401.00	\$ 3,000.00
Insurance	\$ 3,950.00	\$ 100.00
IT Services	\$ 1,400.00	\$ 500.00
General Management	\$ 18,200.00	\$ 5,000.00
Postage & Printing	\$ 4,113.20	\$ 1,000.00
Total Miscellaneous Costs	\$ 33,064.20	\$ 9,600.00

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Donations/Events	\$ 103,981.90	
Foundations	\$ 65,000.00	
Ohio Department of Development	\$ 62,400.00	
United Way of Ashtabula	\$ 12,500.00	
Total Other Resources	\$ 243,881.90	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Beatitude House**
Date: **9/1/2022 9:36:50 AM**

This search produced the following list of **3** possible matches:

Name/Organization	Address
Beaman, Sonia	20703 Donnybrook Road
Beasley, Kaszinave L	5671 Folchi Dr. #4
Beaver, Chris	110 State Route 56 NW

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Beatitude House** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: 
Colleen M. O'Foote
Ashtabula County Prosecutor

Date: 9/2/22
MJH 9.1.22

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 Contract Services**; not to exceed **\$16,500.00**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Beatitude House**.



David Thomas
Ashtabula County Auditor

Date: 9/12/22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Ashtabula County Technical & Career Center, located at: 1565 State Route 167 Jefferson, Ohio 44047 and whose phone number is: or 440-576-6015 (hereinafter referred to as the "Subgrantee") to provide Life Skills Navigation Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Ashtabula County Technical & Career Center.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2022** through **September 30, 2023** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: **\$ 96,825.31**
The unit rate is: **\$922.15 per person.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub -Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 1565 State Route 167 Jefferson, Ohio 44047.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.
- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22

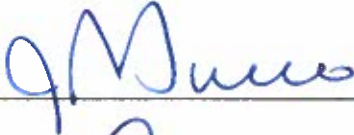
Date



Ashtabula County Technical & Career Center

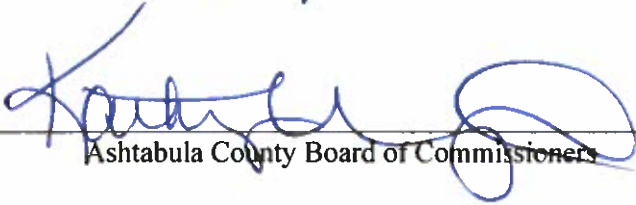
9/8/22

Date



9-20-22

Date



Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEЕ.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. **Timely Submission** – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. **Completeness of Submission** – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Ashtabula County Technical and Career Campus

ADDRESS: 1565 State Route 167 Jefferson, OH 44047

PHONE: 440-576-6015 FAX: 440-576-5258

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0970014

EXECUTIVE DIRECTOR/DIRECTOR: R. Scott Wludyga, Superintendent

PROGRAM COORDINATOR: Shaelynn Ballard EMAIL: shaelynn.ballard@atech.edu

FISCAL CONTACT: Lindsey Elly EMAIL: lindsey.elly@atech.edu

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: R. Scott Wludyga SIGNATURE: R. Scott Wludyga

(Note: original signature must be in blue ink)

TITLE: Superintendent DATE: 7-8-22

Ashtabula County Technical & Career Center
Life Skills Navigation Program

Section 3
Program Planning and Development

Narrative

Need for Program in Ashtabula County

Experience of Applicant

Statistics & Number of Participants Served

Monitoring, Evaluation System, & Effectiveness

Days & Hours of Program

Other Federal, State, & Local Funding Received

Attachments A-E

Section 3- Program Planning and Development

A. Program description:

TANF Goal Addressed: Goal #1: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage

Name of Program: Life Skills Navigation

A. PROGRAM DESCRIPTION

The Life Skills Navigation program offers participants access to the following services:

Individualized Life Skills Navigation to TANF participants to provide services focused on:

- A. Basic Academic Skills
 - a. High School Evenlency Exam
 - b. GED ready preparation exams
 - c. Alternative diploma options
 - d. English as a Second Language Classes
 - e. TABE Testing
- B. Job/Work Readiness preparation
 - a. Punctuality
 - b. Telephone etiquette
 - c. Computer skills
 - d. Work ethic
 - e. Workforce certification completion (CDCA test, ServeSafe, STNA test fees, etc.)
- C. Career Awareness
 - a. Career Coaching
 - b. Career Counseling
 - c. Career Exploration
 - d. Exploring Post-secondary options and in-demand LMI information
 - e. Job Search assistance with job placement

1. Narrative:

The Life Skills Navigation Program

The Life Skills Navigation Program will be a new program being offered through Ashtabula Technical & Career Center (A-Tech) to address barriers that many low-income families must overcome to end dependence on government benefits. Over the last thirty (30) years of providing the Aspire and the youth OPPORTUNITIES! (yO!) program, we have learned that group programming is a good introduction to teaching and learning basic skills. We also learned that more in-depth "problem solving" is often required for real, long-lasting success. In the Life Skills Navigation program we propose to develop a longer-term strategy by creating an individualized long-term career & educational research program utilizing a Life Skills Navigator. We strongly feel that this will benefit TANF participants and will lead to better, long-lasting results. The Workforce Strategies at the Aspen Institute wrote that Navigation assists to "close the gap in helping low-income individuals access and succeed in college programs (post secondary education), attain credentials, and ultimately pursue quality careers."

Section 3- Program Planning and Development

The Life Skills Navigator will:

- a. Develop individualized S.M.A.R.T life skills goals with participants,
- b. Assist in reducing barriers to participants education and employment goals (including transportation, fees associated with GED preparation),
- c. Arrange transportation to needed educational, career, and employment activities,
- d. Assist participants in conducting career research to identify career-options they are most interested in,
- e. Provide weekly follow up with participant and training instructors to ensure completion of educational and employment goals.
- f. Offer participants an opportunity to “shadow” in an adult workforce training program or programs,
- g. Work in conjunction with Ashtabula County Department of Jobs and Family Service (ACDJFS) to determine training eligibility (ITA),
- h. Assist participants to identify and understand other available financial aid options and their pros and cons (Pell Grants, Loans, etc...),
- i. Provide a contextualized educational opportunity to prepare participants for and support during postsecondary training,
- j. Prepare participants for and assist them to conduct an internship or job search during and after completion of training,
- k. Outreach to any participant who misses more than two (2) consecutive sessions of credential and post secondary activities
- l. Complete market and labor analysis for Ashtabula County and networking with current employer search
- m. Explore co-enrollment workforce opportunities for TANF participants
- n. Host/promote networking sessions which might include post secondary opportunities, partnering with OhioMeansJobs Ashtabula to promote current networking opportunities, or online employment training seminars.

The Life Skills Navigation program will have three main steps:

Step 1- Individual assessment and S.M.A.R.T. goal setting:

The first step to Life Skills Navigation will be to complete individualized identified assessments. These assessments may be done in a variety of different ways depending on the individual which may include TABE testing, career assessments, and/or Work Keys. All participants will complete an OMJ Career Profile and the OMJ Career Assessment. The Life Skills Navigator will work with each participant to develop S.M.A.R.T goals and develop an individualized program to encourage reaching these goals. The assessment period will also include completing all necessary paperwork for programs that the individual will be attending such as WIOA adult paperwork, TABE testing, WorkKey, Aspire classes, STNA testing, CDCA test, college prep classes, ASVAB, etc.

Step 2 - Placement in and support during completion of High School Equivalency Exam or Alternative Diploma, post-secondary training program, education or employment that end the dependence of needy parents on government benefits.

Section 3- Program Planning and Development

The second step for Life Skills Navigation is weekly support to encourage completion of educational and employment goals. The support will be individualized and may include transportation assistance, assisting with testing or training fees, or intensive career counseling. During this step the Life Skills Navigator will also be 'checking in' with participants and their identified support group to ensure all goals are being met by the participant.

Step 3-Follow up and barrier identification

This stage comes at the end of PRC/TANF four months of funding. The Life Skills Navigator will continue to follow up with the participant monthly to be able to track long term outcomes and provide community/partner referrals to the participant if needed. The Life Skills Navigator will follow up for at least the first three months of program exit. (Attachment E)

Life Skills Navigation will be offered throughout Ashtabula County utilizing the Aspire classrooms and A-Tech to provide service locations.

2. Need for Life Skills Navigation:

The Aspire program has been offering Basic Skills, GED/High School Equivalency, and ESOL classes for more than thirty (30) years in Ashtabula County. During this time, we have found that for parents attending classes it can be very difficult to complete class and gain employment that will lead to self sufficiency due to a lack of transportation or the ability to purchase practice/actual GED tests. There is a need for increased individual navigation that will lead to long term success for low income adults in our community. We are aware that good programming is very important but there is a need for navigation to help "problem solve" with participants to reduce barriers to employment and education. Ashtabula County has seen this successfully used in the CCMEP youth program and we would like to use the same holistic approach for TANF participants..

According to the United States Census Bureau, 14% of Ashtabula County's 97,337 residents who were aged 25 or more did NOT have a high school diploma. With 78% of the same population over the age of 18, it can be extrapolated that approximately 10,000 to 11,000 individuals in the County are in need of some literacy service in order to obtain a high school equivalency. 16.5% of the population are considered "persons in poverty" (the US average is 12.3%) and the median household income (average) from 2021 was \$47,925 (the US average is \$65,712). Only 14.9% of the population has a Bachelor's degree or higher while 33.1% is the national average. Over 7% (6,814 individuals) of the Ashtabula County population have a Language other than English spoken in the home. These statistics show the need for Life Skills Navigation services to be offered to address many of the educational and employment needs throughout Ashtabula County.

3. Experience of Applicant:

Ashtabula County Technical & Career Center's Aspire program has been successfully offering Basic Skills, GED/High School Equivalency, and ESOL classes for more than thirty (30) years in Ashtabula County and has served thousands of individuals during this time. All Aspire instructors have been licensed by the State of Ohio and participate in yearly professional development activities through the Ohio Department of Higher Education.

Ashtabula County Technical & Career Center's youth OPPORTUNITIES! Program has been successfully serving the at-risk youth of Ashtabula County for twenty years (20), first as a WIA-funded program and currently as a CCMEP TANF/WIOA-funded youth provider. The yO!

Section 3- Program Planning and Development

program has provided services for 17,000-plus youth over the last 20 years. yO! has always provided holistic services and with the development of the CCMEP program, over the past five years, have been able to offer intensive case management services that have led to long term lasting success for youth. One of the most successful aspects of the program is the Life Skill Coaching which is the concept that the Life Skills Navigation program is built upon.

Over those twenty (20) years for yO! and thirty (30) for Aspire, strong relationships have been developed with many stakeholder agencies in the County including Ashtabula Public Libraries, Kent State University Ashtabula, Children Services, Catholic Charities, Ashtabula County Community Action Agency, Country Neighbor, the courts system, all county school districts, and many of the drug and alcohol and mental health agencies in the County such as LARC, Signature Health and Community Counseling Center.

4. Provide Statistics about the program and projected number of clients served:

Over the last five years Aspire has served more than 650 students over the age of eighteen (18) and 70% of our participants are parents. The following are FY 22 Ashtabula Aspire performance measures: 60% of Aspire students have measurable skill gains; 43% of the students are employed a year after exit, and 21% of the students have a credential attainment.

Up to thirty-five (35) individuals can participate in the Career Navigation at a time for a four month period. A potential total of one-hundred and five (105) individuals can be served by the Career Navigation program annually.

5. Monitoring, evaluation system, and effectiveness:

Monitoring:

- 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 “academic skills” or “life skills” will be maintained and also shared as required. (Attachment A)
- b. SMART Life Skills goals will be completed and reviewed weekly (Attachment B)
- c. Support service request will be completed when utilizing support service such as transportation and test fees (Attachment C)
- d. The Life Skills Navigator will maintain all attendance and completion-tracking documentation
- d. A hard-copy file will be created for each participant containing information related to the program and maintained for three (3) years by the Aspire Manager.
- e. All participant data will be secured in lockable file cabinets and in locked offices/storage rooms at A-Tech.

The Life Skills Navigation program evaluation will be completed by participants at the third month of the participation (Attachment D)

Achievement will be measured in the following six ways:

- a. Attendance at a minimum of 75% of Life Skill Navigation sessions.
- b. Completion of enrolled post secondary activities or
- c. Completion of job training activities or

Section 3- Program Planning and Development

- d. Attainment of High School equivalency Exam
- e. Completion orientation period of employment and
- f. Completion of a program evaluation.

6. Days and hours program is available:

The Life Skills Navigation program will be housed at the Aspire classroom at Ohio Means Job Center but the Life Skill Navigator will be attending all Aspire classes throughout Ashtabula County. The Life Skills Navigator and the Aspire Manager will be available Monday-Friday 8:00 a.m.-4:30 p.m. Aspire classes are located in the following locations:

Andover:

Andover Public Library (with hybrid options)

Ashtabula:

Connection Center: Tuesday/Wednesday/Thursday 11:00 a.m.-2:00 p.m.

Ohio Means Jobs: Monday thru Friday 9:00 a.m.-12:00 p.m.

Tuesday/Wednesday/Thursday 2:30p.m.-4:30 p.m.

Ashtabula YMCA:

GED class: Monday/Wednesday 8:00 a.m.-11:00 a.m.

ESOL class: Tuesday/Thursday 11:30 a.m.-3:30 p.m.; 5:30 p.m.-8:30 p.m.

Youth Training Center: Tuesday/Thursday 5:00 p.m.-8 p.m.

Conneaut:

Conneaut Library: Tuesday/Thursday 12:00 p.m.-2:00 p.m.

Geneva:

Western County Courts: Tuesday/Wednesday/Thursday 9:00 a.m.-12:00p.m.

Villas of Geneva Apartments (ESOL class):

Wednesday and Friday 5:00 p.m.-7:30 p.m.

Saturday 12:00 p.m.-3:00p.m.

Jefferson:

A-Tech Tuesday/Wednesday/Thursday 5:00 p.m.-8:00p.m.

Orwell:

Country Neighbor (Hybrid options)

7. Federal, State, or local funding received:

The Life Skills Navigation program will be a new program available in Ashtabula County but A-Tech has a long history of successfully administering local, state, and federal funds.

FY 2022 funds

Aspire Grant	Ohio Department of Higher Education	\$158,130 per year \$958.36 cost per student
TANF CCMEP Grant	Ashtabula County Job and Family Service	\$1,380,000 per year
WIOA CCMEP	Northeast Ohio Consortium of Council of Govts.	\$360,000 per year

Section 3- Program Planning and Development

Local Human Service Grant	Ashtabula Foundation & Morrison Foundation	\$7,500
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DEVELOPING SMART GOALS

Attachment B

Individual:	Date:	Life Skill Navigator:
SMART: Specific, Measurable, Achievable, Results-Focused, and Timely		
Goal	SMART Goal	
	1.	
What:		
How:		
Why:		
When:		
Date Completed Goal:		
2.		
What:		
How:		
Why:		
When:		
Date Completed Goal:		
3.		
What:		
How:		
Why:		
When:		
Date Completed Goal:		

Attachment C

Life Skills Navigation Program

Ashtabula County Technical & Career Center



Support Service Form

Participant Name: _____

ID Number: _____

Life Skills Navigator _____

Date: _____

- Support Service Requested - Must be in S.M.A.R.T Goal Sheet
- Please include details

Gas Card (\$50)	
Transportation - Richmond Transportation	
Test Fee	
Test Prep Fee	
Other	
Other -	
Other -	

SUPPORT SERVICE TOTAL -

A staff member must verify this application and copy ORIGINAL documents verifying goal completion and attendance. No incentives will be paid unless ORIGINAL documents have been verified and copied and those copies are attached to this application.

Life Skills Navigator Signature _____ Date _____

.....

Aspire Manager Initials: _____
Date: _____

Participant Signature: _____
Date Received: _____

Life Skills Navigation Program Evaluation Form

At A-Tech!, we continually strive to improve our programs. Your opinions of the program that you recently attended will help us with this process.

Program Attended: Life Skills Navigation Program

Life Skills Navigator Name: _____ Date: _____

Your Name (optional): _____ Phone or email: _____

Please indicate your level of satisfaction with each of the following: (Please circle one)

Program met my expectations	poor	fair	satisfactory	good	excellent
Program content	poor	fair	satisfactory	good	excellent
Ability of Navigator to communicate	poor	fair	satisfactory	good	excellent
Usefulness of the Navigator	poor	fair	satisfactory	good	excellent
Did program help you meet your goals	poor	fair	satisfactory	good	excellent
Days and times of the program	poor	fair	satisfactory	good	excellent
Overall, how would you rate this program	poor	fair	satisfactory	good	excellent

Would you recommend this program to friends or family? Yes No

If you answered "poor" or "fair" to any of the above, please indicate your reason:

What was the best thing about the program?

What changes, if any, would you recommend for this program?

Life Skills Navigation Program Evaluation Form

Do you have any suggestions for other programs?

Additional Comments:

Thank you for providing this feedback!

Follow-up Survey

Attachment E

ABLELink ID _____

Date _____

Aspire Program _____

During orientation, you were informed that we would be calling or emailing students who have attended our adult education (Aspire) classes to find out what happens with them after leaving class. We would like to know if our Aspire classes helped you achieve your goal of entering postsecondary education/training or obtaining/retaining employment.

This survey will take only a few minutes and all information you give will be strictly confidential.

POSTSECONDARY EDUCATION AND TRAINING

- 1. Since the end of your class, have you enrolled in any postsecondary (beyond high school level) educational or training programs?
 - Yes (if yes, enter enrollment date)
Date Enrolled _____ [Proceed to Question 2]
 - No [Proceed to Employment Questions]

- 2. In what type of class or classes have you enrolled? (Check all that apply.)

- Adult Workforce Education/Job Training/Career Center/Skilled Trades Program
- College
- Other (Specify) _____
- Do not know or refuses to answer

- 3. Did you obtain a postsecondary credential (i.e., STNA, Cosmetologist, Certified Welder)?
 - Yes (if yes, enter credential information)
Credential Obtained _____ When? _____ Month _____ Year
 - No [Proceed to Employment Questions]

EMPLOYMENT (SUPPLEMENTAL WAGE VERIFICATION)

- 1. Are you currently working or have you worked during this quarter? (A quarter is a 3 month period; January to March, April to June, July to September, or October to December)
 - Yes [Continue to Next Question] Start Date _____
 - No [Continue to Closing]
- 2. Where are you currently working?
Employer _____ Type of Work _____
- 3. Is the job related to any training you received during your ASPIRE Classes? Yes No
- 4. Approximately how many hours do you work each week? _____ hours
- 5. What is your hourly wage? \$ _____

CLOSING

Do you have any questions or comments?

Thank you very much for taking the time to answer these questions. The information you provided will be used to make our programs better. We wish you continued success.

Staff Use Only: (If completed by phone)

Survey administered by: _____ on _____ (Date) _____ (Time)

- Left a Message
- No Answer
- Disconnected
- Completed Survey
- Scheduled Time to Call Back

Organizational Description

A-Tech Organizational Chart

A-Tech Board of Education Members

ORGANIZATION DESCRIPTION

1. Briefly and concisely state the organization's overall purpose as defined in its Articles of Incorporation, including its classification such as public, private, corporation partnership, not-for-profit, etc.

The Ashtabula County Technical & Career Center operates as a public secondary school under the Ohio Department of Education. As a technical and career center, the school serves students from all school districts in Ashtabula County: Ashtabula Area City School District, Buckeye Local School District, Conneaut Area City School District, Geneva Area City School District, Grand Valley Local School District, Jefferson Area Local School District and Pymatuning Valley Local School District, Ashtabula St. John, and other schools located in the County.

2. Describe the organization's governing structure and years in operation.

The Ashtabula County Technical & Career Center is governed by a Board of Education consisting of seven members appointed by the Boards of Education of the following school districts: Ashtabula Area City Schools, Conneaut Area City Schools, Geneva Area City Schools and the Ashtabula County Educational Service Center. Treasurer Lindsey Elly has held her position since 2016. R. Scott Wludyga has served as the school's Superintendent since 2020.

The Ashtabula County Joint Vocational School opened for operation in September of 1969 and in 2011 officially changed its name to the Ashtabula County Technical & Career Center (A-Tech) to more accurately reflect its role in providing technical educational opportunities that lead to career opportunities. For 52 years the school has successfully served more than 30,000 high school students and 38,000 adult students while continually adapting to a changing county, state, national and world-wide career marketplace.

3. Indicate incorporation status for tax purposes. If the organization is incorporated under one name, but does business under another, clearly state all names and include the Federal Identification Number associated for each.

The Ashtabula County Technical & Career Center is recognized as a public school by the Ohio and Federal Departments of Education and is a non-profit organization.

4. State how the organization is funded. Example: private fees, sales, fundraising, grants (private and/or governmental), etc.

The Ashtabula County Technical & Career Center is funded by tax dollars generated by continuing levies, a permanent improvement continuing levy, funds from the Ohio Department of Education and governmental grants.

ORGANIZATION DESCRIPTION

5. List all current programs offered by the organization. To further illustrate these programs include a table of organization (TO) that clearly distinguishes functions, channels of communication, and highlights the team dedicated to the proposed program and services.

The Ashtabula County Technical & Career Center currently offers the following programs:

1. Secondary High School (a list of training programs can be found as Attachment 1)
2. Adult Workforce Education (a list of training programs can be found as Attachment 1))
3. The Knoedler School of Practical Nursing
4. The Ashtabula County Aspire Program (a list of program sites can be found as Attachment 1)
5. English Language Learner Education for students in the Ashtabula Area City Schools, Conneaut Area City Schools and Pymatuning Valley School Districts.

An organizational chart is attached (Attachment 2) which shows that Shaelynn Ballard, Aspire & OPPORTUNITIES supervisor reports directly to Superintendent R. Scott Wludyga, who reports directly to the Ashtabula County Technical & Career Center Board of Education.

6. Does the organization comply with ADA regulations? Briefly describe or provide agency policy/documentation regarding how accommodations for employees and clients with disabilities are met.

The Ashtabula County Technical & Career Campus facilities, the offices at OhioMeansJobs-Ashtabula, the yO! Youth Training Center, and all Aspire classrooms are all fully compliant with all requirements of the Americans with Disabilities Act. A copy of A-Tech's Board Policy 2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY can be found as Attachment 4.

7. Briefly describe the organization's Equal Employment Opportunity policies. **Sign and notarize the EEO form** indicating the organization's compliance with County and State EEO regulations. This form is included as an Appendix item and must be submitted as part of the Appendix packet accompanying the proposal.

As an Ohio Public School, the Ashtabula County Technical & Career Center is completely committed to offering Equal Opportunity Employment opportunities to all. A copy of A-Tech's Board Policy 3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY can be found as Attachment 5. The required signed and notarized EEO form can be found in the Appendix packet.

8. Additional information:

- a. The Ashtabula County Technical & Career Center accepts all responsibility for payment of all unemployment compensation, contributions or reimbursements (including, but not

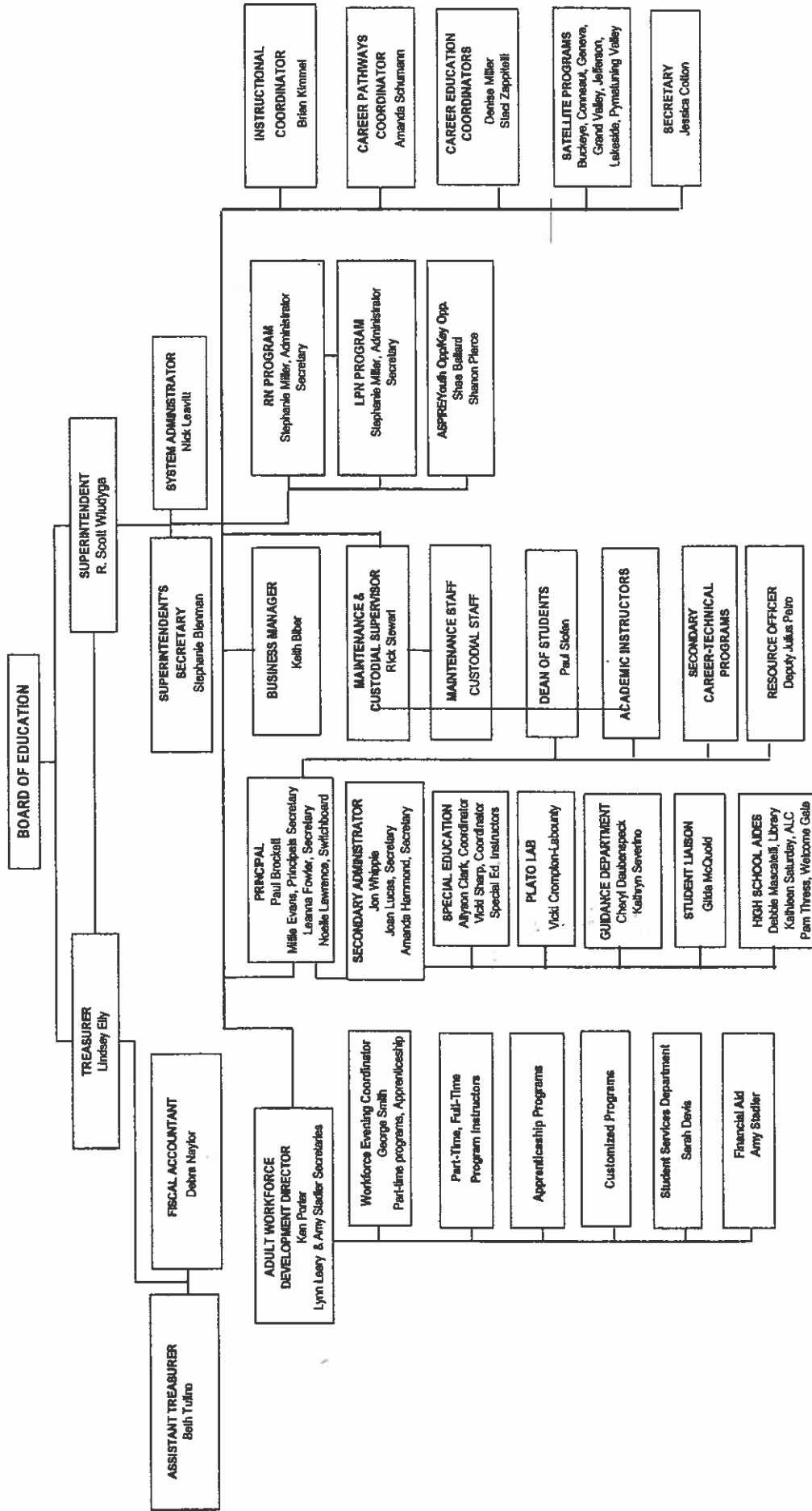
ORGANIZATION DESCRIPTION

- limited to mileage reimbursements), insurance premiums, worker's compensation premiums, income tax deductions, Social Security deductions, and all other employee tax and payroll accounting. We also accept/realize that all persons employed under this proposal are not employees of ACDJFS or NOCCOG for any purposes.
- b. We also ensure that, based on both our twenty (20) years of experience operating WIA/WIOA/TANF programs, thirty (30) years running the Aspire/ABLE program, as well as being an operating high school under the Ohio Department of Education, that we have the knowledge, and ability to establish and maintain effective internal control and accountability for all funds, property and other assets, and are able to account for the receipt, obligation and expenditure of funds. Our current practice is to provide a monthly itemized expense report generated from the A-Tech treasurer's office along with our monthly invoice. This report shows month expenses as well as year-to-date expenses.
 - c. We also ensure that the Treasurer's Office, along with the Aspire & OPPORTUNITIES Supervisor, maintains all records relating to costs, work performed and supporting documentation for invoices submitted, and are fully able to make these documents available for audit by the State of Ohio and agencies of the United States government. These documents will be maintained for a minimum of three (3) years after expiration of the eventual agreement. We all ensure that, should an audit be initiated during the contract period, that such records will be retained until the audit is concluded and all issues have been resolved.
 - d. We further ensure that we will comply with all Federal and State laws applicable to, ACJFS and/or clients of the same concerning confidentiality and will provide a secure environment such data.
 - e. We further agree to request prior written consent of ACJFS before contracting with any new service providers. All services will be procured via RFP unless they are sole-source providers within Ashtabula County. Contractual agreements with said providers will also include compliance with confidentiality requirements as outlined in the ACJFS Request for Proposals.
 - f. To the fullest extent permitted by and in compliance with applicable law, the Ashtabula County Technical & Career Center agrees to protect, defend, indemnify and hold harmless the Board of County Commissioners, Ashtabula County, State of Ohio, the ACDJFS, and their respective members, officials, employees, agents, and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation's (of any party involved in the subject of this Contract), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by Provider, its subcontractor(s), Provider's or its subcontractor's (s') employees and agents, assigns, and those designated by Provider to perform the work or services encompassed by the Contract. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

ORGANIZATION DESCRIPTION

- g. We further agree that we will continue to assist in on-going program monitoring and shall accommodate ACDJFS personnel and/or designated third party contract monitor 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.
- h. As per Ashtabula County Technical & Career Center Board Policy and Ohio State Department of Education requirements, we shall perform regular background checks on all employees or volunteers associated with the program. As outlined in the attached Board Policy, minimum requirements of no less than every five (5) years will be followed. If requested, copies of said Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background checks shall be provided to ACDJFS upon entering into a contract arising out of this RFP.

Ashtabula County Technical & Career Center Organizational Chart 2021-2022



Ashtabula County Technical & Career Center Board of Education

Dr. Harlan Waide, President, Ashtabula County Educational Service Center

Edward Brashear, Vice President, Geneva Area Public Schools

Steve Candela, Ashtabula Area City Schools

William Hill, Ashtabula County Educational Service Center

Michael Kennedy, Conneaut Area City Schools

Barbary Klingensmith, Ashtabula County Educational Service Center

Lindsey Elly, Treasurer

Jerome R. Brockway, Ph.D.

A-Tech Staff Resumes

Superintendent:

R. Scott Wludyga

Treasurer:

Lindsey Eily

Aspire & Opportunities Supervisor

Shaelynn Ballard

Aspire Manager

Jenna Call

Career Navigator

Nancy Moseley

SCOTT WLUDYGA

Vitae


scott.wludyga@atech.edu

Experience

Superintendent, Ashtabula County Technical & Career Center (A-Tech) 2020-present

- Serve as the district's chief executive officer. Administer the effective use of available resources to provide high-quality educational programs
- Direct, supervise, and evaluate staff as authorized by board policy and contractual agreements
- Direct the planning and implementation of a continuous improvement plan
- Accountable for the effective delivery and continuous improvement of school programs and activities
- Prepare an annual budget and appropriation measures designed to serve the needs of the school system.
- Carry out a public relations program that promotes positive image and understanding of the district's mission, philosophy, and vision. Builds parent/community partnerships that enhance district programs.
- Establish performance goals and a strategy to accomplish approved objectives within specified time lines
- Provide staff leadership. Develop action plans. Resolve problems. Maintain open and effective communications with all stakeholders
- Oversee human resource functions. Recommend appointments. Administer continuing contracts, demotions, transfers, non-renewals and termination processes
- Provide leadership in the planning and delivery of staff development programs
- Formulate salary schedules and benefit package recommendations
- Direct the negotiation process with employee bargaining units
- Oversee the district's business affairs. Recommend the purchase of equipment, supplies, and services that are appropriate for the purposes and needs of the school system
- Oversee an ongoing program to maintain and preserve the district's buildings, grounds and equipment. Formulate plans to address projected needs
- Oversee the provision of effective transportation and food service program
- Direct the periodic revision of curriculum guides and courses of study
- Manage the planning process to select textbooks and other instructional materials
- Provide guidance, communicates expectations, and shows interest in student progress
- Oversee the evaluation, revision, and implementation of emergency preparedness plans

Secondary Administrator, A-Tech

2019-2020

- Direct and supervise student orientation and recruitment
- Supervise satellite instructors, Career Education Coordinators, and IT Department
- Supervise all marketing, promotional and advertising activities
- Supervise the articulation, bilateral agreement, and CT2 processes

- Supervise all student internship, mentorship, and early placement activities
- Represent A-Tech on Junior Achievement Board, and Census2020 Committee

Public Relations & Related Duties, A-Tech **2018-2019**

Multimedia Instructor, A-Tech, Jefferson Area High School

- Coordinated and directed coverage and events of 50th year of A-Tech including media coverage and outreach to alumni
- Created school YouTube channel and developed content
- Produced commercials for radio, TV and internal presentations
- Developed stories on campus for coverage in the local newspapers
- Planned and created content for A-Tech Facebook page
- Expanded duties included: updating the programming and equipment for the A-Tech cable access channel, coordinating completion of Webxams, ensuring completion of senior follow up surveys and collecting & analyzing that data
- Launched the new Multimedia program at Jefferson Area High School (JAHS)
- Collaborated with staff to promote cross-curricular opportunities through video projects
- Managed JAHS Facebook & Twitter accounts, creating and scheduling posts
- Engaged the community through student projects
- Coordinated a partnership with University Hospitals for students to produce TV commercials promoting Jefferson Schools and UH

Dean of Students, Pymatuning Valley School **2016-2018**

- Mentored two new teachers who were transitioning from industry to education
- Managed student detention room and updated communication system with staff for discipline
- Supported principal as needed with student discipline and other issues

Multimedia Instructor, A-Tech, Pymatuning Valley School **2005-2018**

- Launched a new program
- Developed curriculum map
- Collaborated with staff, students and community to provide meaningful learning experiences
- Students earned numerous awards including four first-place finishes at SkillsUSA State Conference to earn a trip to the National Conference

Adjunct Instructor, Gannon University **2011-2012**

- Instructed students in two courses: *Fundamentals of Speech* and *TV/Radio Performance*

Adjunct Instructor, Kent State University Ashtabula **2008-2010**

- Instructed students in two courses: *Media, Power & Culture* and *Video Production*

Sports Director/Anchor, WJET-TV **1999-2006**

- Led award-winning sports department. Planned all coverage, presented on-air
- Four-time Pennsylvania Association of Broadcasters award winner, including coverage of Super Bowl XL

Other Professional Accomplishments

Public Schools Advertising Campaign

2016-2017

- Coordinated the county-wide effort for both years of the campaign, working with principals in all Ashtabula County Schools and the County Superintendent to record the necessary video
- Presented campaign with students at OSBA and at the Ohio ESC Superintendents' Conference

Ohio Department of Education Webxam Item Writing

2014

- Collaborated with instructors from across Ohio as a Subject-Matter Expert at the Webxam workshop. Wrote and validated questions for the Multimedia End-of-Course testing system used state-wide to evaluate student knowledge and technical skill attainment

Pymatuning Valley Laker Stadium Lights Project

2013

- Conceptualized and coordinated Alumni Flag Football game to raise money for new lights at the football stadium. Lights were installed the next year

Pymatuning Valley High School Yearbook Advisor

2006-2018

- Reduced the price of the yearbook from \$52 to \$45 for students, while converting to an all-color book, maintaining page count, and eliminating student fundraiser.
- Students placed 3rd in Taylor Publishing National Contest

PV Performing Arts Center Manager

2006-2008

- Managed Veterans Memorial Performing Arts Center at PV Schools; booked & promoted community events
- Brought new events to PV including: Oldies Band, programming for elementary students (Bullying Awareness) Community Talent Show, Nationally Touring Comedians

Licenses & Certifications

State of Ohio Alternative Superintendent License
State of Ohio Professional Principal License
State of Ohio Career Technical Teaching License
State of Ohio Teacher Evaluator
Ohio Resident Educator Mentor Academy

Education

Concordia University of Chicago
Superintendent Endorsement, 2020
Concordia University of Chicago
MA, Educational Leadership, 2018
Kent State University
M. Ed., Career Tech Education, 2010
Allegheny College
BA, Communication Arts, 1997

LINDSEY M. ELLY



OBJECTIVE

To obtain the Treasurer's position within the Ashtabula County Career and Technical Center

EDUCATION

Graduate Course Work, August, 2008, February, 2009
University of Phoenix, Online

Bachelor of Science in Business Management, May, 2008
Kent State University, Kent, Ohio

High School Diploma, June, 2004
Jefferson Area Sr. High School, Jefferson, Ohio

WORK EXPERIENCE

May 20, 2011 – present
Conneaut Area City Schools Conneaut, Ohio
Treasurer

- Serve as Treasurer and Chief Fiscal Officer to the Board of Education.
- Develop five year forecast.
- Manage state and federal grant budgets.
- Serve as secretary to the Board of Education.
- Prepare annual budgets and appropriations.
- Work with the Superintendent and Board of Education in the passage of the Permanent Improvement levy.
- Provide monthly report of accounts and funds to the Superintendent and Board of Education
- Manage OSFC construction project and close out of the project.
- Act as an advisor for personnel negotiations.
- Coordinate annual audit and report results to the Board of Education.
- Process month end reconciliation and close out procedures.
- Responsible for the supervision of three employees.
- Work with the Superintendent in preparation of the annual appropriation resolution and spending plan for the school district.

August 16, 2010 – May 19, 2011

Ashtabula Area City Schools

Ashtabula, Ohio

Assistant Treasurer

- Assist the Treasurer with development of five year forecast.
- Oversee and manage state and federal grant budgets.
- Process and report Staff EMIS.
- Responsible for the submission of Catastrophic Cost report.
- Assist with bi-weekly payroll procedures.
- Responsible for the supervision of four employees.
- Assist the Treasurer with any other duties as assigned.

August 25, 2008 – August 13, 2010

Jefferson Area Local Schools

Jefferson, Ohio

Accounting Clerk

- Assist in processing bi-weekly payroll
- Responsible for setup of new employees in state software system.
- Responsible for verification and processing of monthly reports and payments for hospitalization, dental, vision and life insurance to determine employees' and board's share of these benefits. Assist employees with insurance questions. Maintain online insurance benefit information.
- Responsible for entering monthly receipts.
- Responsible for posting of property tax settlement.
- Prepare Treasurer's correspondence as needed.

July 21, 2008 – August 22, 2008

Ashtabula Technical & Career Center

Jefferson, Ohio

Nonpaid Internship in the Payroll Department

- Experience in processing bi-weekly payroll.
- Process and submit retirement contributions and payroll tax reports for bi-weekly payroll.
- Process monthly payroll reports.
- Reviewed staff EMIS data and reports.
- Enter and balance student activity accounts in Microsoft Excel spreadsheets.
- Process receipts and purchase orders using the USAS accounting system.
- Prepare employee professional leave reimbursement forms/receipts for payment.

SUMMARY OF SKILLS

- Proficient with USAS and USPS state software applications
- Proficient in Microsoft Excel and Power Point
- Proficient in using word processing, database and presentation software
- Proficient in written and oral communications

References available upon request.

SHAELYNN BALLARD

[REDACTED]
[REDACTED]
[REDACTED]
shaelynn.ballard@atech.edu

PROFESSIONAL PROFILE

Program Coordinator with over 25 years of experience. Educational background in children and family social services. Demonstrated history of successful program administration, case management, fiscal management, program development and marketing. Proven ability to successfully work with a diverse population of youth and adults. Participative leadership style.

EXPERIENCE

youth OPPORTUNITIES!

2011 - Present

Ashtabula, OH

Program Coordinator

- Develop and implement creative group programming encouraging and enhancing soft work skills, social skills, life skills, work ethics, and communication skills.
- Responsible to train, supervise, discipline, and provide leadership to Case Management staff of twelve (12), Tutors and Monitors. Completes yearly evaluations and action plans for all staff members.
- Maintain open communication with upper management to discuss emerging issues and resolve problems with a common goal.
- Ensure all programs effectively operate and required County, State and Federal project benchmarks are recorded timely through the State of Ohio on-line reporting systems.
- Develop and maintain strong community alliances with local school districts, county/state agencies, social service agencies, police departments, library systems and youth service programs.
- Implement a successful employability skills training with over 800 youth per year through work experience programs resulting in an 85 percent plus completion rate.
- Developed and presented numerous workshops in Ashtabula County that includes Gain Employment Training (GET), Steps Towards Achievement and Reward (STAR) training, and "The Big Six" to employment workshop.
- Able to develop programing and services for a diverse population and setting.
- Promotes a positive community image for the Comprehensive Case Management and Employment Program (CCMEP) in Ashtabula County by developing the Peer Navigation program and Lakeside yO! Athletic Leadership program
- Participates and leads seminars for employment and post-secondary opportunities at every local school district in the Ashtabula county.
- Clear understanding of policies and procedures in public and private enterprise (Adult, Dislocated Worker, Special Grant, OJT, and Project Hire)
- Assist in strategizing, researching, and writing grants and new funding streams to support youth programing.

Alaska Youth & Family Network 2002 – 2010 Anchorage, AK
Youth Coordinator

- Wrote state/federal grants proposals increasing annual budget from \$500,000 dollars to over \$3 million yearly.
- Supervised Site Program Navigators to include; yearly evaluations, monthly supervision documents, and training.
- Developed, monitored, and tracked yearly budget, program progress, and work plan for youth programs. Authored program performance reports.
- Attended yearly state budget meetings to encourage youth/family run programs in the State of Alaska.

Denali Family Service 2003 - 2010 Anchorage, AK
Therapeutic Foster Parent

- Developed and implemented individual service plans for at-risk youth.
- Provided a safe and structured home environment for youth in foster care.
- Networked with state and local agencies to provide wrap around services for youth.
- Attended weekly staff meeting and completed yearly trainings.

Assets Inc 2003 – 2010 Anchorage, AK
Case Manager

- Planned and created workshops, educational excursions, and community service-learning projects for at-risk youth enrolled in the program.
- Managed and reported weekly progress for 50 youth on active case load.
- Advocated for families and youth by attending court and probation hearings and school conferences as an advocate for families and youth.
- Built and maintained relationships with community and governmental agencies for funding purposes and client referral needs.

EDUCATION

Wayland Baptist University

Master's in Public Administration Program- Government Administration Specialization
2016

Bachelor's in Human Service - Psychological Studies Specialization
2007

Honors Graduate from both programs

CERTIFICATIONS / TRAININGS

- State of Ohio Case management reporting system (OWCMS)
- County Finance Information System (CFIS) training
- Comprehensive Case Management and Employment Program (CCMEP) training
- Trauma Informed Care Training
- Prevention, Awareness, Recovery, and Treatment (PART) training 2017-2020
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention training
- Proficient in Microsoft Word, Excel, Outlook, Facebook, LinkedIn, Google Docs

Jenna M. Call

OBJECTIVE

To gain employment and experience in which I would utilize my education, experience, computer skills, and communication skills.

EDUCATION

- Edinboro University of Pennsylvania – May 2015
BA Business Administration with a concentration in Marketing
Relevant Courses: Marketing Research, Advertisement & Promotion, Professional Selling, E-Marketing
- Saints John and Paul High School, Ashtabula, OH. – May 2011
College Preparatory and Advanced Placement Courses

EXPERIENCE

Aspire / EMRP Program Manager - Ashtabula County Technical & Career Center Jefferson, OH.
April 2022 - Present

- Supervise the EMRP Community Coordinator and Peer educators
- Attend weekly, monthly, semi-annual meetings with OCSE and OU Evaluator Teams to ensure the program is moving in the right direction.
- Supervise reporting system for the Aspire Program and complete all data entry for students
- Ensure that all state and federal paperwork is completed for both EMRP program and Aspire program

Human Resources and Outreach Coordinator - Ashtabula ESC Ashtabula, OH.
January 2022 - April 2022

- Assisted the Human Resources Director with recruitment, selection, hiring, and on-boarding of job applicants.
- Coordinated the recruitment, selection, hiring, and on-boarding process for all county certified and classified substitutes.
- Created and maintained social media platforms for the school district
- Assisted the community outreach team with community outreach efforts and processes

Youth Program Coordinator – Ashtabula County Technical & Career Center Jefferson, OH.
August 2021 – December 2021

- Responsible for supervising seven Life Skills Coaches and over 350 youth cases
- Data input into OWCMS
- Completing purchase orders and requisitions for bills received by outside providers
- Providing wrap-around services for at-risk youth in Ashtabula County
- Responsible for all social media updates and content for program
- Manages staff payroll and time off

Aspire Community Programmer – Ashtabula County Technical & Career Center Jefferson, OH.
October 2021 – Present

- Responsible for media presence for the Aspire Program
- Create online tracking for students
- Track online student progress for hybrid and online students for the online class option

Workforce Development Test Proctor – Ashtabula County Technical & Career Center Jefferson, OH.
June 2016 – Present

- Proctor GED Exams
- Yearly recertification exam for GED proctor
- Proctor Fire Fighter Exams

Lead Life Skills Coach – Ashtabula County Technical & Career Center Jefferson, OH.
April 2016 – August 2021

- Responsible for a case load of 70+ youth in the CCMEP program
- Facilitate Bridges to Success program for group of 20+ youth
- Data input into OWCMS for 200+ youth
- Provide crisis intervention and mediation
- Assist with grant administration
- Providing wrap-around services for at-risk youth in Ashtabula County

Ashtabula County District Manager – Junior Achievement Ashtabula, OH.
Part-time grant position: November 2015 – May 2016

- Responsible for recruiting classroom volunteers
- Train volunteers with appropriate materials
- Schedule volunteers to go into the classrooms to teach
- Conduct networking meetings with school guidance counselors, chambers of commerce, Kiwanis clubs, and Rotary clubs

M.A.Y Project Youth Center Coordinator – G.O. CDC Ashtabula, OH.
Part-time grant position: November 2015 – April 2016

- Responsible for collection of weekly attendance sheets
- Mentor youth in Ashtabula County
- Conduct training sessions with students to develop their resumes
- Assist students with scholarship, college and job applications

Lead Youth Monitor – Ashtabula County Technical & Career Center Jefferson, OH.
Federal Grant position: May 2012 - August 2012; May 2013 - August 2013; May 2014- October 2014; and May 2015- October 2015

- Coordinate 200+ youth in job work experiences, including visiting jobsites
- Responsible for collection of weekly payroll sheets for 200+ youth from 80+ businesses
- Data input into ODJFS SYEP
- Responsible for creating, monitoring, and updating Facebook and Twitter accounts
- Maintain all state-mandated paperwork and youth files
- Develop and maintain positive worksite for youth at 80+ businesses
- Develop individual employment plans
- Provide crisis intervention and mediation
- Assist with grant administration
- Provide wrap-around services for at-risk youth in Ashtabula County
- Help to increase the TANF Summer Youth Work grant from \$250,000 to \$1,000,000 grant award based on staff and youth performance over the last four years

ORGANIZATIONS

- CTAG (Closing the Achievement Gap) Mentor at Lakeside High School (2014-Present)
- M.A.Y. (Mentoring Ashtabula Youth) Project Mentor (2015)
- Edinboro University Business Mentoring Program – Edinboro University (2014)

- National Society of Leadership and Success – Edinboro University (2012-2013)
- National Honor Society – Saints John and Paul High School (2009-2011)

ACHIEVEMENTS / SKILLS

- State of Ohio Department of Education 1-year educational aide permit (2011-Present)
- Proficient in Microsoft Office including Word, Excel, PowerPoint / Average of 65 wpm
- Current BCI/FBI background check
- Valid driver's license and reliable transportation with the ability to travel
- Trauma Informed Care Training
- Volunteer for Zonta Club of Ashtabula
- Junior Achievement Volunteer Instructor for Edinboro University (2014)
- Dean's List – Edinboro University Spring Semester (2012)
- Saints John and Paul True Herald Award (2011)

Nancy Moseley
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
April 1, 2015

Professional Summary:

I am an experienced and knowledgeable science educator with over 30 years of experience teaching a wide range of science subjects including Biology, Ecology, Chemistry, General Science, Science 7 and Science 8. I hold a Professional Comprehensive Science certificate and have successfully developed engaging lessons based on the State of Ohio curriculum while coordinating with subject and grade-level Professional Learning Communities.

EXPERIENCE:

Perry Local Schools: 1989-2014 Perry, Ohio

- Design and implement laboratory-based Science lessons based on the State of Ohio curriculum.
- Establish clear objectives for all lessons, units and projects.
- Maintain accurate, complete, and correct student records and communicate regularly with parents.
- Cooperate with colleagues to develop common experiences, assessments and formatives both in grade-level and subject PLCs.
- Mentor and facilitate Science Fair primarily for the 7th grade.
- Design and/or facilitate Enrichment programs grades 3- 8
- Volunteer associate with the Science club
- Advisor to SAVE (environmental club) and Science Olympiad for several years at the high school level, helping each prepare for and advance to higher level competitions.

Conneaut Schools: (1985-1989) Conneaut, Ohio

Ledgemont Local Schools: (1982-1985) Thompson, Ohio

EDUCATION:

Masters of Arts Marygrove College Detroit, Michigan 2000

Bachelor of Arts Kent State University Kent, Ohio 1982

Exhibit II

**Section 4
Applicant Budget
Attachment B**

**Applicant Budget
Summary**

Applicant: Ashtabula County Technical & Career Center
Date From: FY 2023 Oct. 1 2022- September 30, 2023

	Estimated Amount for Entire Program	Estimated Amount for TANF
I. Staff		
A. Salaries	\$ 44,338.00	\$ 44,338.00
B. Payroll-Related Expenses	\$ 29,779.31	\$ 29,779.31
Total Staff Costs	\$ 74,117.31	\$ 74,117.31
II. Operations		
A. Travel and Short-Term Training	\$ 2,208.00	\$ 2,208.00
B. Consumable Supplies	\$ 500.00	\$ 500.00
C. Occupancy Costs	\$ -	\$ -
D. Contract and Professional Services	\$ 10,000.00	\$ 10,000.00
E. Other - Miscellaneous	\$ 10,000.00	\$ 10,000.00
Total Operational Costs	\$ 22,708.00	\$ 22,708.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 96,825.31	\$ 96,825.31
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ 96,825.31	\$ 96,825.31

Budget Computation

Total Operating Expenses	\$ 96,825.31	\$ 96,825.31
Divided by Total Operating Units	105.00	105.00
= Unit Rate	\$922.15	922.15
Unit Rate	922.15	922.15
X number of units purchased	105.00	105.00
= Total Contract Amount	\$ 96,825.31	\$ 96,825.31

Unit = 1 participant

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: .62 per mile	\$ 2,208.00	\$ 2,208.00
Short-Term, Training \$ -	\$ -	\$ -
Total Travel and Short-Term Training	\$ 2,208.00	\$ 2,208.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		
Cleaning Supplies	\$ 400.00	\$ 400.00
Other (<i>identify</i>)	\$ 100.00	\$ 100.00
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ 500.00	\$ 500.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone		
Sewer		
Other (<i>Trash</i>)		
Other (<i>identify</i>)		
Total Occupancy Costs	\$ -	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Transporation Services: Richmond	\$ 10,000.00	\$ 10,000.00
Total Contract & Services Costs	\$ 10,000.00	\$ 10,000.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Gas Cards	\$ 5,000.00	\$ 5,000.00
Test Fees (GED test, GED prep test, STNA test, CDCA test fee, ect.)	\$ 5,000.00	\$ 5,000.00
Total Miscellaneous Costs	\$ 10,000.00	\$ 10,000.00

III. Equipment
 A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Saivage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TIANF Project (10)
N/A									
Total Equipment Depreciation				\$ -	\$ -	\$ -		\$ -	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
N/A			\$ -
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
N/A			
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	\$ -	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Technical and Career Center**
Date: **9/1/2022 9:35:21 AM**

This search produced the following list of **6** possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

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 Contract Services**; not to exceed **\$24,206.33**, and free from any previous encumbrances.

Agreement Title: A **TANF Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Technical & Career Center**.



David Thomas
Ashtabula County Auditor

Date: _____

9/12/22

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Technical & Career Center** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/2/22
MJH 9.1.21

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Catholic Charities of Ashtabula County, located at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004 and whose phone number is: 440-992-2121 (hereinafter referred to as the "Subgrantee") to provide Financial Literacy Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Catholic Charities of Ashtabula County.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2022** through **September 30, 2023** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This subgrant agreement is in the total amount of: **\$ 2,500.00.**

The unit rate is: **\$ 62.41 per hour of service.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



 Patrick J. Arcafo, Executive Director
 Ashtabula County Job & Family Services

09/01/22

 Date



 Catholic Charities of Ashtabula County

9/6/22

 Date





9-20-22

 Date



 Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals
For
Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22** to:

ATTN: Renee Dragon, Program Evaluator
E-mail: RENE.E.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 *et seq.*
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County – Financial Literacy

ADDRESS: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004

PHONE: 440-992-2121 FAX: 440-992-5974

SERVICE SITE (if different than above): N/A

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic


PROGRAM COORDINATOR: Alice Harden EMAIL: Alicch@doyccac.org

FISCAL CONTACT: Jim Herschel EMAIL: jherschel@youngstowndiocese.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/11/22

Catholic Charities: Financial Literacy

Section 3 – Financial Literacy Program TANF Program Program Planning and Development

A. Program Description

(1) Proposed service

The Financial Literacy Program at Catholic Charities of Ashtabula County provides budgeting, money management and credit education. The goal of the service is to promote self-sufficiency and the ability to sustain one's family. Self-sufficiency must include:

- An ability to manage income and expenses
- Understanding needs versus wants
- Prioritizing spending
- Understanding the financial network of financial institutions, lending and credit practices, credit reporting and predatory lending/scams

Services are provided in a confidential face-to-face session with a HUD-Certified Counselor from our agency. Catholic Charities of Ashtabula County is the only HUD-certified agency in the county. If a special circumstance prevents the client from traveling to the office, a telephone or zoom session may take place. During a budget counseling session, the caseworker and client review the total financial situation. A budget analysis, spending habits, debt review and an action plan are completed. The action plan includes goals and steps needed to achieve the goals. Follow up services will be determined by the action plan. Initial assessments usually last about 60 minutes; with follow up sessions also lasting 30 to 60 minutes.

In examining a client's entire financial situation, other issues often surface and the counselor will refer, as appropriate, to other programs, both within the Agency and within the community. Reviewing spending habits requires that clients look not only into their monetary goals, but also at their values. Family financial goals should be based around values, not just monetary goals. It is important that all members of a household are included in a spending plan.

Our HUD-Certified Counselor will work closely with the client to help reach toward stability in the household. Our counselor will assist the client develop a realistic budget along with an action plan that will help develop goals toward financial stability for the household. Additionally, referrals to other programs at CCAC and/or other partner agency programs in the community. Our HUD-Certified Counselor will advocate and assist the client with making referrals connections and obtaining key information that will assist in building the household toward financial stability.

(2) Need

When the current financial environment for consumers in this country is considered, the need for financial literacy education is greater than ever. Financial experts generally agree that having a household budget is sound financial management, however only a minority keep close track of their typical monthly expenses. The National Foundation for Consumer Credit released the following results from its 2018 Consumer Financial Literacy Survey:

- About 1 in 4 consumers are not paying their bills on time
- Three in 10 adults are not confident at all that they are saving enough for retirement
- Eight in ten adults agree – and over three in ten *strongly* agree – that they could benefit from advice and answers to everyday financial questions from a professional
- Nearly nine in ten adults have taken out a payday loan or other type of short-term loan either for themselves or to help a friend or family member in the past twelve months (2017 survey)

The report shared the top 5 barriers faced by potential homeowners as:

- Rising home prices;
- Lack of funding for the down payment or closing costs
- Existing debt
- Limited housing options within available budget
- Poor credit history or low credit score.

A person who cannot manage his/her money will struggle and even fail. Individuals need the basic framework to make good financial decisions. Armed with this knowledge, they will become responsible citizens and contributors to their community. Financial literacy can change lives. It is also the catalyst as to decreasing poverty and making people less dependent upon other types of cash assistance. Catholic Charities of Ashtabula County believes that financial literacy education is a critical component in reducing poverty.

Research reflects a link between educational attainment and poverty. Poverty rates are significantly lower for those individuals who have a bachelor degree or higher. Data from the latest census in Ashtabula County reports the median income for those with less than a high school education is \$20,073; for those with a high school education, the median income rises to \$24,979, and for those with a bachelor's degree, the level increases to \$38,189. According to the 2018 American Community Survey, only 13.1% of Ashtabula County residents over the age of 25 have a bachelor's degree or higher; compared to Ohio's rate of 26.7%, and the national rate of 30.3%. This evidence clearly demonstrates that in order to care for a family and sustain self-sufficiency, it is necessary to achieve certain educational and job status achievements.

In 2018, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report. The data revealed that 18% of Ashtabula County households were at or below the federal poverty level, and another 28% of households earned more than the Federal Poverty Level, but less than the basic cost of living for the county. As a result,

Ashtabula County households are struggling to afford basic necessities— food, shelter, clothing, medicine, heat, water and electricity. Households are more likely to be seeking immediate assistance with the hope of preventing future and/or additional crisis like eviction/ foreclosure, shut-offs and/or food insecurity. Moreover, the need for a support system to assist and guide them in the overwhelming process. As our clients move out of their crisis, we begin to work on stability, thus the reason for clients to meet with our financial literacy counselor from our agency.

According to the latest American Community Survey statistics from the U.S. Census Bureau, in Ashtabula County, 23.2% of all families, and 19.6% of all people, live below the federal poverty line, however for those families with related children under the age of 5 only, the poverty rate increases to 36.7% and for those families with a female head of household, no husband present, and children under the age of 5 only, the poverty rate is a staggering 48.5%. According to an article published by the Department of Health and Human Services, poverty and unemployment show strong associations with child maltreatment, particularly neglect. Financial problems have often been cited as a reason for divorce. Spouses or financial partners are encouraged to attend the budget session together.

Americans like to spend money – in many cases, more than they earn. A Nerdwallet analysis of Fed data found that among households with credit card debt, the average balance stood at \$15,863, as of July 2015. Ashtabula County historically has ranked high in the number of payday lending locations, which is another sign of unhealthy financial practices on the part of consumers. These services prey on the low-income and those with poor credit.

A recent United Way of America study states, "Research shows that savings and assets reach far beyond economics to impact family, health and education outcomes. According to a report published by the Center for Social Development, married couples with savings and assets are less likely to divorce, experience domestic violence, smoke, or suffer from chronic illnesses. Children of parents with savings and assets are better prepared to succeed in school and are more likely to go to college."

(3) Experience

Catholic Charities of Ashtabula County has been providing money management and financial literacy education for twenty-five years. CCAC became a HUD-Certified Agency in 2004. Money management is within the fabric of all CCAC programming especially within our Basic Needs/Housing programs. It is the goal of CCAC to help clients work toward self-sufficiency and provide the tools to empower individuals/households to move beyond poverty.

(4) Statistics

Clients who receive a financial assist through Ashtabula County Department of Job and Family Services are instructed to contact CCAC for a budgeting session.

Year	Number served
2014-2015	23
2015-2016	24
2016-2017	36
2017-2018	22
2018-2019	26
2019-2020	20
2020-2021	24
2021-2022	To date: Served 15 through June 2022 from DJFS referrals
2022-2023	30 projected*

*It is understood that the amount of funding each client may access through PRC is substantially less than in the earlier years, resulting in fewer clients returning to ACDJFS for another assist and therefore not pursuing the need to follow-through with the budgeting session. CCAC has expressed a willingness to explore any potential options, which could increase the number of referrals to the Agency.

(5) Monitoring

After the completion of services, clients were contacted via telephone to answer questions about their situation and experience. Following are some of the outcomes:

- 87% of clients reported that they are following the budget prepared at the appointment 100% of clients reported that they were current with their rent/mortgage.
- 63% of clients reported that they were current with their utilities.
- 88% of clients reported that they gained knowledge about other community resources.
- 100% of clients felt that they were treated with dignity and respect from staff at CCAC.

(6) Days and hours of program

Catholic Charities of Ashtabula County's office hours are 8:30 am -5:00 pm Monday through Friday. Special arrangements are made for clients who need appointments outside of regular business hours.

COVID-19

Catholic Charities of Ashtabula County Financial Literacy Program services are available by appointment and continue deliver programming to meet the needs of potential clients in need in Ashtabula County during the COVID-10 Pandemic. To ensure ultimate safety for the client, most PRC application process will be conducted over the phone or via Zoom meeting.

The health and safety of our staff and clients is our main priority. CCAC is requiring in the Family Services Caseworker to adhere to the guidelines provided as a directive from the State of Ohio as listed below to help prevent the spread of illness if in person with clients. The following are required actions if an in-person appointment is scheduled:

- All clients are screened first over the phone with the COVID-19 Screen Survey
- Temperature check is taken prior to start of appointment.
- Client is given a mask; client will sanitize hands
- Maintain a safe distance of 6 feet from others when possible
- Frequent handwashing and use of hand sanitizer
- Avoid touching eyes, nose and mouth
- Exercise respiratory etiquette, such as utilizing a tissue or coughing into upper sleeve and not hands
- Refrain from sharing materials that are touched by the client.
- Stay home if feeling ill and avoid close contact with those that are sick
- The Family Services Caseworker must wear mask when meeting with clients in-person.

(7) Program funding

The following table reflects the funding received from ACDJFS for this program. Since services are provided for only those clients referred from ACDJFS, no other funding is included.

Source	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
PRC/TANF	\$1,248	\$1475.24	\$1,134	\$1305.00	Estimating \$1361.76
Unit Rate	\$56.74	\$56.74	\$56.74	\$56.74	\$56.74

* Contract has served 50% of the 2021-2022 contract



Catholic Charities of Ashtabula County
4200 Park Avenue - Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

ACDIF'S REFERRAL FOR PRC BUDGET / FINANCIAL LITERACY

DATE: 04/14/2021 REFERRAL FROM: ANOLA G. HANNA

[REDACTED]
Client's last name

[REDACTED]
First name

[REDACTED]
Address

[REDACTED]
City

[REDACTED]
Zip Code

[REDACTED]
Phone Number

[REDACTED]
Client's Employer

or

[REDACTED]
Source of Income

Special instructions or additional notes:

B. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, and its original name was Catholic Service League. It was incorporated on October 4, 1962. CCAC has expanded and changed over the years to meet the emerging needs of Ashtabula County. CCAC is private, 501(c)(3) not-for-profit corporation, is governed by a local, volunteer board of directors, and is an affiliate of the Catholic Charities Corporation Diocese of Youngstown. CCAC employ 18 employees and manages between 50-100 volunteers annually between all programming. The Finance and Audit Committee meets monthly while other committees meet as needed.

The mission of CCAC is “to provide service to people in need, to advocate for justice in social structures, and to call the entire Church and other people of good will to do the same.” To this end, CCAC works with individuals, families and communities to proclaim life, strengthen families, and fight poverty. CCAC is about *Providing Help and Creating Hope* in Ashtabula County. To carry out its mission, the Agency provides Basic Needs Assistance, Housing Counseling, Homeless Assistance and Outreach, SSI SOAR Program, Financial Literacy Education, Education Programs: Getting Ahead and Opening Doors Parenting Program, Free Clothing and Hygiene Site, Guardianship and Representative Payeeship.

Approximately 40% of the Agency’s funding is from the Bishop’s Appeal Diocese of Youngstown. Approximately 30% is government funds, such as the Ashtabula County Department of Job and Family Services, the Ohio Department of Health, U.S. Department of Housing and Urban Development (HUD), and the Ohio Development Services Agency. Locally, funds are received from organizations such as the Ashtabula County Mental Health and Recovery Services Board, Ashtabula County United Way, the Senior Service Levy, the Ashtabula Foundation, and the Conneaut Foundation. Program service fees, where applicable, and donations are also part of the revenue.

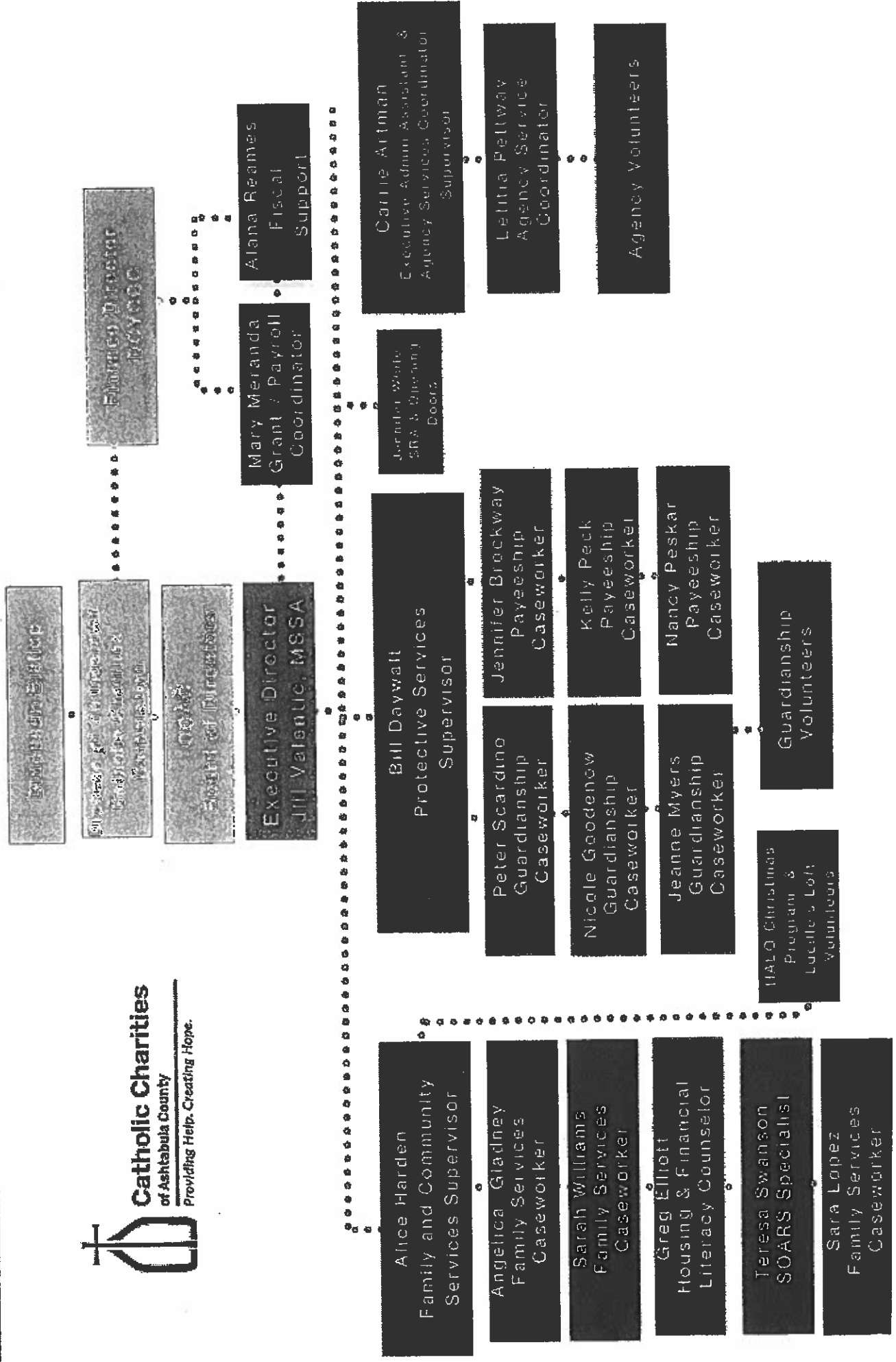
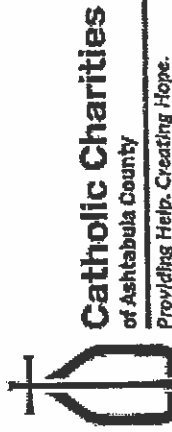
The 2022 Organizational Chart and 2022 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY

2022 ORGANIZATIONAL CHART

Mission

To provide service to people in need, to advocate for justice in social structures and to call the entire Church and other people of good will to do the same.



**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER FOR 2022**

John Roskovics, President

2629 Arlington Drive
Ashtabula, Ohio 44004
Ashtabula City Council/Retired Educator
Home: 440-964-3140
Office: N/A
Cell 440-813-4455
Email: cjrosko@roadrunner.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: Our Lady of Peace, Ashtabula

Laurie Schulze, 2nd Vice President

22 Callender Road
Rome, Ohio 44085
Community Volunteer
Home: N/A
Office: N/A
Cell: 440-218-0647
Email: lrnschulze@gmail.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: St Mary, Orwell

Michael Geary, Treasurer

153 Maple Street
Jefferson, Ohio 44047
Attorney
Home: 440-576-3873
Office: 440-576-0288 Fax: 440-576-0620
Cell: 440-228-1911
Email: mike@mgearylaw.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: St Joseph Calasanctius, Jefferson

Deacon Michael Gardner, Director

701 Talltrees Drive
Ashtabula, Ohio 44004
Deacon/Community Volunteer
Home: 440-855-1280

Nicholas Perkoski, Vice President

512 Walnut Street
Conneaut, Ohio 44030
Parish Leader
Home: N/A
Office: 440-599-1968
Cell: 330-815-4253
Email: nperkoski@gmail.com
First Term begins: 01/01/2020
First Term ends: 12/31/2022
Parish: Corpus Christi, Conneaut

Renee Incorvati, Secretary

5707 South Ridge Road East
Ashtabula, Ohio 44004
St John School, Teacher
Home: N/A
Office: 440-997-5531
Cell: 440-344-3286
Email: rmincorvati@gmail.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: Our Lady of Peace, Ashtabula

Cecilia Cooper, Director

2114 West 16th Street
Ashtabula, Ohio 44004
Ashtabula City Solicitor
Home: 440-789-0704
Office: 4410-576-3668
Cell: N/A
Email: attorneycooper@gmail.com
First Term begins: 01/01/2020
First Term ends: 12/31/2022
Parish: Our Lady of Peace, Ashtabula

Donna Leeson, Director

176 Prospect Street, P.O. Box 108
Andover, Ohio 44003
Community Volunteer
Home: 440-293-7397

Office: N/A
Cell: N/A
Email: gardnermichael_c@yahoo.com
First Term begins: 01/01/2021
First Term ends: 12/31/2023
Parish: St. Joseph Calasanctius, Jefferson

Nanci Austin, Director
810 State Route 534 South
Geneva, Ohio 44041
Retired/Hospice Manager Bella Care
Home: N/A
Office: N/A
Cell: 440-812-7642
Email: naustin19@icloud.com
First Term begins: 01/01/2022
First Term ends: 12/31/2024
Parish: Assumption, Geneva

Rachel Hrbolich, Diocesan Director
144 West Wood Street
Youngstown, Ohio 44503
Office: 330-744-8451
Email: rhrbolich@youngstowndiocese.org

Office: N/A
Cell: 440-789-2428
Email: djleeson@yahoo.com
First Term begins: 01/01/2021
First Term ends: 12/31/2023
Parish: Our Lady of Victory, Andover

Traci Warren, Director
2523 Carson Avenue
Ashtabula, Ohio 44004
ACMC Regional Home Health, Billing
Home: N/A
Office: N/A
Cell: 440-969-8293
Email: tadew1456@yahoo.com
First Term begins: 01/01/2022
First Term ends: 12/31/2024
Parish: Our Lady of Peace, Ashtabula

Jill Valentic, CCAC Executive Director
2111 West 10th Street
Ashtabula, Ohio 44004
Home: 440-964-5275
Office: 440-992-2121 ext. 7027 Fax: 440-992-5974
Cell: 440-813-1417
Email: jillers1971@yahoo.com and jillv@doyccac.org
Parish: Our Lady of Peace, Ashtabula

C. Provider/Staff Qualifications

(1) Explanation of qualified staff - Financial Literacy Education

Catholic Charities has been providing money management and financial literacy education for twenty-five years. Employees receive training and education through such entities as HUD, and the Housing Counseling Training & Certification Program. Caseworkers continue to receive ongoing professional development training relevant to their work. Currently, the primary financial literacy educator has over 18 years of banking experience and is a HUD-Certified Counselor

The Family and Community Services Supervisor is the program supervisor for the program and has been with the agency for over three years. The Program Supervisor has over fifteen years' experience as a service provider working with the homeless and most vulnerable population in Ashtabula County. Additionally, the Supervisor has over two years as a trained direct service SSI Specialist.

The following job descriptions are included:

- Family Services Caseworker (financial literacy educator)
- Family & Community Services Supervisor (program supervisor)
- Fiscal Coordinator
- Office Coordinator (fiscal support)
- Fiscal Support
- Front Desk

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER
JOB DESCRIPTION**

TITLE: Caseworker: Family Services

SUPERVISOR: Family & Community Services Supervisor

GENERAL STATEMENT:

The Family Services caseworker is responsible for all aspects of the day-to-day functions associated with the Family Services Program, which may include payeeship services, housing counseling, emergency assistance, prescription assistance, financial literacy, family support, and outreach. The Family Services caseworker is responsible for ensuring the implementation of the program and services, and that they are executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- ❖ Ensure the highest degree of achievement and performance in the Family Services Program
- ❖ Provide direct service in the Family Services Program.
- ❖ Work within the financial boundaries of the funding available, alerting the supervisor of any deviation.
- ❖ Develop and build relationships with other appropriate entities in the county for networking and referral purposes.
- ❖ Promote the Agency and program services in the community.
- ❖ Coordinate and compile required reports.
- ❖ Coordinate special projects as necessary.
- ❖ Recruit, train and develop volunteers as needed.
- ❖ Ensure that all program reporting requirements are completed in an accurate and timely manner.
- ❖ Implement Family Services Program area policies and procedures.
- ❖ Become a HUD Certified Counselor
- ❖ Prepare, and study for the HUD-Certification Exam to become a HUD-Certified Counselor
- ❖ Assist in the development of and compliance with quality assurance standards of the Family Services Program.
- ❖ Keep abreast of and focus on continuous quality improvement.
- ❖ Attend required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Participate in public speaking engagements.
- ❖ Assist the Assistant Director and the Executive Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ LSW or LISW preferred.
- ❖ Training and/or experience with population served.
- ❖ Experience in collaborative projects.
- ❖ Proficient in the use of technology and basic computer literacy.

STATUS: Full-time, program Non-exempt

SALARY RANGE: \$26,000 - \$35,000



HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

GREGORY ELLIOTT
of
CATHOLIC CHARITIES OF ASHTABULA COUNTY

for meeting the criteria for this certification.
This Certificate is valid only for the above named Housing Counselor while employed by the named Housing Counseling Agency, and while such Agency remains a HUD approved Housing Counseling Agency.

Date Issued: March 18, 2021

Agency HCS ID: 80434

Housing Counselor ID: 247SRP

Jerrold H. Mayer

Jerrold H. Mayer, Director
Office of Outreach and Capacity Building

The purpose of this Certificate is to identify the above named individual as being approved and certified by HUD to provide counseling pursuant to Section 106 of the Housing and Urban Development (HUD) Act of 1968 and other pertinent regulations and requirements. The approval and certification of a counselor does not create or imply a warranty or endorsement by HUD of the Counselor or the Participating Agency which employs the Counselor, nor does the approval and certification of a Counselor represent a warranty of any counseling provided by the Counselor or the Participating Agency which employs the Counselor. Approval and Certification means only that the Counselor has met the qualifications and conditions prescribed by HUD.

Warning: Misuse of this Certificate may subject users to Criminal penalties under 18 U.S.C. 709 or other civil or administrative action.

CERTIFICATE

PROUDLY PRESENTED TO

Greg Elliott

FHA Single Family 101 for Housing Counselors



Jun 10, 2021

Date of Completion

Steve Mares

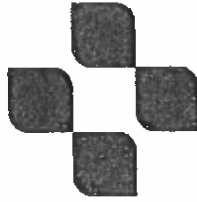
Organizer

Greg Elliott

has completed the course and is now certified in

Adult Mental Health First Aid USA

and has been trained to provide initial help to someone experiencing a mental health or substance use challenge.



**Mental Health
FIRST AID**

from NATIONAL COUNCIL FOR
MENTAL WELLBEING

National Council for Mental Wellbeing operates Mental Health First Aid in the USA. The National Council for Mental Wellbeing and the Missouri Department of Mental Health founded Mental Health First Aid USA.

Chuck Ingoglia

Chuck Ingoglia
President & CEO
National Council for Mental Wellbeing

This course is eligible for 7.5 contact hours of continuing education credit.

This certificate became
effective on:

6/28/2021

Date

This certificate **expires:**

3 yr from effective date

Date

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: The Family and Community Services Supervisor

SUPERVISOR: Executive Director

GENERAL STATEMENT:

The Family and Community Services Supervisor is responsible for assisting the Executive Director in all aspects of daily activities by aiding in the planning and implementation of program area goals, policies and procedures in the area of the Family Services Program. The Family and Community Services Supervisor will manage numerous administrative duties, keeping the Executive Director informed on all matters of Agency operations pertaining to staff and client activity. The Family and Community Services Supervisor will oversee the Family Services, providing the necessary leadership to ensure the implementation and development of the program and services. The Family and Community Services Supervisor will provide a high degree of achievement and performance and ensure the mission of the Agency is developed and fulfilled by all who are a part of the Agency.

RESPONSIBILITIES:

- ❖ Assists the Executive Director with the research, structuring and development of new programs including the operational and evaluative features of programming.
- ❖ Collaborates with the Executive Director and program staff in the development of goals and strategies related to new program development and evaluation.
- ❖ Supervises agency and community based programs including the training and development of program area staff; ensuring coordination of schedules, workload distribution, and delivery of service.
- ❖ Ensures that the program areas have appropriate stand operating procedures and other required policies in effect.
- ❖ Ensures the appropriate Agency accreditation and licensing for the program areas and the licensing/certification of individual staff members, if appropriate.
- ❖ Provides direct service, as necessary.
- ❖ Meets regular with program staff.
- ❖ Coordinates funding and grant writing efforts as necessary.
- ❖ Prepares grant renewals as required.
- ❖ Implements Agency policies and procedures.
- ❖ Assists in the development of and compliance with quality assurance standards of the Agency and program areas.
- ❖ Keeps abreast of and focuses on continuous quality improvement.
- ❖ Attends required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Participates in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Actively pursues relationships in the community with Catholic parishes/community, ecumenical organizations, businesses, other organizations and possible clients for the benefit and enhancement of the vision and mission of the Agency.
- ❖ Promotes and represents the Agency in the community.
- ❖ Participates in public speaking engagements.
- ❖ Acts with designated authority, in the absence of the Executive Director during an emergency.
- ❖ Assists the Executive Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's degree preferred.
- ❖ Working knowledge of community supports and resources
- ❖ Experience working with diverse populations
- ❖ Supervisory experience
- ❖ Possess outstanding public speaking skills and organizational skills
- ❖ Proficient in the use of technology and basic computer literacy

STATUS: Full-time, Administrative; Exempt

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Fiscal Coordinator

SUPERVISOR: Executive Director

GENERAL STATEMENT:

The Fiscal Coordinator is to perform the day to day functions associated with coordinating and supervising the fiscal operations of the Agency; managing the accounting of all the agency assets and liabilities; assisting the Executive Director with research and development of budgets for the total agency as well as individual grants, contracts and allocation proposals; making recommendations for the effective, efficient utilization of operations and funds; managing benefits and ensuring successful audits. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- ❖ Responsible for oversight and operation of all fiscal operations of the Agency.
- ❖ Ensuring the highest degree of achievement and performance in the area of fiscal operations.
- ❖ Supervision, training and development of fiscal and support staffs.
- ❖ Oversee processing of payroll and employment forms.
- ❖ Oversee the administration of Agency benefits.
- ❖ Coordinating all phases of the annual audit, as well as the monthly, quarterly and annual reports, ensuring accuracy and timeliness of the financial statements, tax returns and associated reports.
- ❖ Provide support to the Executive Director and Assistant Director with needed research and development of forecasts, budgets and cost reports necessary.
- ❖ Participates in subcommittee meetings of the Board of Directors as requested.
- ❖ Ensuring that the fiscal operations area is operated in an efficient manner.
- ❖ Ensuring that the program area has appropriate standard operating procedures and other required policies in effect.
- ❖ Implements Agency policies, procedures and internal controls.
- ❖ Assists in the development of and compliance with quality assurance standards of the program area.
- ❖ Keeps abreast of and focuses on continuous quality improvement.
- ❖ Actively pursue relationships within the community to the benefit and enhancement of the vision and mission of the Agency.
- ❖ Promote the Agency and program services and represent the Agency in the community.
- ❖ Attends required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Required to participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Participates in public speaking engagements.
- ❖ Assists the Executive Director and Assistant Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's Degree or greater preferred.
- ❖ Training and/or experience in administration and supervision.
- ❖ Accounting and auditing experience.
- ❖ Experience in human and financial resource management.
- ❖ Proficient in the use of technology and basic computer literacy.

STATUS: Part Time, Administrative; Non-Exempt

SALARY RANGE: \$25,000.00 - \$40,000.00 /FTE

Revised March 2007, April 2009, July 2013

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Office Coordinator

SUPERVISOR: Fiscal Coordinator

GENERAL STATEMENT:

The Office Coordinator position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports the Fiscal Coordinator and helps manage the computerized accounting system; prepares financial reports and forecasts; keeping financial and benefit records. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- Enter and maintain accounts receivable system.
- Process employee benefits – medical, dental and life insurance plans and pension plan.
- Track employee sick, vacation, personal and other leaves.
- Process and prepare payroll.
- Process paperwork and file set up for new employees.
- Report Child Protection data to the Diocese.
- Assist in the preparation of monthly financial statements.
- Prepare accounting spreadsheets and reports as needed.
- Prepare bank reconciliations monthly.
- Assist in the preparation of budgets.
- Assist in preparation of reports and cost analysis for grants.
- Assist in the documentation of and preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Back up front Desk Support.
- Process and prepare accounts receivable billings.
- Oversight of information technology.
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meeting and trainings as required. May be required to travel to off-site locations.
- Assists the Fiscal Coordinator and the Executive Director as necessary.
- Performs other duties as necessary.

QUALIFICATIONS:

- Associate degree or greater.
- Experience in non profit/government accounting preferred.
- Experience with computerized accounting and all associated office equipment.
- Experience with audits and financial recordkeeping and interpretation.
- Advanced computer literacy.

STATUS: Full-time; Non-Exempt

SALARY RANGE: \$25,000 - \$35,000/FTE

Revised: May 2006
October 2006
June 2008
April 2009
April 2011
May 2013

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER**

JOB DESCRIPTION:

TITLE: Support Services: Fiscal
SUPERVISION: Fiscal Coordinator

GENERAL STATEMENT:

The Support Services Fiscal position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports Fiscal Coordinator and helps manage the computerized accounting system. These and all responsibilities shall be executed with respect to the vision and the mission of the Agency.

RESPONSIBILITIES:

- Process and prepare accounts payable checks.
- Monitor agency records retention policy.
- Prepare payeeship statistical reports.
- Maintain fixed asset schedules, including the reporting of acquisitions and dispositions.
- Monitor agency supply inventory, including stationery, and coordinate ordering.
- Enter deposits into the accounting system.
- Back up front desk Support.
- Assist in the documentation of the preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Assist on an as needed basis with agency program administration.
- Compose and type routine correspondence.
- Track expiration dates on employees driver's licenses and auto insurance.
- Filing
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meetings and trainings as required. May be required to travel to off-site locations.
- Other duties as necessary.

QUALIFICATIONS:

Associates degree preferred.

Experience in non profit/government accounting preferred.

Experience with computerized accounting and all associated office equipment.

Experience with audits and financial recordkeeping and interpretation.

Advanced computer literacy.

STATUS: Non-exempt, hourly
HOURLY: \$10.00 - \$13.00

May 3, 2013



Catholic Charities

of Ashtabula County

Providing Help. Creating Hope.

Position Title: Agency Services Coordinator - Full-Time
FLSA Status*: Non-exempt, Hourly
Positions Supervised: Yes

Position Summary: The Agency Services Coordinator performs the day to day functions associated with the front desk operations; receiving and intake of visitors to the Agency and its programs; phone reception, mail intake/disbursement, information and referral; data entry associated with these functions, and the support of all program personnel. These and all responsibilities shall be executed with respect to the vision and the mission of the Agency.

Essential Duties and Responsibilities include the following and other duties that are assigned:

- Greet visitors with hospitality directives.
- Answer telephone and forward calls appropriately.
- Follow program procedures for client intakes.
- Manage crisis calls/walk-ins calmly and contact appropriate parties
- Client appointment notifications and reminders
- Keep a schedule of meeting rooms, knowledge of all program activities and meetings.
- Volunteer support.
- Retention record support
- Receive donations using the Donation Procedure Form to capture pertinent donor information.
- Support to the Executive Administrative Assistant.
- Order and maintain all office supplies.
- Maintain office equipment, ordering, and maintenance scheduling.
- Be knowledgeable of agency activities.
- Prepare outgoing and sort incoming mail.
- Prepare deposits as needed to support fiscal office.
- Compose routine correspondence.
- Compile results of surveys from program evaluations to establish outcomes and quality control.
- Participate in Agency meetings and trainings as required. May be required to travel to off-site locations.
- Maintain the supply room and kitchen area in a neat and orderly manner.
- Other duties as assigned.

- Participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- Work independently, think critically and objectively, and make sound recommendations in the best interest of the individual.
- Other duties as necessary.

Position Qualification Requirements:

- High School Diploma or equivalent.
- Experience with a multi-tasking.
- Experience with telephone/communication techniques
- Experience in working with vulnerable populations.
- Computer skills/data entry.
- Organization and hospitality skills
- Deescalating Training a plus

Education and/or Experience:

High School Diploma or equivalent. Bilingual a plus

Reasoning Ability:

The position requires an ability to work with vulnerable populations. The position requires use of good judgement, objectivity, dependability, and professionalism.

3.2 Posting of Openings

Catholic Charities of Ashtabula County desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on employee bulletin boards. Prior to any outside recruitment, the Agency will announce all new positions within the Agency for five consecutive working days (Employee Manual, pg. 10).

* Fair Labor Standards Act (FLSA)

Submit a letter of interest to Jill Valentic by the end of the business day January 26, 2022.

Section 2 (G)
Employee Training Program Description

Financial Literacy Program



**Study Guide
Glossary**

HUD Housing Counselors Training



**U.S. Department of Housing
and Urban Development**

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HUD HOUSING COUNSELORS TRAINING AND TESTING FOR CERTIFICATION

HUD Housing Counselors Interactive Online Training

Select each module to access and download the material. Select [Help \(http://www.hudhousingcounselors.com/help\)](http://www.hudhousingcounselors.com/help) if you have additional questions. Access the [Glossary \(/glossary\)](#) to review training terms and definitions. Review the [Revision History \(/training-revision-history\)](#) for information about training content updates. Please review the [Training Technology Requirements \(/support/training-training-technology-requirements\)](#) for module functionality.

Financial Management



- [Module 1.1 \(/node/23056/play\)](#) 30 minutes
- [Module 1.2 \(/node/23061/play\)](#) 60 minutes
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Exhibit II

Section 4
Program Budget

**Section 4
Program Budget**

Financial Literacy Program Budget

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Financial Literacy

Date From: October 2022

To: September 2023

	Program	TANF
I. Staff		
A. Salaries	\$ 1,142.92	\$ 1,142.92
B. Payroll-Related Expenses	\$ 531.33	\$ 531.33
Total Staff Costs	\$ 1,674.25	\$ 1,674.25
II. Operations		
A. Travel and Short-Term Training	\$ 39.00	\$ 39.00
B. Consumable Supplies	\$ 40.00	\$ 40.00
C. Occupancy Costs	\$ 389.75	\$ 389.75
D. Contract and Professional Services	\$ 250.00	\$ 250.00
E. Other - Miscellaneous	\$ 107.00	\$ 107.00
Total Operational Costs	\$ 825.75	\$ 825.75
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 2,500.00	\$ 2,500.00
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ 2,500.00	\$ 2,500.00

Budget Computation

Total Operating Expenses	\$ 2,500.00	\$ 2,500.00
Divided by Total Operating Units	40.06	40.06
= Unit Rate	62.41	62.41
Unit Rate	62.41	62.41
X number of units purchased	40.06	40.06
= Total Contract Amount	\$ 2,500.00	\$ 2,500.00

Unit = Example: 1 meal, 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Caseworker	\$ 36,421.00	Year	2.00%	\$ 728.42	\$ 728.42
Front Desk	\$ 34,320.00	Year	0.50%	\$ 172.00	\$ 172.00
Grants/Payroll Administrator	\$ 48,506.00	Year	0.50%	\$ 242.50	\$ 242.50
Total Salaries				\$ 1,142.92	\$ 1,142.92

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	\$ 87.44	\$ 87.44
Worker's Compensation	\$ 11.43	\$ 11.43
Unemployment Insurance	\$ 11.43	\$ 11.43
Retirement Expenses	\$ 57.15	\$ 57.15
Hospitalization	\$ 350.00	\$ 350.00
Other (identify) Life & Disability Ins.	\$ 13.88	\$ 13.88
Other (identify)		
Other (identify)		
Total Payroll-Related Expenses	\$ 531.33	\$ 531.33

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: \$ -	\$ -	\$ -
Short-Term, Training	\$ 39.00	\$ 39.00
Total Travel and Short-Term Training	\$ 39.00	\$ 39.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 40.00	\$ 40.00
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ -	\$ -
Other (identify) Other Supplies		
Total Consumable Supplies	\$ 40.00	\$ 40.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 360.00	\$ 360.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	\$ -	\$ -
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	\$ 24.75	\$ 24.75
Sewer		
Other (identify) Alarm	\$ 5.00	\$ 5.00
Other (identify)		
Total Occupancy Costs	\$ 389.75	\$ 389.75

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	\$ 20.00	\$ 20.00
Technology	\$ 50.00	\$ 50.00
Other Contract Service Fees	\$ 180.00	\$ 180.00
Total Contract & Services Costs	\$ 250.00	\$ 250.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage & Shipping	\$ 20.00	\$ 20.00
Advertising	\$ -	\$ -
Other Technological	\$ 3.00	\$ 3.00
Other Printing & Publications	\$ -	\$ -
Computer Software & Support	\$ 84.00	\$ 84.00
Other Misc.	\$ -	\$ -
Total Miscellaneous Costs	\$ 107.00	\$ 107.00

III. Equipment
A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				\$ -	\$ -	\$ -	-	\$ -	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	\$ -	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Catholic Charities**
Date: **9/1/2022 9:39:55 AM**

This search produced the following list of 6 possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 
MJH 9.1.22

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 Contract Services**; not to exceed **\$625.00**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement between Ashtabula County Job & Family Services and Catholic Charities of Ashtabula County.**



David Thomas
Ashtabula County Auditor

Date:  9/2/22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Catholic Charities of Ashtabula County, located at: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004, and whose phone number is: 440-992-2121 (hereinafter referred to as the "Subgrantee") to provide Opening Doors Parenting Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Catholic Charities of Ashtabula County.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2022 through September 30, 2023 unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: \$ 11,813.15
The unit rate is: \$ 24.03 per class hour.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 4200 Park avenue, Third Floor, Ashtabula, Ohio 44004.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
 6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

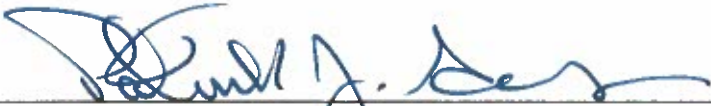
ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.
- Insurance:** The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonably foreseeable torts which could cause injury or death.
- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22
Date

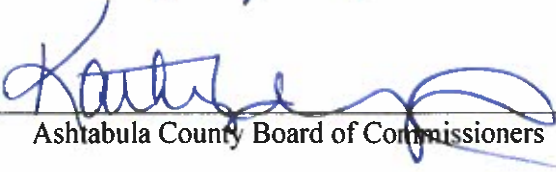


Catholic Charities of Ashtabula County

9/6/22
Date



9-20-22
Date



Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals
For
Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENE.E.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws; and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. **Timely Submission** – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. **Completeness of Submission** – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County – Opening Doors Parenting Program

ADDRESS: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004

PHONE: 440-992-2121 FAX: 440-992-5974

SERVICE SITE (if different than above): N/A

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentic

PROGRAM COORDINATOR: Carrie Artman EMAIL: carriea@doyccac.org

FISCAL CONTACT: Jim Herschel EMAIL: jherschel@youngstowndiocese.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentic

SIGNATURE: 

(Note: original signature must be in blue ink)

TITLE: Executive Director

DATE: 7/11/22

Catholic Charities: Opening Doors Parenting Program

Section 3 – Opening Doors TANF Program Program Planning and Development

A. Program Description

(1) Proposed Service

Opening Doors is an evidence-based, comprehensive 10-session parent leadership and advocacy training program developed for low income parents with children ages 0 to 5. The program is based on the premise that enhancing parenting skills early in a child's life leads to economic and societal benefits. The facilitator enhances parents' learning by presenting materials in an interactive way, encouraging involvement and discussion.

Currently, to protect the safety of the educator, participants and speakers, the sessions are delivered in –person on Tuesdays from 5:30-7:30 pm and is conducted at the Ashtabula County Children Services Board meeting room. All class participants join each session meeting from an appropriate location, facilitating safe engagement with the group and its presenters. Each week's session has a different objective, and some weeks include an invited speaker to present on the week's topic.

The Program Supervisor, or designee, meets with each potential participant prior to the first class. An agency assessment/application and a PRC application are both completed. PRC applications are faxed to Ashtabula County Job and Family Services for approval or denial. Participants who are not TANF-approved are not denied access to the program; another funding source pays for their participation. There is no cost to any participant.

An overview of each session:

Session 1 - "I Am My Child's First Teacher; Our Home, My Child's First School"

This is the introduction to the Opening Doors curriculum, goals, and objectives. Parents are introduced to the concepts of being their child's first teacher and the home as their child's first school. The importance of parent engagement in their child's education and parent leadership are also discussed.

Session 2 – "Reaching Family Success"

This session focuses on how parents take on the role of leaders in the home by practicing family values, establishing good communication, employing positive discipline, goal setting, and achieving a family action plan. During this session, parents will be more willing to take advantage of everyday opportunities to cultivate the healthy growth of their children and families.

Session 3 - "My Child Grows"

In this session, parents will understand their fundamental role in supporting their child's holistic development. Parents will become familiar with the developmental milestones for children and increase their capacity to respond to their child's needs. The facilitator will present existing resources and services in the local community for the early detection, intervention, and support of children with special needs.

Session 4 - "My Child Talks"

In this session, parents will explore how language develops in children and examine the different stages and appropriate expectations for each age and developmental stage. Emphasis is placed on a parent's critical role in the language development of their child. The advantages of bilingualism will be also discussed.

Session 5 - "Let's Continue Opening Doors"

In this session, parents will gain awareness on the importance of reading to their children at an early age. Parents will become familiar with valuable resources in their community, discuss the importance of reading, and get information about filing for the Earned Income Tax Credit.

Session 6 - "Our Health is First: Part I"

In this session, parents will discuss the importance of balanced nutrition and exercise. They will find out how to promote healthy habits at home and receive information about health programs available in their local community.

Session 7 - "Our Health is First: Part II"

In this session, parents will explore ways of taking care of their own mental and emotional well-being, as well as that of their child's. The facilitator will also introduce concepts and share ideas on how to promote a child's healthy socio emotional development.

Session 8 - "Let's Go to School"

In this session, parents will understand how choosing a child care provider or an early education program is an important decision in their child's life. Parents will not only examine how to choose a quality early education program in their community, but also how to communicate with a child care provider or an early education teacher. In addition, the value and benefits of a preschool education will be explored. In this session, parents will make a commitment to advocate for their child's education and for high quality early learning programs.

Session 9 - "Advocating for Our Future"

In this session, parents will discuss their rights and responsibilities in the public education system and the process to change policies. Parents will also become knowledgeable on how to strengthen their leadership and advocacy skills to problem solve and face challenges in a variety of settings in their community.

Session 10 - "Yes We Can!"

This session is a very special celebration where parents may give testimony about the positive changes they are making in their homes, schools, and community. Opening Doors will honor each participant with a certificate for their participation, recognizing their commitment to lead and advocate on behalf of children.

An evaluation of Opening Doors, conducted by UC Berkeley, shows the following results:

- Develops parents' knowledge of their rights and responsibilities in relation to their child's education
- Increases knowledge and confidence in parenting by setting and meeting family goals
- Connects parents to resources and services that support healthy families
- Shows parents how to navigate systems (e.g. health care, public schools)
- Prepares parents to advocate on behalf of their children
- Builds community support systems in their neighborhoods

Opening Doors meets the TANF goal of providing assistance to needy families with children so that they can live in their own home or the homes of relatives. Opening Doors is a referral source for families trying to maintain custody or regain custody and may be working with Children Services and/or Juvenile Court. If the latter is the case, Catholic Charities of Ashtabula County (CCAC) provides a copy of the reunification plan as part of the application process.

(2) Need

According to the latest American Community Survey statistics from the U.S. Census Bureau, in Ashtabula County, 14.2% of all families, and 18.7% of all people, live below the federal poverty line, however for those families with related children under the age of 5 only, the poverty rate increases to 36.7% and for those families with a female head of household, no husband present, and children under the age of 5 only, the poverty rate is a staggering 48.5%. According to an article published by the Department of Health and Human Services, poverty and unemployment show strong associations with child maltreatment, particularly neglect.

Ashtabula County's unemployment rate is typically above both the state and national rates. In response to the COVID-19 Pandemic experienced worldwide, the unemployment rate had increased dramatically. In April 2020, the unemployment rate jumped from 6.3% (March 2020) to a staggering 15.8%, compared to Ohio's rate of 13.7% (May 2020), and the national rate of 13%. The unemployment rate in April, 2021 is 5.2%, which is slightly lower than the national average of 6.1% for the same time period.

According to the Department of Health and Human Services – Administration for Children and Families, parental substance abuse is reported to be a contributing factor for between one- and two-thirds of maltreated children in the child welfare system. Research supports the association between substance abuse and child maltreatment. For example:

- A retrospective study of maltreatment experience in Chicago found children whose parents abused alcohol and other drugs were almost three times likelier to be abused and more than four times likelier to be neglected than children of parents who were not substance abusers.
- A Department of Health and Human Services study found all types of maltreatment, and particularly neglect, to be more likely in alcohol-abusing families than in non-alcohol-abusing families.

Substance abuse can interfere with a parent's mental functioning, judgment, inhibitions, and protective capacity. Parents significantly affected by the use of drugs and alcohol may neglect the needs of their children, spend money on drugs instead of household expenses, or get involved in criminal activities that jeopardize their children's health. In 2018, Ashtabula County Children Services Board *Year in Review* reported that 34 babies under the age of one were removed from their homes due to parental drug use. Also, studies suggest that substance abuse can influence parental discipline choices and child-rearing styles. CCAC collaborates with all community agencies, including Ashtabula County Children Services, Juvenile Court, Attorneys and Mental Health Agencies to ensure that their clients have access to the Opening Doors Parenting Program.

The Ashtabula County Health Needs Assessment, released in 2019, revealed that about 23% of adults were considered binge drinkers, as compared to binge drinking rates of 19% for Ohio and 17% for the United States. The rate of adult marijuana use reported for 6 months prior to the survey for those with income under \$25,000 in Ashtabula County was 7%. For respondents under the age of 30, the rate increased to 18%. According to 2018 state data, the county had 35 opiate doses per capita, which put it in the same league as many of the state's southern counties, where abuse of prescription pain medication is a major public health problem. Many of the Opening Doors participants, either had previously or, are currently struggling with addiction issues.

Adverse Childhood Experiences (ACEs) include childhood abuse, neglect, and exposure to other traumatic stressors. In Ashtabula County, 23% of adults had three or more ACEs in their lifetime, increasing to 30% of those with incomes less than \$25,000.

Additionally, the program will give parents a better understanding of steps that they can take to ensure their child is ready to enter Kindergarten. Opening Doors stresses the importance of early child education. According to Dr. Bernard P. Dreyer, past president of Academic Pediatric Association, "After the first three, four, five years of life, if you have neglected that child's brain development, you can't go back." Early learning can be a stepping stone for life-long learning. Education is a key to staying out of poverty as the poverty rate decreases for those with a high school diploma and drops significantly for those with a bachelor's degree.

3) Experience

Opening Doors is a national initiative of Families in Schools (FIS), an organization based in Los Angeles, California. Catholic Charities USA received funding from a national foundation to offer certification to local agency employees interested in providing the program. In late 2013, Catholic Charities of Ashtabula County received certification to facilitate the Opening Doors Program. The first class of Opening Doors graduated in June 2014, and the Agency has been facilitating classes ever since. Although experience with Opening Doors is relatively new, CCAC has provided a case management and material assistance First Step program for parents with young children for many years.

The Opening Doors educator has been facilitating sexual risk avoidance education for county students for over fifteen years, so she has significant experience in a classroom environment. She is a certified Sexual Risk Avoidance Specialist and is a Ohio Certified Prevention Specialist Assistant through the State of Ohio *Ohio Chemical Dependency Professional Board*. Certificates enclosed.

4) Statistics

Since its implementation in Ashtabula County, Opening Doors has enrolled participants as below:

Period	Number of 10-week sessions	*Number enrolled	Percent completing at least 80% of the classes
2014	3	42	64%
2014-2015	4	42	62%
2015-2016	4	69	72%
2016-2017	4	84	72%
2017-2018	4	59	75%

CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACDJFS RFP #2-22

2018-2019	4	55	55%
*2019-2020	2	36	44%
2020-2021 **	3	44	59%
2021-2022 ****Forecasting	3	45	75%
2022-2023 Goal	3-4	60	75%

*Class size varies year to year based on the amount of referrals from Social service agencies, Ashtabula County Juvenile Court and Ashtabula County Children Services. We have found a gradual reduction in referrals to the program within the past two contract cycles.

**Virtual sessions. The March 2020 class was cancelled due to the COVID-19 pandemic, however referrals and application were low.

**** Started in- person classes in 2022 with new teaching location: Ashtabula County Children Services Board.

Program continues to work closely with Children Services, Juvenile Court, Mental Health Agencies, Community Action/211 and other referral sources to ensure those in need of a parenting class have access to this service.

The service area of the 2021-2022 participants:

	2020-2021 (3 Sessions)	*2021-2022 (2 Sessions)
Andover	1	0
Ashtabula	29	14
Conneaut	5	1
Rock Creek	1	0
Geneva	3	5
Jefferson	4	2
Rock Creek	1	0
Williamsfield	1	0
Total	45	22

* Next class is scheduled for September 2022

* Catholic Charities of Ashtabula County (CCAC) is proposing to offer 3-4 10-week sessions in the upcoming contract year. Each 10-week session projects 10-15 participants to enroll, for a total of 45-60 total participants. While it is unknown what referrals will be TANF eligible, the program forecasts that at least 50% of its participants would meet TANF eligibility.

5) Monitoring and evaluation system

In an effort to utilize an evidence-based tool, the Opening Doors Program began utilizing the Protective Factors Survey (PFS). The primary purpose of the Protective Factors Survey is to provide feedback to agencies for continuous quality improvement and evaluation purposes. The survey results are designed to help agencies measure changes in protective factors and identify areas where workers can focus on increasing individual family protective factors. The results are entered into a data base, which summarizes the data.

The following is an overview of the PFS:

Overview of the Protective Factors Survey

Though there are numerous instruments designed to measure individual protective factors, there is not currently a single instrument that assesses *multiple protective factors* against child abuse and neglect. In 2004, The FRIENDS National Resource Center for Community-Based Child Abuse Prevention began a project to develop a Protective Factors Survey (PFS) for its network of federally-funded Community Based Child Abuse Prevention (CBCAP) programs. This project was initiated to help programs better assess changes in *family protective factors*, a major focus of prevention work.

The PFS is a product of the FRIENDS Network in collaboration with the University of Kansas Institute for Educational Research and Public Service. The instrument was developed with the advice and assistance of researchers, administrators, workers, and experts specializing in family support and maltreatment and psychological measurement. The survey has undergone three national field tests.

Purpose and Use

The PFS is designed for use with caregivers receiving child maltreatment prevention services. The instrument measures protective factors in five areas: family functioning/resiliency, social support, concrete support, nurturing and attachment, and knowledge of parenting/child development. Workers can administer the survey before, during, or after services.

The primary purpose of the Protective Factors Survey is to provide feedback to agencies for continuous improvement and evaluation purposes. The survey results are designed to provide agencies with the following information:

- A snapshot of the families they serve
- Changes in protective factors
- Areas where workers can focus on increasing individual family protective factors

The PFS is not intended for individual assessment, placement, or diagnostic purposes. Agencies should rely on other instruments for clinical use.

Description

The Protective Factors Survey is a pencil and paper survey. The survey takes approximately 10-15 minutes to complete. The instrument is divided into two sections, the first section to be completed by a program staff member and the second section to be completed by the program participant. The participant portion of the survey contains the core questions of the survey. In the demographic section, participants are asked to provide details about their family composition, income, and involvement in services. In the family protective factors section, participants are asked to respond to a series of statements about their family, using a seven-point frequency or agreement scale. The following table provides a brief summary of the multiple protective factors covered in the survey.

Protective Factor	Definition
Family Functioning/ Resiliency (5 items)	Having adaptive skills and strategies to persevere in times of crisis. Family's ability to openly share positive and negative experiences and mobilize to accept, solve, and manage problems.
Social Support (3 items)	Perceived informal support (from family, friends, and neighbors) that helps provide for emotional needs.
Concrete Support (3 items)	Perceived access to tangible goods and services to help families cope with stress, particularly in times of crisis or intensified need.
Child Development/ Knowledge of Parenting (5 items)	Understanding and utilizing effective child management techniques and having age-appropriate expectations for children's abilities.
Nurturing and Attachment (4 items)	The emotional tie along with a pattern of positive interaction between the parent and child that develops over time.

The results from recent PFS survey data:

Category	Improved Score
Family functioning	51.92%
Social/emotional support	48.08%
Concrete support	49.04%
Nutrition and attachment	34.95%
Knowledge of parenting:	
There are many times when I don't know what to do as a parent	43.27%
I know how to help my child learn	37.5%
When I discipline my child, I lose control	20.19%

At the conclusion of each in-person session, parents are asked to list “take aways” that were helpful for them. Below are some of the responses, previously recorded exactly as written:

- Playing with your kids is key and nutrition s important.
- Communication with children, nutrition in their diet and playing helps them lean.
- Budgeting helps the family save money.
- The library is a great family resource
- I have a bigger toolbox for parenting and I know many more supportive services.
- I learned a few things I didn't know and refreshed my memory on things that are important in a child's development.
- I got more education on how to be a parent to my children and each and every guest speaker taught me something.

Parents are also given a survey at the conclusion of the program. Results from previous in-person conducted cohorts include:

- 93% of parents felt that their parenting skills had strengthened
- 100% feel confident in their ability to raise their child.
- 100% of parents feel confident being their child's advocate.

In order to allow for those who begin and do not complete the full course, or only attend several sessions, billing is proposed on a per person, per class, hourly unit rate.

6) Days and hours of program

Catholic Charities of Ashtabula has office hours from 8:30am-5:00 pm on Monday through Friday, however Opening Doors is offered at a time that is most convenient for the participants. Participants are able to contact program supervisor via phone, email, virtually or by appointment to answer questions and provide materials. Sessions have

previously been offered on Tuesdays from 5:30pm – 7:30pm At Ashtabula County Children Services Board in Ashtabula, OH

Post COVID-19

Catholic Charities of Ashtabula County Opening Doors Parenting Program is scheduled for in-person sessions groups. The health and safety of our staff and participants is our main priority. CCAC is requiring the instructor and participants to adhere to the most up to date guidelines as directed from the CDC, Ohio health Department of Health and Ashtabula County Health Department to prevent the spread of illness.

7) Sources and amounts of funding for the service

Source	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Catholic Charities	\$9,231	\$15,346	\$14,036	\$14,036	\$7,018	\$8,338.00
PRC/TANF	\$9,588	\$13,420	\$14,036	\$14,036	\$7,018	\$11,815.13
Unit Rate	\$24.03	\$24.03	\$24.03	\$24.03	\$24.03	\$24.03

Program start-up was in 2014. Since there was no history of a similar program, projecting time, expenses and attendance for the initial unit rate was difficult, and adjusted accordingly.

Curriculum Sessions

Abriendo Puertas/Opening Doors is a 10-session curriculum centered on the cultural values, strengths, experiences and deeply held goals of parents. The curriculum consists of the following topics: early childhood development, early reading, good health, social and emotional well-being, early math, transition to kindergarten, and leadership and advocacy. Throughout the curriculum “participants” is used as an all-encompassing word that includes parents and other adult caregivers. Below are highlights of each session.



Session 1

I Am My Child's First Teacher; Our Home, My Child's First School

Popular Saying: "The Apple Doesn't Fall Far from the Tree"

This session introduces the Abriendo Puertas/Opening Doors curriculum, goals, and objectives. The concepts of parents being their child's first teacher and the home as their child's first school are discussed. Also discussed is, the importance of how parents take on the role of leaders in the home by communicating or conveying family values, establishing good communication, using positive discipline, setting goals, and developing and implementing a family action plan. A Parent Session 1 Survey(pre-survey) will be conducted so that the program's local impact can be measured.



Session 2

My Child's Growth and Development

Popular Saying: "What Begins Well, Ends Well"

This session focuses on how parents can use daily routines to stimulate healthy brain development in their children ages 0-5 through positive relationships and back and forth interactions. The facilitator will share existing resources and services in the local community to support early childhood development.



Session 3

Power of Words

Popular Saying: "The More That You Learn, The More Places You Will Go"

In this session, parents will gain practical tips for turning daily routines into opportunities for reading and language development. The session will also explore the benefits of bilingualism and inform parents about how to advocate for their child's educational rights.



Session 4

Healthy Body/Healthy Mind - Part 1: Nutrition & Physical Activity

Popular Saying: "Better Safe Than Sorry"

In this session, parents will learn the importance of balanced nutrition and physical activity. They will find out how to promote healthy habits in their home and learn about healthy recipes as well as programs available in their local community.

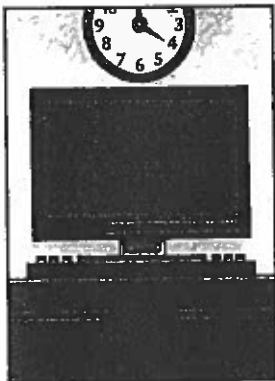


Session 5

Healthy Body/Healthy Mind - Part 2: Social-Emotional Well-Being

Popular Saying: "Each Mind is a World unto Itself"

In this session, parents will explore ways of taking care of their children's social-emotional well-being, as well as their own. They will practice parenting strategies to help their children be self-reliant, confident, and socially competent. This session introduces the parent created Abriendo Puertas/Opening Doors video: Small Children: Big Feelings on the importance of social-emotional well-being. Parental self-care is also explored.



Session 6

My Child, Media and Technology

Popular Saying: "The Future Belongs to Those Who Prepare for It Today"

In this session, parents will be informed and encouraged to embrace media and technology to prepare their children to succeed in the digital age. Parents will also learn: how to identify quality media choices, serve as good role models, use developmentally appropriate media and technology with children 0-5, ensure technology serves as a tool for reaching educational goals, guidelines as well as the challenges and fear about technology will also be addressed, and support will be given.

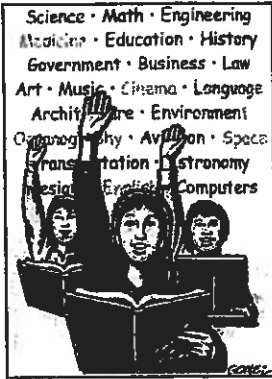


Session 7

Count With Me

Popular Saying: "A journey of a thousand miles begins with a single step"

In this session, parents will view videos and engage in discussions that demonstrate math is everywhere in the world around them. Fun play and learning activities will be shared to show parents how they can take advantage of daily routine activities that will help their children have fun while doing math. This session introduces the parent created Abriendo Puertas/Opening Doors video: Count With Me on the importance of introducing math into everyday activities and Ready Rosie videos that demonstrate ideas for activities parents can do any time to promote early math in a fun and engaging way with their children. This session also includes the Abriendo Puertas/Opening Doors Count With Me Bingo game. Parents will gain knowledge about the importance of early math skills and reinforce this knowledge by playing the Abriendo Puertas/Opening Doors Count With Me Bingo game.



Session 8

Let's Get Ready for School

Popular Saying: "Knowledge is Power"

In this session, parents will gain practical tips for daily routines and learning activities they can use at home to support their child's transition to school. Parents will be informed about how to assess and select local options for high quality early care and education and kindergarten and how to advocate for their child's educational needs. Facilitators will encourage parents to sign a Parent Reading Pledge Card to signal their commitment for their child's learning. This session introduces a parent created Abriendo Puertas/Opening Doors video: Transition to Kinder on the importance of preparing children to be ready for school. In addition, this session promotes Ready4K, a texting program that sends you three text messages a week. The messages give fun facts and tips on how to help your child get ready for Kindergarten in simple, easy, everyday ways.

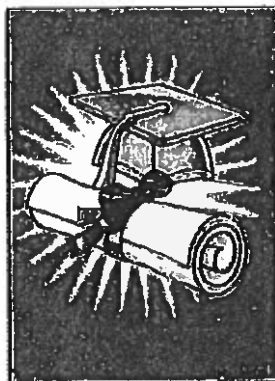


Session 9

Champions for Our Children's Future

Popular Saying: "There is no worse struggle than the one never waged"

In this session, parents will deepen their view of themselves as leaders and advocates in their homes, schools, and communities. Parents will strengthen leadership and advocacy skills to solve problems and challenges in a variety of community settings. This session introduces another parent created Abriendo Puertas/Opening Doors video: Parent Power on the important role parents play as champions for their children, families, and community.



Session 10

Yes, We Can! Graduation

Popular Saying: "Success Knows No Bounds"

This session is a special celebration that honors each participant with a certificate for their participation, recognizing their commitment to lead and advocate on behalf of children. During the celebration, parents will share the positive changes they are making in their homes, schools, and community as a result of participating in the Abriendo Puertas/Opening Doors program. This session also includes the Abriendo Puertas/Opening Doors Bingo game. The game was developed with feedback from more than 200 parents and educators and an analysis of the effects of the game when played with parents and their young children. The Bingo game connects the values, concepts, and fundamental objectives of the curriculum with the hopes and skills of families. A Parent Session 10 Survey (post-survey) will be conducted so that the program's local impact can be measured.



Abriendo Puerta:
Opening Doors

Opening Doors

Building a Better Future Through Parent Leadership

The Opening Doors Program is a **free** ten-week evidence-based parenting, leadership, and advocacy program for parents/custodians/guardians with children **ages 0-5**. Class meets once a week on Tuesday nights. Registration is required to participate in program.

Parents will learn:

- How to help your children develop healthy habits.
- How to prepare them to be successful in school.
- Resources and services available to help support your family.
- How to interact with other parents in your community.

Dates: July 12, 2022 – September 13, 2022

Registration is required in advance of class.

Class size is limited.

Location:

Children's Services Building
3914 C Ct., Ashtabula, OH 44004

Free meal provided to participants from 5:00 pm to 5:30 pm

Scan QR code or visit link to
access application materials.

Call to schedule an Appointment.



For more information or to register
Contact Carrie A.
440-992-2121 ext. 7049
carriea@doyccac.org

Catholic Charities of Ashtabula County
Providing Help, Creating Hope
4200 Park Ave, Third Floor
Ashtabula, Ohio 44004



Funded in part by Ashtabula County
Department of Job and Family Services

This document confirms your enrollment in the next Opening Doors Program.

Date enrolled: _____



When: _____
Tuesdays
5:00 pm -7:30pm
Where: Online



Opening Doors is a ten-session evidence-based parenting, leadership, and advocacy program for parents with children ages 0-5. The Opening Doors program is an interactive informational parenting class about early childhood development to school readiness, good health, social and emotional well-being, economic well-being, parenting styles and leadership and advocacy.

Note: This is a closed class and pre-enrollment is required to participate. Childcare is not provided for this workshop. If for any reason after enrollment you are unable to attend, please contact Lynn West at 440-992-2121.

We look forward to seeing you in our upcoming class!!!

Thank You,

Bill Daywalt

Education Supervisor/Opening Doors Coordinator

Jennifer White

Opening Doors Facilitator

Opening Doors Intake/Registration-

Class Date _____

Name: _____

Address: _____ City _____

State: _____ Zip: _____ Primary Phone Number: _____

Email address: _____

Age _____ Ethnicity: _____ please circle one: Hispanic or Non Hispanic

Veteran: Yes / No Monthly Income: \$ _____

Gender (Circle): Male Female Trans Female Trans Male Gender non-conforming

Other: _____
(Male to female) (Female to Male) (Not exclusively Male or Female)

Last four digits of SS# _____ Current total of people in your household _____

Who referred you to the Opening Doors Program? _____

Are you recommended or required by the referral to take this class? Yes or No
 If yes, please consider adding your referral to the program release.

Will you need transportation assistance? Yes or No Any Language Barriers? Yes or No

Will you be attending this class with another parent/custodian/guardian who has signed up for Opening Doors? (Separate Enrollment is required.)

Name: _____ Relationship: _____

Contact information: Phone number _____ email: _____

Please list the children of your household:

Name of Child	Age	Gender	Ethnicity	Custody Yes or No *

*If your answer is no to "Custody": Are you in the process of regaining custody and/or visitation rights of your child/children? Yes or No

SELF-DECLARATION OF INCOME – Use If no proof of income.

Applicant Name: _____

This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
- Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
- Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Check only one box and complete only that section

I certify, under penalty of perjury, that I currently receive the following income:

Source: _____ Amount: _____ Frequency: _____

Source: _____ Amount: _____ Frequency: _____

Source: _____ Amount: _____ Frequency: _____

Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I do not have any income from any source at this time.

Applicant Signature: _____ Date: _____

Staff Verification

I understand that third-party verification is the preferred method of certifying income for HPRP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification. *Documentation of attempt made for third-party verification:*

Staff Signature: _____ Date: _____

Opening Doors Checklist

Please initial when completed. N/A if a checklist items doesn't apply.

1. _____ Copy of ID
2. _____ Proof of Income for the Last 30 days.

If no income, please fill out the CCAC Self- Declaration of Income form.

3. _____ Required: Completed PRC Services Application 412. For funding purposes only.
4. _____ Completed and signed Release of Information
5. _____ Completed Protective Factors Survey. Please place in provided envelope.
6. _____ Pre Class Survey - Please place in provided envelope

Thank you!

If faxing this application, please fax attention to: Carrie Artman

Fax Number: 440-992-5974

**ASHTABULA COUNTY
PREVENTION, RETENTION, AND CONTINGENCY SERVICES APPLICATION**

For ACDJFS Use Only		
Case Number:	Date Received:	Case Manager:
Fax: 440-998-1538 Phone: 440-998-1110 ext. 3029		

Name: _____ **Social Security Number:** _____ **Phone Number:** _____
Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

HOUSEHOLD MEMBERS & INCOME: Complete the chart below for all people living in your home including yourself. You are also required to list, and verify, all income for all household members for the past 30 days***

Name	Relationship to Applicant	Social Security Numbers	Dates of Birth	Source of Income	Monthly Income
1.					
2.					
3.					
4.					
5.					
6.					

FOR ADDITIONAL PERSONS USE ADDITIONAL SHEETS OR THE BACK OF THIS FORM

Are you applying to improve your ability to pay child support? **YES / NO (circle one)** If **YES**, please complete the following:

- List your child(ren)'s names, social security numbers and birth dates above in **HOUSEHOLD MEMBERS & INCOME**.
- Provide the name of your child(ren)'s custodial parent and/or legal guardian: _____
- Provide the address of both your children and their guardian: _____

What type of PRC services are you applying for? **OPENING DOORS PROGRAM**

What are the expected costs for the services you are applying for? **N/A**

If anyone in your family is **CURRENTLY** receiving any type of benefit from the Ashtabula Co. Dept. of Job and Family Svcs. such as Medicaid, food stamps, child care, etc.; please list the type of benefit and the worker's name.

Benefit Type: _____ **Worker Name:** _____

*****IMPORTANT:** If you, or another household member, are currently receiving any benefits from our agency, and have already verified your household income for the other benefits, it will not be necessary to verify your household income a second time in order to apply for Prevention, Retention, and Contingency (PRC) service benefits. However, if you are not currently receiving another benefit, please be sure to provide proof of all household income for the 30 days prior to the date this application is signed and returned.

Signature of Applicant: _____	Application Date: _____
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B. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, and its original name was Catholic Service League. It was incorporated on October 4, 1962. CCAC has expanded and changed over the years to meet the emerging needs of Ashtabula County. CCAC is private, 501(c)(3) not-for-profit corporation, is governed by a local, volunteer board of directors, and is an affiliate of the Catholic Charities Corporation Diocese of Youngstown. CCAC employs 18 employees and manages between 50-100 volunteers annually between all programming. The Finance and Audit Committee meets monthly while other committees meet as needed.

The mission of CCAC is “to provide service to people in need, to advocate for justice in social structures, and to call the entire Church and other people of good will to do the same.” To this end, CCAC works with individuals, families and communities to proclaim life, strengthen families, and fight poverty. CCAC is about *Providing Help and Creating Hope* in Ashtabula County. To carry out its mission, the Agency provides Basic Needs Assistance, Housing Counseling, Homeless Assistance and Outreach, SSI SOAR Program, Financial Literacy Education, Education Programs: Getting Ahead and Opening Doors Parenting Program, Free Clothing and Hygiene Site, Guardianship, and Representative Payeeship.

Approximately 40% of the Agency’s funding is from the Bishop’s Appeal Diocese of Youngstown. Approximately 30% is government funds, such as the Ashtabula County Department of Job and Family Services, the Ohio Department of Health, U.S. Department of Housing and Urban Development (HUD), and the Ohio Development Services Agency. Locally, funds are received from organizations such as the Ashtabula County Mental Health and Recovery Services Board, Ashtabula County United Way, the Senior Service Levy, the Ashtabula Foundation, and the Conneaut Foundation. Program service fees, where applicable, and donations are also part of the revenue.

The 2022 Organizational Chart and 2022 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY

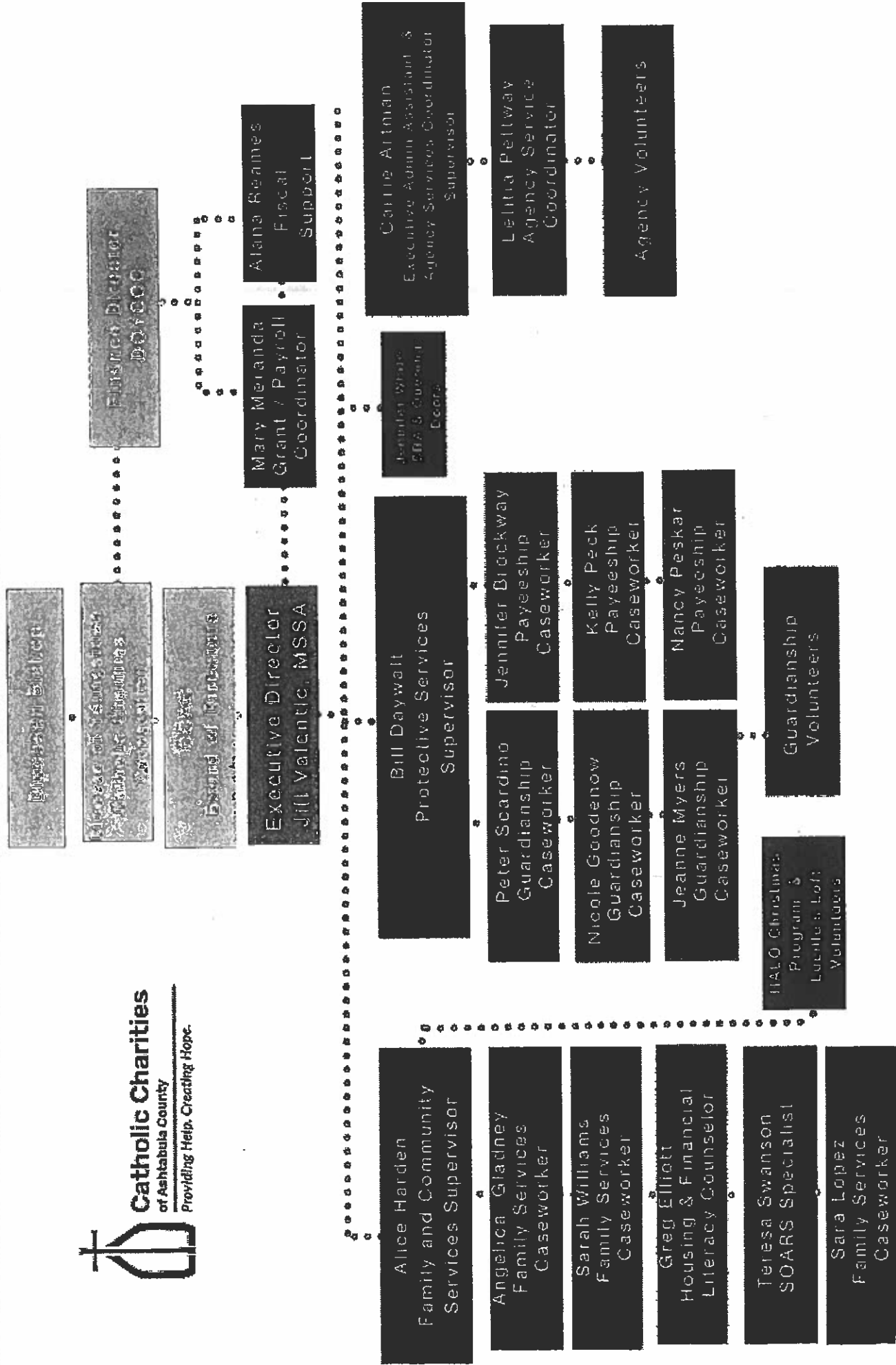
2022 ORGANIZATIONAL CHART

Mission

To provide service to people in need, to advocate for justice in social structures and to call the entire Church and other people of good will to do the same.



Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.



**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER FOR 2022**

John Roskovics, President

2629 Arlington Drive
Ashtabula, Ohio 44004
Ashtabula City Council/Retired Educator
Home: 440-964-3140
Office: N/A
Cell 440-813-4455
Email: cjrosko@roadrunner.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: Our Lady of Peace, Ashtabula

Laurie Schulze, 2nd Vice President

22 Callender Road
Rome, Ohio 44085
Community Volunteer
Home: N/A
Office: N/A
Cell: 440-218-0647
Email: lrnschulze@gmail.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: St Mary, Orwell

Michael Geary, Treasurer

153 Maple Street
Jefferson, Ohio 44047
Attorney
Home: 440-576-3873
Office: 440-576-0288 Fax: 440-576-0620
Cell: 440-228-1911
Email: mike@mgearylaw.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: St Joseph Calasanctius, Jefferson

Deacon Michael Gardner, Director

701 Talltrees Drive
Ashtabula, Ohio 44004
Deacon/Community Volunteer
Home: 440-855-1280

Nicholas Perkoski, Vice President

512 Walnut Street
Conneaut, Ohio 44030
Parish Leader
Home: N/A
Office: 440-599-1968
Cell: 330-815-4253
Email: nperkoski@gmail.com
First Term begins: 01/01/2020
First Term ends: 12/31/2022
Parish: Corpus Christi, Conneaut

Renee Incorvati, Secretary

5707 South Ridge Road East
Ashtabula, Ohio 44004
St John School, Teacher
Home: N/A
Office: 440-997-5531
Cell: 440-344-3286
Email: rmincorvati@gmail.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: Our Lady of Peace, Ashtabula

Cecilia Cooper, Director

2114 West 16th Street
Ashtabula, Ohio 44004
Ashtabula City Solicitor
Home: 440-789-0704
Office: 4410-576-3668
Cell: N/A
Email: attorneycooper@gmail.com
First Term begins: 01/01/2020
First Term ends: 12/31/2022
Parish: Our Lady of Peace, Ashtabula

Donna Leeson, Director

176 Prospect Street, P.O. Box 108
Andover, Ohio 44003
Community Volunteer
Home: 440-293-7397

Office: N/A
Cell: N/A
Email: gardnermichael_c@yahoo.com
First Term begins: 01/01/2021
First Term ends: 12/31/2023
Parish: St. Joseph Calasanctius, Jefferson

Nanci Austin, Director

810 State Route 534 South
Geneva, Ohio 44041
Retired/Hospice Manager Bella Care
Home: N/A
Office: N/A
Cell: 440-812-7642
Email: naustin19@icloud.com
First Term begins: 01/01/2022
First Term ends: 12/31/2024
Parish: Assumption, Geneva

Rachel Hrbolich, Diocesan Director

144 West Wood Street
Youngstown, Ohio 44503
Office: 330-744-8451
Email: rhrbolich@youngstowndiocese.org

Office: N/A
Cell: 440-789-2428
Email: djleeson@yahoo.com
First Term begins: 01/01/2021
First Term ends: 12/31/2023
Parish: Our Lady of Victory, Andover

Traci Warren, Director

2523 Carson Avenue
Ashtabula, Ohio 44004
ACMC Regional Home Health, Billing
Home: N/A
Office: N/A
Cell: 440-969-8293
Email: tadew1456@yahoo.com
First Term begins: 01/01/2022
First Term ends: 12/31/2024
Parish: Our Lady of Peace, Ashtabula

Jill Valentic, CCAC Executive Director

2111 West 10th Street
Ashtabula, Ohio 44004
Home: 440-964-5275
Office: 440-992-2121 ext. 7027 Fax: 440-992-5974
Cell: 440-813-1417
Email: jillers1971@yahoo.com and jillv@doyccac.org
Parish: Our Lady of Peace, Ashtabula

C. Provider/Staff Qualifications

(1) Explanation of qualified staff

The current facilitator has approximately twenty of experience administering an evidence-based curriculum and is the risk avoidance (abstinence) educator for Alliance for Healthy Youth, Inc. formerly of Catholic Charities. The educator attended and completed the NEW Online 3rd Edition Train-Up Institute on August 20, 2020 to further her program education and qualifications in facilitating Opening Doors Program. The Educator is a Sexual Risk Avoidance Specialist (SRAS) through the National Abstinence Education Association and is also a Ohio Certified Prevention Specialist Assistant through the State of Ohio: *Ohio Chemical Dependency Professional Board*. Certificates enclosed.

Executive Administrative Assistant supervises the Opening Doors Parenting Program and the Agency Services Coordinator provides administrative support for the program.

The following job descriptions are attached:

- *Opening Doors Facilitator*
- *Executive Administrative Assistant*
- *Office Coordinator (fiscal/Grants support)*
- *Agency Services Coordinator*

(2) The Agency's orientation process and new-hire check list are included in Section 2 G. *The Opening Doors training agenda is included in this section.*

Certificate of Completion

This certifies that

Jennifer White

successfully completed the *Abriendo Puertas/Opening Doors* 3rd Edition Online Institute,
and is recognized as a

Certified *Abriendo Puertas/Opening Doors* 3rd Edition Facilitator

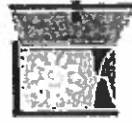
Credit hours completed: 17 hours

Completion date: 08/20/2020

Building a Better Future Through Parent Leadership / Desarrollando un Futuro Mejor a través del Liderazgo de los Padres



Adrián A. Pedroza
National Director of
Strategic Partnerships
Abriendo Puertas/Opening Doors



**Abriendo Puertas
Opening Doors**



Sandra Gutierrez
National Director
Abriendo Puertas/Opening Doors

Certificate of Achievement

This certificate confirms that

Jennifer White

Successfully completed the

Ascend SRAS Certification Program

And has earned the designation of

Sexual Risk Avoidance Specialist (SRAS)

With all honors, rights and responsibilities belonging thereto.

*This credential is valid until July 9, 2023
Approved on this 9th day of July 2021*

Mary Anne Mosack

Mary Anne Mosack, Executive Director/Ascend



This course constitutes 35.5 contact hours

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Education Supervisor

SUPERVISOR: Executive Director

GENERAL STATEMENT:

Education Supervisor is responsible for carrying out all aspects of The Bridges Out of Poverty/Getting Ahead, Opening Doors Parenting Program, Bridges@Work and the Sexual Risk Avoidance Program including administrative, direct service and public relations duties to help support both educational programs. The Education Supervisor is responsible for the day-to-day administration; class logistics and facilitation; building and sustaining a viable Getting Ahead Program, Opening Doors Program, Bridges@Work and Sexual Risk Avoidance Program; recruiting, outreach, and marketing; and regular, quarterly, and annual reporting.

RESPONSIBILITIES:

- ❖ Develop and implement a plan to outreach to agencies, businesses, community partners and others in Ashtabula County.
- ❖ Design and produce materials (newsletters, fliers, and public service announcements) to market educational programs to different stakeholders.
- ❖ Make presentations to various organizations to promote understanding, visibility and the efficacy of the Bridges/Getting Ahead initiative, Opening Doors Program, Bridges@Work and Sexual Risk Avoidance Program.
- ❖ Respond to all program inquiries.
- ❖ Enter data into multiple databases.
- ❖ Conduct intake and assessment of parents to ensure they meet eligibility requirements.
- ❖ Recruit Getting Ahead and Opening Doors Program participants.
- ❖ Prepare for Getting Ahead and Opening Doors classes.
- ❖ Work closely with local Credit Unions regarding small dollar Loans for Bridges@Work Program.
- ❖ Maintain, monitor and billing submissions of employer vendors of the Bridges@Work Program
- ❖ Maintain assurances and compliances of the Sexual Risk Avoidance Program with funders.
- ❖ Conduct Getting Ahead classes at a variety of times throughout Ashtabula County.
- ❖ Conduct pre and post surveys and Protective Factors Survey, monitor and report outcomes.
- ❖ Prepare and share outcomes and evaluation data from all programs.
- ❖ Prepare reports and evaluations, as requested.
- ❖ Supervise, develop and motivate volunteers as necessary.
- ❖ Maintain staff schedule in Outlook and report to the Executive Director.
- ❖ Ensure that all educational program areas operate in an efficient manner and within set productivity guidelines.
- ❖ Ensure that all educational programs have appropriate standard operating procedures and other required policies in effect.
- ❖ Assist in the development of and compliance with quality assurance standards of all program areas.
- ❖ Keep abreast of and focus on continuous quality improvement.
- ❖ Monitor cost and expenses for program areas.
- ❖ Attend required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Assist the Executive Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's degree preferred.
- ❖ Ability to obtain required certifications within 60 days of hire.
- ❖ Possess outstanding public speaking skills, organizational skills, and computer skills.
- ❖ Experience working with diverse populations.
- ❖ Working knowledge of community supports and resources.
- ❖ Previous oversight of a program/service.
- ❖ Flexible Schedule; evenings hours, some weekends.
- ❖ Possess valid Ohio driver's license, acceptable driving record and own, reliable transportation with insurance.
- ❖ Ability to lift 25 pounds unassisted.

STATUS: Full-time; Non-exempt

SALARY RANGE: \$38,000 - \$42,000 / FTE

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Fiscal Coordinator

SUPERVISOR: Executive Director

GENERAL STATEMENT:

The Fiscal Coordinator is to perform the day to day functions associated with coordinating and supervising the fiscal operations of the Agency; managing the accounting of all the agency assets and liabilities; assisting the Executive Director with research and development of budgets for the total agency as well as individual grants, contracts and allocation proposals; making recommendations for the effective, efficient utilization of operations and funds; managing benefits and ensuring successful audits. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- ❖ Responsible for oversight and operation of all fiscal operations of the Agency.
- ❖ Ensuring the highest degree of achievement and performance in the area of fiscal operations.
- ❖ Supervision, training and development of fiscal and support staffs.
- ❖ Oversee processing of payroll and employment forms.
- ❖ Oversee the administration of Agency benefits.
- ❖ Coordinating all phases of the annual audit, as well as the monthly, quarterly and annual reports, ensuring accuracy and timeliness of the financial statements, tax returns and associated reports.
- ❖ Provide support to the Executive Director and Assistant Director with needed research and development of forecasts, budgets and cost reports necessary.
- ❖ Participates in subcommittee meetings of the Board of Directors as requested.
- ❖ Ensuring that the fiscal operations area is operated in an efficient manner.
- ❖ Ensuring that the program area has appropriate standard operating procedures and other required policies in effect.
- ❖ Implements Agency policies, procedures and internal controls.
- ❖ Assists in the development of and compliance with quality assurance standards of the program area.
- ❖ Keeps abreast of and focuses on continuous quality improvement.
- ❖ Actively pursue relationships within the community to the benefit and enhancement of the vision and mission of the Agency.
- ❖ Promote the Agency and program services and represent the Agency in the community.
- ❖ Attends required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Required to participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Participates in public speaking engagements.
- ❖ Assists the Executive Director and Assistant Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's Degree or greater preferred.
- ❖ Training and/or experience in administration and supervision.
- ❖ Accounting and auditing experience.
- ❖ Experience in human and financial resource management.
- ❖ Proficient in the use of technology and basic computer literacy.

STATUS: Part Time, Administrative; Non-Exempt

SALARY RANGE: \$25,000.00 - \$40,000.00 /FTE

Revised March 2007, April 2009, July 2013

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Office Coordinator

SUPERVISOR: Fiscal Coordinator

GENERAL STATEMENT:

The Office Coordinator position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports the Fiscal Coordinator and helps manage the computerized accounting system; prepares financial reports and forecasts; keeping financial and benefit records. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- Enter and maintain accounts receivable system.
- Process employee benefits – medical, dental and life insurance plans and pension plan.
- Track employee sick, vacation, personal and other leaves.
- Process and prepare payroll.
- Process paperwork and file set up for new employees.
- Report Child Protection data to the Diocese.
- Assist in the preparation of monthly financial statements.
- Prepare accounting spreadsheets and reports as needed.
- Prepare bank reconciliations monthly.
- Assist in the preparation of budgets.
- Assist in preparation of reports and cost analysis for grants.
- Assist in the documentation of and preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Back up front Desk Support.
- Process and prepare accounts receivable billings.
- Oversight of information technology.
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meeting and trainings as required. May be required to travel to off-site locations.
- Assists the Fiscal Coordinator and the Executive Director as necessary.
- Performs other duties as necessary.

QUALIFICATIONS:

- Associate degree or greater.
- Experience in non profit/government accounting preferred.
- Experience with computerized accounting and all associated office equipment.
- Experience with audits and financial recordkeeping and interpretation.
- Advanced computer literacy.

STATUS: Full-time; Non-Exempt

SALARY RANGE: \$25,000 - \$35,000/FTE

Revised: May 2006
October 2006
June 2008
April 2009
April 2011
May 2013

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER**

JOB DESCRIPTION:

TITLE: Support Services: Fiscal
SUPERVISION: Fiscal Coordinator

GENERAL STATEMENT:

The Support Services Fiscal position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports Fiscal Coordinator and helps manage the computerized accounting system. These and all responsibilities shall be executed with respect to the vision and the mission of the Agency.

RESPONSIBILITIES:

- Process and prepare accounts payable checks.
- Monitor agency records retention policy.
- Prepare payeeship statistical reports.
- Maintain fixed asset schedules, including the reporting of acquisitions and dispositions.
- Monitor agency supply inventory, including stationery, and coordinate ordering.
- Enter deposits into the accounting system.
- Back up front desk Support.
- Assist in the documentation of the preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Assist on an as needed basis with agency program administration.
- Compose and type routine correspondence.
- Track expiration dates on employees driver's licenses and auto insurance.
- Filing
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meetings and trainings as required. May be required to travel to off-site locations.
- Other duties as necessary.

QUALIFICATIONS:

Associates degree preferred.
Experience in non profit/government accounting preferred.
Experience with computerized accounting and all associated office equipment.
Experience with audits and financial recordkeeping and interpretation.
Advanced computer literacy.

STATUS: Non-exempt, hourly
HOURLY: \$10.00 - \$13.00

May 3, 2013



Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Position Title: Agency Services Coordinator - Full-Time
FLSA Status*: Non-exempt, Hourly
Positions Supervised: Yes

Position Summary: The Agency Services Coordinator performs the day to day functions associated with the front desk operations; receiving and intake of visitors to the Agency and its programs; phone reception, mail intake/disbursement, information and referral; data entry associated with these functions, and the support of all program personnel. These and all responsibilities shall be executed with respect to the vision and the mission of the Agency.

Essential Duties and Responsibilities include the following and other duties that are assigned:

- Greet visitors with hospitality directives.
- Answer telephone and forward calls appropriately.
- Follow program procedures for client intakes.
- Manage crisis calls/walk-ins calmly and contact appropriate parties
- Client appointment notifications and reminders
- Keep a schedule of meeting rooms, knowledge of all program activities and meetings.
- Volunteer support.
- Retention record support
- Receive donations using the Donation Procedure Form to capture pertinent donor information.
- Support to the Executive Administrative Assistant.
- Order and maintain all office supplies.
- Maintain office equipment, ordering, and maintenance scheduling.
- Be knowledgeable of agency activities.
- Prepare outgoing and sort incoming mail.
- Prepare deposits as needed to support fiscal office.
- Compose routine correspondence.
- Compile results of surveys from program evaluations to establish outcomes and quality control.
- Participate in Agency meetings and trainings as required. May be required to travel to off-site locations.
- Maintain the supply room and kitchen area in a neat and orderly manner.
- Other duties as assigned.

- Participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- Work independently, think critically and objectively, and make sound recommendations in the best interest of the individual.
- Other duties as necessary.

Position Qualification Requirements:

- High School Diploma or equivalent.
- Experience with a multi-tasking.
- Experience with telephone/communication techniques
- Experience in working with vulnerable populations.
- Computer skills/data entry.
- Organization and hospitality skills
- Deescalating Training a plus

Education and/or Experience:

High School Diploma or equivalent. Bilingual a plus

Reasoning Ability:

The position requires an ability to work with vulnerable populations. The position requires use of good judgement, objectivity, dependability, and professionalism.

3.2 Posting of Openings

Catholic Charities of Ashtabula County desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on employee bulletin boards. Prior to any outside recruitment, the Agency will announce all new positions within the Agency for five consecutive working days (Employee Manual, pg. 10).

* Fair Labor Standards Act (FLSA)

Submit a letter of interest to Jill Valentic by the end of the business day January 26, 2022.

Exhibit II

**Section 4
Program Budget**

Opening Doors Parenting Program Budget

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Opening Doors	
Date From: October 2022	To: September 2023

	Program	TANF
I. Staff		
A. Salaries	\$ 9,643.20	\$ 5,855.92
B. Payroll-Related Expenses	\$ 2,256.00	\$ 1,816.02
Total Staff Costs	\$ 11,899.20	\$ 7,671.94
II. Operations		
A. Travel and Short-Term Training	\$ 160.38	\$ 121.23
B. Consumable Supplies	\$ 627.94	\$ 378.54
C. Occupancy Costs	\$ 698.88	\$ 382.10
D. Contract and Professional Services	\$ 1,870.75	\$ 1,122.65
E. Other - Miscellaneous	\$ 2,894.00	\$ 1,736.69
Total Operational Costs	\$ 6,251.95	\$ 3,741.21
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ 2,000.00	\$ 400.00
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ 2,000.00	\$ 400.00
Sub- Total of All Costs	\$ 20,151.15	\$ 11,813.15
IV. Minus Other Program Resources	\$ 8,338.00	\$ -
Total Program Costs	\$ 11,813.15	\$ 11,813.15

Budget Computation

Total Operating Expenses	\$ 11,813.15	\$ 11,813.15
Divided by Total Operating Units	491.60	491.60
= Unit Rate	24.03	24.03

	24.03	24.03
X number of units purchased	491.60	491.60
= Total Contract Amount	\$ 11,813.15	\$ 11,813.15

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	\$ -	\$ 97.88	\$ 58.73
Short-Term, Training	\$ -	\$ 62.50	\$ 62.50
Total Travel and Short-Term Training		\$ 160.38	\$ 121.23

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 68.94	\$ 41.54
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ 559.00	\$ 337.00
Other (identify) Other Supplies		
Total Consumable Supplies	\$ 627.94	\$ 378.54

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 670.00	\$ 365.40
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	\$ -	\$ -
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	\$ 25.00	\$ 14.90
Sewer		
Other (identify) Alarm	\$ 3.88	\$ 1.80
Other (identify)		
Total Occupancy Costs	\$ 698.88	\$ 382.10

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Transportation	\$ 777.00	\$ 466.00
Auditor	\$ 57.75	\$ 34.65
Technology	\$ 145.00	\$ 87.00
Other Contract Service Fees	\$ 891.00	\$ 535.00
Total Contract & Services Costs	\$ 1,870.75	\$ 1,122.65

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Food - Program Support	\$ 2,750.00	\$ 1,650.00
Postage	\$ 16.00	\$ 9.85
Advertising	\$ -	\$ -
Printing & Publications	\$ -	\$ -
Other Technological	\$ 32.30	\$ 19.38
Other Misc.	\$ -	\$ -
Computer Software	\$ 95.70	\$ 57.46
Total Miscellaneous Costs	\$ 2,894.00	\$ 1,736.69

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Presenter laptop		\$ 2,000.00	\$ 400.00
Total Small Equipment Purchases		\$ 2,000.00	\$ 400.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Catholic Charities	\$ 8,338.00	
Total Other Resources	\$ 8,338.00	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Catholic Charities**
Date: **9/1/2022 9:39:55 AM**

This search produced the following list of 6 possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 
MJH 9.1.22

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 Contract Services**; not to exceed **\$2,953.29**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County**.



David Thomas
Ashtabula County Auditor

Date: 9/14/22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Signature Health, Inc., located at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060) and whose phone number is: 440-992-5953 or 440-578-8200 (hereinafter referred to as the "Subgrantee") to provide Pregnancy Prevention Education Services for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Signature Health, Inc.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2022 through September 30, 2023 unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: \$ 10,053.45.
The unit rate is: \$100.53 per one unit/hour of education.
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

- a. Fiscal and accounting procedures;
- b. Accounting records;
- c. Internal control over cash, real and personal property, and other assets;
- d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
- e. Source documentation; and
- f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060).**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. **Duties as Pass-through Entity:** Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



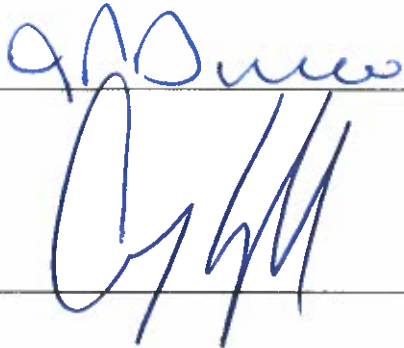
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22
Date



Signature Health, Inc.

9/8/22
Date



Ashtabula County Board of Commissioners

9-20-22
Date

Exhibit I

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Signature Health, Inc.

ADDRESS: 7232 Justin Way, Mentor, OH 44060

PHONE: 440-578-8200 FAX: 440-534-1920

SERVICE SITE (if different than above): Signature Health Ashtabula – Family Planning Office

ADDRESS: 510 W. 44th Street, Suite 2, Ashtabula, OH 44004

PHONE: 440-992-5953 FAX: 440-998-5202

FEDERAL TAX I.D. NUMBER: 34-1751703

EXECUTIVE DIRECTOR/DIRECTOR: Jonathan Lcc, CEO

PROGRAM COORDINATOR: Mary Wynne-Peaspanen EMAIL: mary.wynne-peaspanen@shinc.org

FISCAL CONTACT: Jonathan Craven EMAIL: jcraven@shinc.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jonathan Lcc SIGNATURE:  (Note: original signature must be in blue ink)

TITLE: CEO DATE: 7-12-22

Signature Health: Pregnancy Prevention Education

Section 3
Program Planning and Development
PREGNANCY PREVENTION
EDUCATION

SIGNATURE HEALTH, INC.

SECTION 3 – PROGRAM PLANNING AND DEVELOPMENT

A. Program Description

Detailed Description of the Proposed Program: Signature Health, Inc. (SH) proposes providing Teen Pregnancy Prevention Education Services. Specifically, the agency is proposing provision of 100 units/hours of education with a requested \$10,053.45.

The activities proposed in this application are an education program related to healthy decision-making, including prevention of pregnancy and sexually transmitted infection, in addition to forming healthy relationships. Services will be provided by Signature Health, Inc.'s sexual & reproductive health education team within its division of sexual and reproductive health. The team's education and outreach unit addresses community groups and schools and regularly reaches the general public through presentations and displays at county fairs and health expos. Reproductive health education programs impact more than 12,000 people – the majority students and teens – each year. The program also has an active social media presence on several platforms – Facebook, Twitter, and Instagram.

Programming supported by this application will be delivered in a classroom setting, and primarily to high-school students. Program format combines lecture and activity based learning, with occasional use of audiovisual aides. **Day One** focuses on methods of contraception. Discussion includes a description of hormonal and barrier methods and encompasses an activity that allows students to assess different methods of contraception and their effectiveness in preventing BOTH unintended pregnancy and STI's. **Days Two-Three** cover STI/HIV. The youth begin the lesson with an activity that simulates the spread of an STI through the community. Other activities may also be incorporated. Lesson plans for two of the most commonly used activities for this program are included in Appendix F. Once complete, the staff provide an overview of the most common STI's, how they are transmitted, treated and ways they can be avoided. The project will incorporate pre and post tests to measure increased knowledge as a result of the program. The pre-test is either administered by the classroom teacher the day before project staff arrives, or on the first day of the presentation, and the post-test is administered by the project staff on the final presentation day. Presenter evaluation forms will also be provided to staff upon completion of the presentation series. These materials are included in Section 2.F of this application.

While it is widely agreed that abstinence from sexual activity remains the safest decision for a young person today, research confirms that abstinence programs alone are not sufficient. A study published in the Journal of Adolescent Health (2008) found that teaching about contraception was not associated with increased risk of adolescent sexual activity or STD. Additionally, adolescents who received comprehensive sex education had a lower risk of pregnancy than adolescents who received abstinence-only or no sex education. Public health and medical professionals alike consistently emphasize the need for contraceptive choices and safer sex messaging in reproductive health programming. Comprehensive programs that emphasize the importance of abstinence and also provide information on contraception and risk reduction have been shown in many studies to delay the onset of sexual activity, reduce the frequency of sex and number of partners, while increasing the use of condoms among those who are sexually active (Sexuality Information and

Education Council of the United States, 2009). Parents also support comprehensive sexuality education in the school systems. When polled, 93.5% of parents of middle and high school students agree that it is important to have sexuality education taught in middle school, and 96% feel it is important to have sex education taught in high school. Additionally, most people in the U.S. strongly prefer a comprehensive approach to sex education over programs that only focus on abstinence (SIECUS, 2018). Many health teachers are not completely comfortable discussing sensitive sexual health issues or are unable to keep current on this ever-changing topic.

Issues surrounding sexuality and reproductive health are among the most confusing facing young people today. It is for this reason that Signature Health's sexual and reproductive health program is considered a resource by schools and other community based organizations. An unintended pregnancy or diagnosis of a sexually transmitted infection can have a profound and lasting impact on a young person's life. Support for sexuality education provided by Signature Health will help youth develop strong coping skills enabling them to make decisions that are healthy for them mentally and emotionally as well as physically.

The proposed services address the following TANF purpose:

Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

In recent years, the organization has struggled to find consistent support for educational programming in Ashtabula County. Minimal funding is currently available for teen clinic education from the George Gund Foundation, and for outreach from the Ohio Department Health as part of the Reproductive Health & Wellness (Title X) Program. Signature Health, Inc. is supporting the proposed services primarily with the current PRC contract, and will be able to seamlessly continue services should funding be awarded again. The team is optimistic this application will result in ongoing support for this much needed service.

Staff of Signature Health's reproductive health services program participate in numerous countywide groups, such as Family and Children First Council's Advisory Committee, Health Needs Assessment Committee/Community Health Improvement Plan Committee, County Prevention Coalition, Building Resiliency Together Coalition, and the Maternal Child Health Committee. This provides ample opportunity to share information about services. Additionally, the organization's education staff conduct community outreach to other human service providers, participate in community health fairs, and provide educational programming in schools and other appropriate locations, such as Children's Services, Turning Point, and Harbor Ridge.

Need for the Proposed Program in the Service Area: Although age of sexual initiation has remained fairly consistent across the years, the teen birth rate has continued to decline nationally, breaking historical records. Researchers suggest the reasons for the decline are likely a combination of more teens choosing to abstain, and greater numbers of sexually active teens choosing more effective methods of contraception. While this is good news, teen pregnancy and birth rates among U.S. teens remain higher than in most other developed countries. An article in the Journal of Adolescent Health (2015) reported that, among 21 developed countries with complete statistics, the highest rate of teen pregnancy (57/1000 females aged 15-19) was in the United States. According to the Power to Decide, formerly known as the National Campaign to Prevent Teen and Unplanned Pregnancy, 158,043 teens aged 15-19 gave birth in 2020 across the United States; a rate of 15.4 births per 1,000 compared with 17.4 in 2019, and 61.8 in 1991. Although Ohio's teen birth rates are

slightly higher than the national average, rates continue to decrease with 17.6 per 1,000 females 15-19 years of age giving birth in 2020, compared with 18.8 in 2019, 18.9 in 2018, 20.8 in 2017 and 38.9 in 2005. In 2020, there were 6,404 births to teens, with 76% of these being to older (18-19 years) teens. Sixteen percent (16%) of all teen births in Ohio were to teens who already had a child.

The Ohio Teen Birth Fact Sheet 2018, published by the Ohio Department of Health reports the following teen birth rates for Ashtabula County: 10 per 1,000 females ages 15-17, 76.6 per 1,000 females ages 18-19. Comparable rates for the State of Ohio were 8.3 for 15-17 year olds, and 29.4 for 18-19 year olds. Among African American/Black females the rate was 31 per 1,000, for Hispanic females it was 39, and for White females it was 29. Comparable rates for Ohio were 37.2, 33.9, and 16.9, respectively. According to the 2022 County Health Rankings, Ashtabula County had a birth rate of 28/1,000 females aged 15-19, compared to 21 in the state.

The 2019 Youth Risk Behavior Surveillance System reported 38% of 15-19 year olds have had sex at least once in their lifetime, 27% have had sexual intercourse in the past three months, but 46% did not use a condom. Longitudinally, condom use among adolescents has decreased nine percent from 2003 to 2019. Research estimates that youth between 15 and 24 years of age represent just over one quarter of the sexually active population, but account for half of the of the 26 million new sexually transmitted infections that occur every year in the United States (CDC, 2019). Rates of chlamydia infection are lower in Ashtabula County than in the State (276.6 vs. 504.8 per 100,000 persons in 2020), and after several years of steadily increasing from 299.1 to 377.1 per 100,000 persons between 2015 and 2019, showed a dramatic decrease in 2020 (Ohio Department of Health). It will be interesting to follow these statistics to determine how much of the change is a result of the COVID pandemic. Despite the prevalence of acquiring STIs among adolescents and young adults, an article in the Journal of Adolescent Health in 2016 documented that only 12% of youth ages 15-24 reported being tested in the previous year.

There are other providers of prevention education in Ashtabula County. Catholic Charities provides Sexual Risk Avoidance programming, and the Board of Mental Health & Recovery Services supports the provision of the Botvin Life Skills program in schools. While both of these programs are important and valuable for youth, neither program includes discussion of contraception and risk reduction, which is critically important, particularly for the estimated nearly 40% of youth who choose to be sexually active. Support for sexuality education provided by Signature Health's sexual & reproductive health education programming will help youth develop strong coping skills enabling them to make decisions that are healthy for them mentally and emotionally as well as physically.

Since 2006, the Ohio Department of Health has been tabulating data about the mother's marital status among live resident births. Overall in Ohio, 43% of the total 2,037,697 births have been to unmarried women. In Ashtabula, 48.7% of births during the same time period were to unmarried women. For comparison purposes, that percentage in 2002 was nearly 39. An unplanned and untimely pregnancy is the surest and fastest way to catapult an individual or family into poverty and dependency. Low income, underinsured, or uninsured employees are devastated by the expense of medical care. Absenteeism due to pregnancy related illness places employment in jeopardy. Men stressed with a partner's unplanned pregnancy are distracted from work and may experience higher rates of on-the-job accidents. Men and women jeopardize employment by work loss for childcare, medical appointments, etc. Family planning services have a goal to discuss reproductive life plans with all patients to help them time and space pregnancies for improved individual, family, and financial health.

Teen pregnancy and pregnancies among young adults are complex issues with numerous contributing factors, and no single intervention will be the solution. However, education that provides information on and support for abstinence as well as effective protection from pregnancy and sexually transmitted infection will give young people the tools for sound decision-making.

Experience of Applicant: Signature Health’s Sexual & Reproductive Health division has been providing educational programming in Ashtabula County since 1989. Programming has ranged from single-session presentations in classrooms and other community settings, to a semester-long curriculum in Ashtabula City (now Lakeside) Middle Schools, to a peer education program. Over the years, Signature Health staff have provided the programming proposed in this application at the following schools: Lakeside High/Junior High, Edgewood High School, Pymatuning Valley High School, and Grand Valley High School. Other programming has been provided in Jefferson and Geneva Schools, as well. In the coming school year, staff will pursue relationships with Conneaut, Jefferson, and Geneva Schools, and A—Tech. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

Program’s Past Performance/Projected Number of Clients to be Served: As mentioned in the previous paragraph, Signature Health’s Sexual & Reproductive Health division has been providing educational programming in Ashtabula County since 1989. Through June of the current contract year, program staff have provided 71 units of education to 488 Ashtabula County youth in Lakeside Junior High School, Edgewood High School, and Grand Valley High School. For this year’s application, the project is again proposing 100 units, at a cost of \$100.53 per unit, with hopes of reaching 700 unduplicated recipients. This represents a slight increase in the unit rate, as a result of cost of living increases for staff and an increase in mileage reimbursement due to an adjustment to the federal rate, likely influenced by the rising costs of gas.

Monitoring and Evaluation System: Participants complete pre and posttests to measure changes in knowledge. A summary of outcomes to date is included with this application, in Appendix B. The pre/posttest document, as well as the Provider Evaluation are included in Section 2 (F) Documents Used for Monitoring. Staff also maintain internal activity logs documenting presentation locations, number of units, and unduplicated recipients. These units will be reported with monthly invoicing.

Days and Hours Program is Available: While staff are typically scheduled for an eight-hour day, the schedule of a Community Education Specialist is seldom so simple. The nature of the work requires flexibility in order to meet the needs in the community. If a class starts at 7:30am, then that’s when the staff person’s day will start. We strive to accommodate the needs of the community and are typically successful in satisfying their requests.

Sources and Amounts of any Federal, State or Local Funding: Over the last five years (between April 2016 and March 2021), funding dedicated to educational programming in Ashtabula County has been minimal, as mentioned elsewhere in this application. Sources include the George Gund Foundation (supporting education in teen clinics), and Title X (the Federal Family Planning program) through the Ohio Department of Health’s Reproductive Health & Wellness Program (for outreach and education). Appendix C shows a breakdown of these funds. There was no unit rate associated with any of these funds.

B. Organizational Structure

History of the Applicant Organization: Signature Health is a community-based Federally Qualified Health Center dedicated to providing primary medical care, mental health services, and substance abuse services to adults, children, adolescents, and families. Promising immediate access to clients and referral sources, the staff at Signature Health personally commit to delivering accessible, comprehensive, and outstanding quality of care. Signature Health serves those who need help—now.

Formerly known as North Coast Center, Signature Health was originally inspired by both personal experience and recognition of the needs specific to people affected by a broad range of mental illness classifications, including substance abuse.

Since its inception in 1993, Signature Health has grown into an all-inclusive and comprehensive health care agency. Each office is staffed with multidisciplinary teams of highly accomplished and caring professionals who provide diverse and specialized services. Referral sources consistently and enthusiastically value the efforts of Signature Health to provide access to care in an unprecedented timeframe. New clients are usually seen within 24 hours of a referral, including evaluation by a psychiatrist for those seeking behavioral health services. The care received at Signature Health is comprised of best practice approaches and the clinical team includes primary care providers, psychiatrists, nurse practitioners, individual and family therapists, social workers, addiction specialists, case managers, and community education specialists.

Signature Health strives to promote health and wellness within the communities in which it operates, including a three-county area throughout Northeast Ohio comprised of Lake, Cuyahoga, and Ashtabula counties. The agency's mission is as follows: *Signature Health puts good health within reach to all of our community members through comprehensive mental health, medical, and support services essential for optimizing the well-being of mind and body.*

After expanding services and outgrowing a number of facilities, including the original Glenville office in Cleveland, North Coast Center moved to Willoughby, Ohio (1998). It was here that the agency's name changed to Signature Health. Signature Health expanded rapidly, adding psychiatry, diagnostic assessment service, individual and group counseling, and case management.

In 2000, Signature Health established an office in Ashtabula County. While the expansion continued, another opportunity arose in Cuyahoga County and Signature Health opened a location in Garfield Heights, which later relocated to Maple Heights.

In 2016, Signature Health opened its own lab, providing an ability to analyze urine screens, blood work, and other lab testing. This ultimately helped to shorten timelines for receiving patient results and offered more control over accuracy and accountability.

Additionally, at the end of 2016, Signature Health was officially designated a Federally Qualified Health Center (FQHC). This allows the agency to shift from a solely behavioral health focus to a broader focus on health and wellness for people with behavioral health issues as well as the general community. As a result, Signature Health is currently providing primary care, pediatrics, and infectious disease services.

In 2017, the Family Planning Association of Northeast Ohio, Inc. (FPA) became a division of Signature Health. This merger enabled the agency to continue providing the community with medical services, counseling, and education related to sexual & reproductive health in Lake, Ashtabula, and Geauga (education only) counties.

In January of 2018, Signature Health officially merged with Connections and ORCA House, both located in Cuyahoga County. With the merger, Signature Health substantially scaled up as a regional behavioral healthcare provider. The internal knowledge base has greatly increased, staff skills have expanded, and the agency is serving more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

The agency employs approximately 800 staff members, located in six clinical offices, one administrative office, and three residential facilities. Only one of the residential facilities – Bridgeview Manor – is currently operational. ORCA house's new location is under construction, and the C.H. Everett Clinic's opening has been delayed due to the COVID pandemic and staffing issues.

Offices:

- ❖ Administrative Offices: 7232 Justin Way, Mentor, Ohio 44060; (440) 578-8200
- ❖ Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- ❖ Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552
- ❖ Painesville: 54 S. State Street, Painesville, Ohio 44077; (440) 853-1501
- ❖ Maple Heights: 21100 Southgate Park Boulevard, Maple Heights, Ohio 44137; (216) 663-6100
- ❖ Beachwood: 24200 Chagrin Boulevard, Beachwood, Ohio 44122; (216) 831-6466
- ❖ Lakewood: 14071 Detroit Avenue, Lakewood, Ohio 44107; (216) 766-6080
- ❖ Ashtabula Family Planning: 510 West 44th Street, Ste 2, Ashtabula, Ohio 44004; (440) 992-5953

Residential Facilities:

- ❖ Bridgeview Manor: 4428 Collins Boulevard, Ashtabula, Ohio 44004; (440) 992-6600
- ❖ ORCA House: 3001 Prospect Avenue, Cleveland, Ohio 44115; (216) 231-3772
- ❖ C.H. Everett Clinic: 7621 Mentor Avenue, Mentor, Ohio 44060; (440) 578-8200

A majority of members of the Boards of FQHCs (at least 51%) must be individuals who are served by the health center. This is the case with the Signature Health Board, with representatives from the geographic area served. Senior leadership of the organization includes the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Medical Officer, Chief Nursing Officer, Chief Human Resources Officer, and Chief Compliance Officer. A Table of Organization and a Board Roster are included in Appendix D. Services for the SRH division fall under the supervision of the Chief Medical Officer and Chief Nursing Officer. Due to the organization's size only the senior leadership and sexual & reproductive health (where the reproductive health services reside) sections of the organizational chart, which is several pages long, are included with this application.

Signature Health is primarily funded through billing for medical services to Medicaid, along with revenue from lab and pharmacy services. Additional funding comes from multiple grants, including the funding associated with the FQHC program, Ryan White program, ODH Reproductive Health & Wellness Program, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, as well as community/private foundations.

C. Provider/Staff Qualifications

Explanation of Qualified Staff: Several staff positions are involved in provision of family planning services in Ashtabula County. Their position descriptions are included in Appendix E.

- Community Education Specialist – this position is currently vacant, and is responsible for patient and community education programming and outreach, representing the agency on county collaboratives, in-service education as appropriate, and participating in social media account maintenance and posting. The individual in this position will be the primary provider of the services proposed by this application.
- Sexual & Reproductive Health Education Manager – Stacy Noyes, Ed.D, has been with Signature Health for nine years and is responsible for managing the organization’s efforts related to sexual & reproductive health education, both in the community and within clinics. In addition to supervising the education team, she also provides educational programming, primarily in Lake, Geauga, and Cuyahoga Counties.
- Director of Sexual & Reproductive Health Operations - The Project Director is Mary Wynne-Peaspanen, Signature Health’s Director of Sexual & Reproductive Health Operations, who reports to the agency’s Chief Operating Officer. Duties include program planning, policy-making, staff and center management, community relations, and fiscal control. She has her Masters’ Degree in Community Health Education and has been working for the organization since 1986, serving as the Family Planning Association’s Executive Director between 2003 and 2017.

Employee Training Requirements: All newly hired employees of Signature Health are required to attend and complete a new employee orientation at the agency’s Mentor location. Signature Health provides new hires two-three full days of corporate orientation & training followed by specific on-site education. On-site education includes orientation & training specific to a new hire’s employment location & role. Signature Health currently provides employees access to Relias, a Learning Management System with over 2,000 training courses. Employees are required to engage in initial and ongoing training through Relias on topics that include but are not limited to HIPPA, Workplace Violence, Safety and Crisis Management. Employees are encouraged to take courses specific to their position as well as elective courses not related to their position but related to services SH provides and soft skills. Signature Health offers development time to employees to engage in training of the employees’ choosing, both SH sponsored and outside of SH. Additionally, Signature Health offers hand-on in person training including but not limited to BLS (Basic Life Support), CPI (Crisis Prevention Institute) Nonviolent Crisis Intervention, and ALICE Active Shooter Response Training. Signature Health offers a series of workshops at its corporate location for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. A checklist to document this orientation/training is included in the item G of Section 2 - Required Documents. Staff working with the SRH program also complete Title X-specific trainings offered by the Reproductive Health National Training Center (RHNTC). The training plan outline, specifying which trainings are required for each role, is included in Section 2.G, as well. Additionally, throughout the year various in-service presentations are delivered at staff meetings. Some of these are conducted regularly and are listed on the Annual Work Schedule also included in Section 2.G, which also includes quality assurance measures. Other trainings/reviews are scheduled when appropriate, either by Signature Health as a whole or by the sexual and reproductive

health/family planning program. Staff complete a sign-in sheet for all in-service programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings. Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

Exhibit II

Section 4
Applicant Budget
Attachment B

PREGNANCY
PREVENTION
EDUCATION

**Applicant Budget
Summary**

Applicant: Signature Health, Inc. (for Pregnancy Prevention Education)	
Date From: October 1, 2022	To: September 30, 2023

	Program	TANF
I. Staff		
A. Salaries	\$ -	\$ 7,633.70
B. Payroll-Related Expenses	\$ -	\$ 1,419.75
Total Staff Costs	\$ -	\$ 9,053.45
II. Operations		
A. Travel and Short-Term Training	\$ -	\$ 1,000.00
B. Consumable Supplies	\$ -	\$ -
C. Occupancy Costs	\$ -	\$ -
D. Contract and Professional Services	\$ -	\$ -
E. Other - Miscellaneous	\$ -	\$ -
Total Operational Costs	\$ -	\$ 1,000.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ -	\$ 10,053.45
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ -	\$ 10,053.45

Budget Computation

Total Operating Expenses	\$ -	\$ 10,053.45
Divided by Total Operating Units		100.00
= Unit Rate	#DIV/0!	100.53
Unit Rate	#DIV/0!	100.53
X number of units purchased		100.00
= Total Contract Amount	#DIV/0!	\$ 10,053.45

Unit = Example: 1 meal, 1 hour

Unit = 1 hour

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Community Ed Specialist	\$ 28,853.76	annual	20.00%		\$ 5,770.75
Mgr, Repro Health Education	\$ 54,100.80	annual	1.50%		\$ 811.51
Dir. of Repro Hlth Operations	\$ 84,115.20	annual	1.25%		\$ 1,051.44
Total Salaries				\$ -	\$ 7,633.70

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		\$ 473.29
Worker's Compensation		
Unemployment Insurance		\$ 167.94
Retirement Expenses		\$ 305.35
Hospitalization		\$ 91.75
Other - life insurance, Health Joy		\$ 381.42
Other (<i>identify</i>)		
Other (<i>identify</i>)		
Total Payroll-Related Expenses	\$ -	\$ 1,419.75

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: 0.625		\$ 1,000.00
Short-Term, Training	\$ -	\$ -
Total Travel and Short-Term Training	\$ -	\$ 1,000.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ -	\$ -
Cleaning Supplies	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ -	\$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone		
Sewer		
Other (<i>identify</i>)		
Other (<i>identify</i>)		
Total Occupancy Costs	\$ -	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Total Contract & Services Costs	\$ -	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Total Miscellaneous Costs	\$ -	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	\$ -	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Signature Health**
Date: **9/1/2022 9:46:20 AM**

This search produced the following list of 6 possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

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 Contract Services**; not to exceed **\$2,513.36**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**



David Thomas
Ashtabula County Auditor


Date: _____

9/12/20

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Signature Health, Inc.** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/2/22
MJH 9.1.22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Signature Health, Inc., located at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060) and whose phone number is: 440-992-5953 or 440-578-8200 (hereinafter referred to as the "Subgrantee") to provide Family Planning Services for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Signature Health, Inc.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2022** through **September 30, 2023** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor's obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: **\$ 21,036.57**
- The unit rate is: **\$262.96 per one patient visit (counseling, testing & supplies).**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 510 W. 44th Street, Suite 2, Ashtabula, Ohio 44004 (business mailing address: 7232 Justin Way, Mentor, Ohio 44060).**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. **Duties as Pass-through Entity:** Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

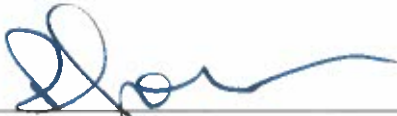
Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



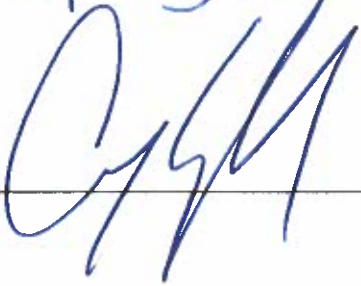
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22
Date



Signature Health, Inc.

9/8/22
Date



9-20-22
Date



Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals
For
Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22** to:

ATTN: Renee Dragon, Program Evaluator
E-mail: RENEE.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Signature Health, Inc.
ADDRESS: 7232 Justin Way, Mentor, OH 44060
PHONE: 440-578-8200 FAX: 440-534-1920
SERVICE SITE (if different than above): Signature Health Ashtabula - Family Planning Office
ADDRESS: 510 W. 44th Street, Suite 2, Ashtabula, OH 44004
PHONE: 440-992-5953 FAX: 440-998-5202
FEDERAL TAX I.D. NUMBER: 34-1751703
EXECUTIVE DIRECTOR/DIRECTOR: Jonathan Lee, CEO
PROGRAM COORDINATOR: Mary Wynne-Peaspanen EMAIL: mary.wynne-peaspanen@shinc.org
FISCAL CONTACT: Jonathan Craven EMAIL: jcraven@shinc.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jonathan Lee SIGNATURE: 
(Note: original signature must be in blue ink)
TITLE: CEO DATE: 7-12-22

Signature Health: Family Planning Services

Section 3
Program Planning and Development
FAMILY PLANNING SERVICES

SIGNATURE HEALTH, INC.**SECTION 3 – PROGRAM PLANNING AND DEVELOPMENT****A. Program Description**

Detailed Description of the Proposed Program: Signature Health, Inc. (SH) proposes providing Family Planning Support, Clinical, Follow-up and Education/Counseling Services. Specifically, the agency is proposing provision of 80 family planning visits with a requested \$21,036.57. The percentage of staff time for the budget reflects the approximate time spent by staff on the project, based on the projected visits.

The activities proposed in this application are education and clinical services related to reproductive health. Services will be provided at Signature Health, Inc.'s Sexual & Reproductive Health (SRH) offices at 510 W. 44th Street, Suite 2 in Ashtabula City, to persons seeking reproductive healthcare.

Education/Counseling: Education/Counseling is considered a critical part of the care provided to patients. Each patient must know enough to make informed decisions regarding the contraceptive/birth control method of choice (including abstinence), abnormal clinical findings, treatment regimens, optional testing, and community referrals. Personal health care is stressed including self-breast exams, disease prevention, sound nutrition, and related health maintenance issues. Such education is provided in individual sessions and during medical exam appointments, by medical assistants, health educators, and nurse practitioners.

Clinical: Clinical Services for this project are pre-pregnancy family planning services and include physical examinations, laboratory testing, prescription and nonprescription birth control/contraceptive methods, consultation, and treatment of minor gynecological problems (only if in conjunction with pre-pregnancy family planning services). Screening for sexually transmitted infection is provided at initial and annual visits for at-risk patients. Many patients are seen at least twice yearly to assist in monitoring appropriate method use and potential side effects. Routine care is provided by Women's Health, Adult, or Family Nurse Practitioners, under a standard care arrangement with a Board Certified Obstetrician/Gynecologist. Concerns beyond the scope of agency protocol are referred either to Signature Health's primary medicine or infectious disease departments, or to local private physicians.

The proposed services address the following TANF purpose:

Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

At Signature Health's SRH locations, family planning services are available to individuals both unmarried and married. Research abounds indicating that teen parents and single parents, along with their children, are much more likely to live in poverty and depend on public assistance. All persons are supported in their use of abstinence or contraceptives to avoid an unintended or nonmarital pregnancy. Counseling is provided to support mutual acceptance of responsibility for fertility control.

In the United States, approximately 45% of all pregnancies were unintended (either mistimed or not wanted) in 2011. According to the U.S. Centers for Disease Control and Prevention's National Vital Statistics Report (2/7/20), the percentage of all births to unmarried women was 40.5% in 2020, an increase over the 40% in 2019, and the highest level since 2015. In Ohio, the rate was slightly higher, at 43.6%, a slight increase over 2017. This is a disturbing statistic; however, recent data indicate that more than half of nonmarital births are to cohabiting parents. That being said, cohabiting family situations are disrupted or dissolved much more frequently than married-couple families.

A significant number of women experiencing unintended pregnancies (not all of which are nonmarital) report using a method of contraception at the time they conceived. Many, however, were not using their contraceptive method consistently. If we can help patients to more effectively utilize their contraception and/or make more effective methods accessible, the rates of unintended pregnancy will decrease.

Additionally, the proposed services help individuals to move toward or to maintain self-sufficiency, which depends in part on an awareness of the tools available to pursue that goal. Family planning is one tool that enables people to look after personal health as well as the economic impact of unplanned pregnancy. Sound personal and family health are critical to employability and independence. Family planning services contribute to this objective of the legislation's intent to promote self-sufficiency. If young people can delay pregnancy, the likelihood of avoiding poverty and dependency on public assistance is dramatically reduced.

Because Signature Health's Title X family planning services are provided on a sliding fee scale and PRC pre-pregnancy family planning services are provided without regard to income, Signature Health will designate its 80 PRC visits for patients living up to 175% of the federal poverty level (FPL). Each month all uninsured patients will complete a PRC application. The Director of Sexual & Reproductive Health Operations will review the applications and remove any that don't meet the criteria for a visit. Applications will be kept on file at Signature Health's SRH offices and a monthly billing and roster will be sent to ACJFS. Eligible visits will be only those for pre-pregnancy family planning services.

A chart is opened for each new patient and maintained for as long as they desire services, and for several years thereafter, as required by law. Regular chart review/audit is conducted by agency staff.

Signature Health's family planning program is the sole provider of subsidized family planning services in northern Ashtabula County. Additional funding for the agency's family planning services comes from Title X through the Ohio Department of Health's Reproductive Health & Wellness Program, the George Gund Foundation (teen clinic services), and private insurance/Medicaid/Medicare reimbursement. Title X funded services are provided on a sliding fee scale. While there are no income eligibility requirements for family planning services through PRC, for simplicity's sake the funds will serve individuals living at or below 175% FPL.

Staff of Signature Health's SRH services program staff sit on numerous countywide groups, such as Family and Children First Council's Advisory Committee, Health Needs Assessment Committee/Community Health Improvement Plan Committee, County Prevention Coalition, Building Resiliency Together Coalition, and the Maternal Child Health Committee. This provides ample opportunity to share information about services. Additionally, the organization's education staff conduct community outreach to other human service providers, participate in community

health fairs, and provide educational programming in schools and other appropriate locations, such as Children's Services, Turning Point, and Harbor Ridge. All of these activities provide opportunities to market agency services. Informational posters have been hung in a variety of locations around the county as well to make information about services available to the public. Finally, a significant number of new patients indicate they heard about the family planning program from current and/or former patients.

Signature Health, Inc. is currently providing the proposed services with PRC funds, as well as other funds. Therefore, should ACJFS elect to fund this proposal, services will be offered immediately and will continue for the duration of the project. We anticipate no limitations in meeting the conditions of participation, service specification standards, and terms of the contract for this service.

Need for the Proposed Program in the Service Area: According to the Guttmacher Institute, there were 6,430 women in Ashtabula County in need of publicly supported contraceptive services and supplies in 2016. In calendar year 2021, Signature Health's sexual and reproductive health program provided services to 751 individuals, or 12% of the total women in need. That means 5,679, or 88% of those in need of care didn't access services at Signature Health, or possibly at all. Clearly, at current levels of funding there are more women in need of care than the project is able to serve. See Appendix A for a map showing levels of need and women served in Ohio counties.

The 2022 County Health Rankings rank Ashtabula County 71st in terms of health outcomes, which is slightly better than the ranking of 73rd in 2020. In terms of health factors, there has been a one point decrease in ranking from 83rd in 2021 to 84th in 2022. Eleven percent of adult county residents continue to be uninsured, unchanged since 2021, compared with nine percent in the state. Twenty-four (24) percent of children in Ashtabula County live below 100% of the Federal Poverty Level, compared to 17% in Ohio overall. The cumulative rate of teen births between 2014 and 2020 per 1,000 females aged 15-19 years was 28, and has been gradually decreasing over time, as is occurring nationally. The rate per 1,000 for the state of Ohio was 21. While the rate reduction is good news, the fact that the County's rate is higher than the state's overall is not.

Since 2006, the Ohio Department of Health has been tabulating data about the mother's marital status among live resident births. Overall in Ohio, 43% of the total 2,037,697 births have been to unmarried women. In Ashtabula, 48.7% of births during the same time period were to unmarried women. For comparison purposes, that percentage in 2002 was nearly 39. An unplanned and untimely pregnancy is the surest and fastest way to catapult an individual or family into poverty and dependency. Low income, underinsured, or uninsured employees are devastated by the expense of medical care. Absenteeism due to pregnancy related illness places employment in jeopardy. Men stressed with a partner's unplanned pregnancy are distracted from work and may experience higher rates of on-the-job accidents. Men and women jeopardize employment by work loss for childcare, medical appointments, etc. Family planning services have a goal to discuss reproductive life plans with all patients to help them time and space pregnancies for improved individual, family, and financial health.

Births to teens and young women are also a concern for Ashtabula County, and typically are nonmarital. According to the 2022 County Health Rankings, the teen birth rate for Ashtabula County is 28 per 1,000 females aged 15-19, compared to 21 for the state of Ohio.

Teen pregnancy and pregnancies in young adults are complex issues with numerous contributing factors, and no single intervention will be the solution. However, for those who choose sexual activity, availability and accessibility of family planning services are critical, especially access to Long-Acting Reversible Contraception (LARC), which includes intrauterine devices (IUD) and implants. Recent research, reported in the Journal of Adolescent Health, attributes the declines in teen pregnancy rates almost entirely to the use of more effective contraception.

Experience of Applicant: Signature Health's Sexual & Reproductive Health Services division (formerly the Family Planning Association of Northeast Ohio, Inc.) is in its 52nd year of providing reproductive healthcare services to the residents of northeast Ohio and is a trusted organization for this purpose. Relationships with and referrals from physicians in private practice, hospitals, local health departments and human service providers are evidence of this trust. Additionally, a significant number of new patients indicate they were referred by current or former patients, family members, and/or friends. The project has been the recipient of PRC funds for the purpose of providing family planning services in one form or another since 2000. During calendar year 2021, the family planning program provided care to 751 individuals in Ashtabula County, 81.6% of whom reported living at or below 150% of Federal Poverty Level, and 27.5% of whom were uninsured.

Program's Past Performance/Projected Number of Clients to be Served: As mentioned in the previous paragraph, Signature Health's SRH program has been partnering with the ACDJFS for the provision of PRC supported family planning services for 22 years. Dollar amounts available for funding since 2008 have gradually declined from a high of \$39,000 to \$20,000, with the current contract being for \$26,598.88. The unit rate for a visit has increased during that time from \$66 to \$265.99. Number of visits supported by PRC has declined over that same time period from 591 to 100 for the current year. Due to the COVID pandemic, the project has had difficulty reaching the proposed number of visits in the current grant year. Because the number of eligible patients has been decreasing and the project has struggled to meet the projected visits over the last couple of years, the number of projected visits for the coming year is 80. The request for funding is \$21,036.57, which reflects actual staff costs to administer the project. Other expenses, such as the cost of contraceptives and clinic supplies, occupancy costs, and office supplies, will be covered by other funding sources.

Monitoring and Evaluation System: The project will submit a summary of chart reviews for patients served by the clinic. It will be based on the Chart Audit forms included in Section 2 (F) Documents Used for Monitoring. The summary will include the percentage of charts meeting the audit requirement and actions taken with staff if the percentage meeting the requirement is lower than 95. Short-term objectives listed on the first page of Section 2 (F) are included in the chart audit. Long-term objectives, since the project is only for one year and the measurements are unique to each patient, will not be measured because of timing as well as patient privacy concerns. The project will also report annually on the percentage of total patients utilizing highly-effective methods of contraception, aka Long-Acting Reversible Contraceptives (LARCs). Of the 751 patients served during calendar year 2021, 127 were using a LARC as their method of contraception. Appendix B includes a summary of progress to date for the current grant year, as well as a chart audit summary.

Days and Hours Program is Available: While Ashtabula County residents can be served at either of Signature Health's sites, we expect to provide the majority of PRC services at 510 W. 44th Street, Suite 2, Ashtabula. Hours of operation are 10:30am-7:00pm Monday, and 8:00am-4:30pm Tuesday thru Friday. Actual clinic hours are held on Monday, Tuesday, and Thursday. On Wednesday and

Friday, a staff person is typically onsite answering phones between 8:00 am and 4:30 pm. If staff cannot be at the Ashtabula site, phones are usually being answered at the Painesville site and patients are able to call that location. The Ashtabula site is handicapped accessible. Signature Health participates in programs and services for both hearing impaired individuals and those with limited English proficiency.

Sources and Amounts of any Federal, State or Local Funding: Over the last five years (between July 2017 and June 2022), Signature Health has received funding from a number of sources to support the provision of family planning services. Primary sources include Title X (the Federal Family Planning program) through the Ohio Department of Health's Reproductive Health & Wellness Program, the Ashtabula Foundation (utilized in some years for patient visits, and others for community education), the George Gund Foundation (supporting teen clinics), Personal Responsibility Education Program (PREP) (for specific educational programming only), and Title V CFHS funds. Appendix C shows a breakdown of these funds, as well as revenue from patient fees (which includes private insurance) and Medicaid (Title XIX) during the same time. Funding from the Ashtabula Foundation was in the form of a grant, but based on the proposed number of visits, the unit rate was \$100.00 per visit. There was no unit rate associated with any other funds.

It's worthwhile to note that what has been the SRH program's primary source of funding for its family planning services for 40+ years was drastically reduced effective April 1, 2016. Due to circumstances beyond the applicant's control and not of its making, agency-wide Title X funds were decreased from \$536,000 to \$190,000. Funds for Ashtabula County were reduced from approximately \$167,000 to \$45,000. These funds have gradually increased to a total of \$525,361 for the April 1, 2022-March 31, 2023 grant year, but now cover three counties (Lake, Ashtabula, and Cuyahoga) and a special project. \$117,600 of the total award is designated for Ashtabula County. Consequently, not taking inflation into consideration, Ashtabula County is receiving 70% of the funding it was receiving in the 2015-2016 grant year. This funding decrease makes PRC support more critical than ever for the clients served by Signature Health's SRH program.

B. Organizational Structure

History of the Applicant Organization: Signature Health is a community-based Federally Qualified Health Center dedicated to providing primary medical care, mental health services, and substance abuse services to adults, children, adolescents, and families. Promising immediate access to clients and referral sources, the staff at Signature Health personally commit to delivering accessible, comprehensive, and outstanding quality of care. Signature Health serves those who need help—now.

Formerly known as North Coast Center, Signature Health was originally inspired by both personal experience and recognition of the needs specific to people affected by a broad range of mental illness classifications, including substance abuse.

Since its inception in 1993, Signature Health has grown into an all-inclusive and comprehensive health care agency. Each office is staffed with multidisciplinary teams of highly accomplished and caring professionals who provide diverse and specialized services. Referral sources consistently and enthusiastically value the efforts of Signature Health to provide access to care in an unprecedented timeframe. New patients are usually seen within 24 hours of a referral, including evaluation by a psychiatrist for those seeking behavioral health services. The care received at Signature Health is

comprised of best practice approaches and the clinical team includes primary care providers, psychiatrists, nurse practitioners, individual and family therapists, social workers, addiction specialists, case managers, and community education specialists.

Signature Health strives to promote health and wellness within the communities in which it operates, including a three-county area throughout Northeast Ohio comprised of Lake, Cuyahoga, and Ashtabula counties. The agency's mission is as follows: *Signature Health puts good health within reach to all of our community members through comprehensive mental health, medical, and support services essential for optimizing the well-being of mind and body.*

After expanding services and outgrowing a number of facilities, including the original Glenville office in Cleveland, North Coast Center moved to Willoughby, Ohio (1998). It was here that the agency's name changed to Signature Health. Signature Health expanded rapidly, adding psychiatry, diagnostic assessment service, individual and group counseling, and case management.

In 2000, Signature Health established an office in Ashtabula County. While the expansion continued, another opportunity arose in Cuyahoga County and Signature Health opened a location in Garfield Heights, which later relocated to Maple Heights.

In 2016, Signature Health opened its own lab, providing an ability to analyze urine screens, blood work, and other lab testing. This ultimately helped to shorten timelines for receiving patient results and offered more control over accuracy and accountability.

Additionally, at the end of 2016, Signature Health was officially designated a Federally Qualified Health Center (FQHC). This allows the agency to shift from a solely behavioral health focus to a broader focus on health and wellness for people with behavioral health issues as well as the general community. As a result, Signature Health is currently providing primary care, pediatrics, and infectious disease services.

In 2017, the Family Planning Association of Northeast Ohio, Inc. (FPA) became a division of Signature Health. This merger enabled the agency to continue providing the community with medical services, counseling, and education related to sexual & reproductive health in Lake, Ashtabula, and Geauga (education only) counties.

In January of 2018, Signature Health officially merged with Connections and ORCA House, both located in Cuyahoga County. With the merger, Signature Health substantially scaled up as a regional behavioral healthcare provider. The internal knowledge base has greatly increased, staff skills have expanded, and the agency is serving more people in more communities.

In 2019, Signature Health's location on West 25th officially moved to Lakewood.

The agency employs approximately 800 staff members, located in six clinical offices, one administrative office, and three residential facilities. Only one of the residential facilities – Bridgeview Manor – is currently operational. ORCA house's new location is under construction, and the C.H. Everett Clinic's opening has been delayed due to the COVID pandemic and staffing issues.

Offices:

- ❖ Administrative Offices: 7232 Justin Way, Mentor, Ohio 44060; (440) 578-8200
- ❖ Willoughby: 38882 Mentor Avenue, Willoughby, Ohio 44094; (440) 953-9999
- ❖ Ashtabula: 4726 Main Avenue, Ashtabula, Ohio 44004; (440) 992-8552
- ❖ Painesville: 54 S. State Street, Painesville, Ohio 44077; (440) 853-1501
- ❖ Maple Heights: 21100 Southgate Park Boulevard, Maple Heights, Ohio 44137; (216) 663-6100
- ❖ Beachwood: 24200 Chagrin Boulevard, Beachwood, Ohio 44122; (216) 831-6466
- ❖ Lakewood: 14071 Detroit Avenue, Lakewood, Ohio 44107; (216) 766-6080
- ❖ Ashtabula Family Planning: 510 West 44th Street, Ste 2, Ashtabula, Ohio 44004; (440) 992-5953

Residential Facilities:

- ❖ Bridgeview Manor: 4428 Collins Boulevard, Ashtabula, Ohio 44004; (440) 992-6600
- ❖ ORCA House: 3001 Prospect Avenue, Cleveland, Ohio 44115; (216) 231-3772
- ❖ C.H. Everett Clinic: 7621 Mentor Avenue, Mentor, Ohio 44060; (440) 578-8200

A majority of members of the Boards of FQHCs (at least 51%) must be individuals who are served by the health center. This is the case with the Signature Health Board, with representatives from the geographic area served. Senior leadership of the organization includes the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Medical Officer, Chief Nursing Officer, Chief Human Resources Officer, and Chief Compliance Officer. A Table of Organization and a Board Roster are included in Appendix D. Services for the SRH division fall under the supervision of the Chief Medical Officer and Chief Nursing Officer. Due to the organization's size only the senior leadership and sexual & reproductive health (where the reproductive health services reside) sections of the organizational chart, which is several pages long, are included with this application.

Signature Health is primarily funded through billing for medical services to Medicaid, along with revenue from lab and pharmacy services. Additional funding comes from multiple grants, including the funding associated with the FQHC program, Ryan White program, ODH Reproductive Health & Wellness Program, ADAMHS Boards in Lake, Ashtabula, Cuyahoga, and Geauga Counties, as well as community/private foundations.

C. Provider/Staff Qualifications

Explanation of Qualified Staff: Several staff positions are involved in provision of family planning services in Ashtabula County. Their position descriptions are included in Appendix E.

- Associate Medical Director for Reproductive Health Services – supervises clinic operations and staff; provides direct patient care; manages quality control and improvement; must be at least an R.N. Current Associate Medical Director for Reproductive Health Services is Dianne Rafferty, who has nineteen years of service with the organization and is a Certified Nurse Practitioner (CNP).
- Women's Health Nurse Practitioner – provides patient care; must be licensed R.N. and certified Family or Women's Health Nurse Practitioner. Richelle Shipman is full-time CNP with the organization and staffs clinics at the Ashtabula site. She returned to the agency in October of 2018 after an absence of approximately two years. Previously she worked for the Family Planning Association for several years.

- Medical Assistant/Patient Services Representative – performs clerical duties at front desk; assists in clinic by interviewing, instructing, and exiting patients; graduate of Medical Assistant School preferred. There are two Medical Assistants staffing the Ashtabula location and both function as Patient Services Representative (front desk) as well. Diane Coy has been with the organization for 26.5 years; Doreen Barlow for 25.
- Director of Sexual & Reproductive Health Operations - The Project Director is Mary Wynne-Peaspanen, Signature Health's Director of Sexual & Reproductive Health Operations, who reports to the agency's Director of Primary Care. Duties include program planning, policy-making, staff and center management, community relations, and fiscal control. She has her Masters' Degree in Community Health Education and has been working for the organization since 1986, serving as the Family Planning Association's Executive Director between 2003 and 2017.

Employee Training Requirements: Signature Health provides new hires with a two-day New Hire Orientation, and on the third day, Signature Health Academy, which provides high-level introductions to the agency's approach to person-centered and trauma-informed care, the recovery and resiliency model of treatment, culture, team roles and responsibilities, and integrated care. These three days of orientation are followed by specific on-site education. On-site education includes orientation & training specific to a new hire's employment location & role. Signature Health currently provides employees access to Relias, a Learning Management System with over 2,000 training courses. Employees are required to engage in initial and ongoing training through Relias on topics that include but are not limited to HIPPA, Workplace Violence, Safety and Crisis Management. Employees are encouraged to take courses specific to their position as well as elective courses not related to their position but related to services SH provides and soft skills. Signature Health offers development time to employees to engage in training of the employees' choosing, both SH sponsored and outside of SH. Additionally, Signature Health offers hands-on in person training including but not limited to BLS (Basic Life Support) and CPI. Signature Health offers a series of workshops at their corporate location for employees to receive CEU & CME along with additional training opportunities as they arise or a need is identified. Finally, Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

All new staff working with the sexual and reproductive health program receive orientation/training from their supervisor and other relevant staff as appropriate. A checklist to document this orientation/training is included in the item G of Section 2 - Required Documents. Staff working with the SRH program also complete Title X-specific trainings offered by the Reproductive Health National Training Center (RHNTC). The training plan outline, specifying which trainings are required for each role, is included in Section 2.G, as well. Additionally, throughout the year various inservice presentations are delivered at staff meetings. Some of these are conducted regularly and are listed on the Annual Work Schedule also included in Section 2.G, which also includes quality assurance measures. Other trainings/reviews are scheduled when appropriate, either by Signature Health as a whole or by the sexual and reproductive health/family planning program. Staff complete a sign-in sheet for all inservice programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings. Signature Health has a Credentialing Specialist on staff who monitors the credentials of current staff members and makes sure all necessary training is obtained.

Exhibit II

Section 4
Applicant Budget
Attachment B

FAMILY
PLANNING
SERVICES

**Applicant Budget
Summary**

Applicant: Signature Health, Inc. (for Family Planning Services)	
Date From: October 1, 2022	To: September 30, 2023

	Program	TANF
I. Staff		
A. Salaries	\$ -	\$ 17,531.43
B. Payroll-Related Expenses	\$ -	\$ 3,505.14
Total Staff Costs	\$ -	\$ 21,036.57
II. Operations		
A. Travel and Short-Term Training	\$ -	\$ -
B. Consumable Supplies	\$ -	\$ -
C. Occupancy Costs	\$ -	\$ -
D. Contract and Professional Services	\$ -	\$ -
E. Other - Miscellaneous	\$ -	\$ -
Total Operational Costs	\$ -	\$ -
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ -	\$ 21,036.57
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ -	\$ 21,036.57

Budget Computation

Total Operating Expenses	\$ -	\$ 21,036.57
Divided by Total Operating Units		80.00
= Unit Rate	#DIV/0!	262.96
Unit Rate	#DIV/0!	262.96
X number of units purchased		80.00
= Total Contract Amount	#DIV/0!	\$ 21,036.57

Unit = Example: 1 meal, 1 hour

Unit - 1 visit

II. A. Travel and Short-Term Training

	Entire Program		TANF Project
Mileage Reimbursement rate per mile:	\$ -	\$ -	\$ -
Short-Term, Training	\$ -	\$ -	\$ -
Total Travel and Short-Term Training	\$ -	\$ -	\$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ -	\$ -
Cleaning Supplies	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ -	\$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone		
Sewer		
Other (<i>identify</i>)		
Other (<i>identify</i>)		
Total Occupancy Costs	\$ -	\$ -

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Total Contract & Services Costs	\$ -	\$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Total Miscellaneous Costs	\$ -	\$ -

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	\$ -	\$ -

OHIO AUDITOR OF STATE
KEITH FABER



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Signature Health**
Date: **9/1/2022 9:46:20 AM**

This search produced the following list of 6 possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.


If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Signature Health, Inc.** for a **TANF Services Sub-Grant Agreement.**

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/2/22
MJH 9.1.22

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 Contract Services**; not to exceed **\$5,259.14**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**



David Thomas
Ashtabula County Auditor

Date: _____

9/12/22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2022 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Ashtabula County Educational Service Center, located at 2630 West 13th Street, Ashtabula, Ohio 44004 and whose phone number is: 440-576-9023 (hereinafter referred to as the "Subgrantee") to provide Educational, Mentorship & Career Program for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

Therefore, in consideration of the mutual covenants contained in this Sub-Grant Agreement, the parties agree as follows:

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Ashtabula County Educational Service Center
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from **October 1, 2022** through **September 30, 2023** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This subgrant agreement is in the total amount of: **\$ 250,000.00.**
The unit rate is: **\$1,136.36 per day.**
- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked “Final,” must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that “Payment of this invoice constitutes complete satisfaction of all of Grantor’s obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice.”

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s)

may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 1. Services provided to program participants;
 2. Administrative cost of services provided to program participants;
 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 4. Cost of operating the organizations, agencies, programs, activities, and functions.

- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.
- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 - 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 - 4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

- A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.
- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2630 West 13th Street, Ashtabula, Ohio 44004**
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

This document constitutes the entire agreement between Grantor and Subgrantee with respect to all matters herein. Except as provided in Article XI below, only a document signed by both parties may amend this Sub-Grant Agreement. Both Grantor and Subgrantee agree that any amendments to laws or regulations cited herein will result in the correlative modification of this Sub-Grant Agreement without the necessity for executing written amendments. Any written amendment to this Sub-Grant Agreement will be prospective in nature.

ARTICLE XI ~ ADDENDUM:

Grantor may elect to provide information concerning this Sub-Grant Agreement in an addendum hereto. Any addenda to this Sub-Grant Agreement will not need to be signed. Any claim on or draw of monies following the receipt of the addendum will constitute acceptance of the terms and conditions contained in the addendum. Subsequently, Grantor may modify any addendum by mailing a modified version to Subgrantee. Any claim on or draw of the modified addendum will constitute acceptance of the terms and conditions contained in the modified addendum.

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.
 3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
 4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
 5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. **Duties as Pass-through Entity:** Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. **Limitation of Liability:** To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.
- F. **Indemnity:** The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

Insurance: The Subgrantee agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death.

- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

Therefore, the below listed parties enter into this Sub-Grant Agreement.

SIGNATURES:



Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/01/22

Date



Ashtabula County Educational Service Center

09/09/22

Date



9-20-22

Date

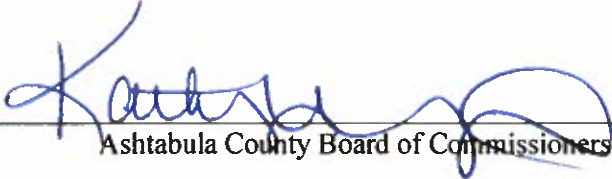

Ashtabula County Board of Commissioners

Exhibit I

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

**The Ashtabula County Job & Family Services
(ACJFS)
2924 Donahoe Drive
Ashtabula, Ohio 44004**

Issue Date:

June 15, 2022

RFP Number:

ACJFS RFP #2-22

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TANF Programs RFP

I. **INTRODUCTION:**

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

- Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.
- Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
- Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *
- Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:**Important Dates:**

RFP Release	Date: 6-15-22
RFP Question Period Begins	Date: 6-15-22
Pre-Proposal Conference	Date: 7-6-22 @ 9:00 a.m.
RFP Questions Deadline	Date: 7-6-22 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-22 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-22

Pre-Proposal Conference:

A pre-proposal conference will be held on **Wednesday, July 6, 2022, at 9:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 7-6-22 to:**

ATTN: Renee Dragon, Program Evaluator
E-mail: RENE.E.DRAGON@jfs.ohio.gov
Fax: 440-998-4253

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-22 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-22

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws: and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. **Timely Submission** – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. **Completeness of Submission** – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to , the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term:

The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2022.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

The Applicant agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Applicant and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

Patent or Copyright Liabilities:

The Applicant will protect, defend and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

**ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Ashtabula County Educational Service Center

ADDRESS: 2630 West 13th Street, Ashtabula, OH 44004

PHONE: 440-576-9023 FAX: 440-576-3065

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: _____

EXECUTIVE DIRECTOR/DIRECTOR: Michael Candela

PROGRAM COORDINATOR: Lori Slekar EMAIL: lori.slekar@ashtabulaesc.org

FISCAL CONTACT: Mary Gillespie EMAIL: mary.gillespie@ashtabulaesc.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Michael Candela SIGNATURE: 

(Note: original signature must be in blue ink)

TITLE: Superintendent DATE: 7/7/22

**Ashtabula County Educational Service Center (ACESC)
Educational, Mentorship and Career TANF Program**

Section 3 (A)
Program Description

A. Program Description

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.

The Ashtabula County Educational Service Center (ACESC) proposed program and services will contribute to the needs of TANF eligible participants by focusing on two of the goals of the TANF funding: Goal #2 End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; and Goal #4 Encourage the formation and maintenance of two-parent families. The main objectives of the program will address student learning loss by eliminating barriers to attending and being successful in school and job preparation. The target will be in-school TANF identified and referred youth.

We plan to utilize a referral process to identify program participants in several ways. It is our intent to partner with the Ashtabula County Job and Family Services (ACJFS) and share/receive information on in-school youth with families that are currently participating in the ACJFS programs. The ACESC will also include the TANF application in school forms at each district to identify students and families who are in need and provide this information back to the ACJFS. The ACESC will also work with our Community and Family Liaisons with each district to identify and refer students. Community and Family Liaisons in each district meet at the ACESC on a monthly basis.

The program will be accomplished through mentorship as each student will be paired with a mentor that will provide services for students throughout the school year and summer that focus on connecting them to necessary resources based on their identified needs. Examples of services and resources will include: mental health counseling, community liaisons, tutoring, monitoring grades and attendance, credit recovery, needed materials and supplies, continued summer programming, field trips, life skills activities, and career exploration to include awareness and pathways. Program participants will be provided with incentives as approved by the grant guidelines. Incentives will be awarded when students attend 85% of after-school and summer programming. Attendance incentives will be awarded quarterly. The necessary attendance threshold will reset for each participant every quarter. Ongoing monitoring will indicate if expansion of services and resources is required and will be utilized to identify students that receive the appropriate incentives.

The ACESC will collaborate and partner with Education agencies/partners such as SST5 and other various stakeholders in our county to provide high quality Professional Development. The professional development will be a continuation and expansion of what we currently offer and would be implemented as necessary to support staff in meeting the needs of all students. There are several professional development opportunities throughout the year that the ESC provides both through in-person training and online modules with PublicSchoolWORKS. It would be our plan to secure experts in

Section 3 Program Planning and Development
Program Description

the areas in which we need updated and current information with regard to our student population. Examples of professional development topics include: family engagement, working with vulnerable youth groups, trauma-informed care, the referral and application process with TANF, and the role of a Mentor in the program. Additional PD opportunities will be present throughout the year to continue growth and improvement of the program. The following are descriptions of the proposed program and services components:

a. Mentors

Mentors will establish positive relationships and connections with students. The goal is for students to have one point of contact to help navigate their needs. The Mentor will be the adult contact for other service providers the student is utilizing within the school. The Mentors will meet with students at their respective school at least twice a week throughout the program year. First and foremost the goal is for students to know that someone cares about them and is willing to help them be successful in school and life. Each Mentor will have a maximum caseload of 30 students. As students are identified and referred the ACESC will attain additional staff to support the growing need. The Mentor job description can be located in Section 3, Part C.

b. Community and Family Liaison

The ACESC is dedicated to the Community and Family Liaison (C/F) model to improve the ability and accessibility for academic achievement for every student in our service area. There are currently five (5) out of our seven (7) districts with in-house C/F Liaisons in addition to the ESC based C/F Liaison. The ACESC desires to employ additional C/F liaisons in the remaining two districts to provide direct services to the families in their service areas and work closely with the ESC Liaison. C/F Liaisons in Ashtabula County are the connectors between schools, families, stakeholders, and the community resources. The Ashtabula ESC C/F Liaison will assist districts in administering community needs assessments to properly identify the gaps and barriers students are facing that are preventing academic achievement. Barriers and gaps of the TANF identified student will be addressed through our program. The intention of ACESC is to amplify the C/F Liaison services by partnering with the Mentor of the participants of this program.

c. Tutors

Certified teachers to serve as Tutors to meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. The Tutor will work in conjunction with the district staff to determine where they need to support classroom-centered activities. In other words, the emphasis and content of the tutoring sessions will be determined by the student's needs based on district input and student performance. Tutors will be placed in the districts where they are already employed to surround students with familiar and

positive relationships. Mentors will notify Tutors when a student needs additional academic support.

d. Credit Recovery

Coursework for credit recovery will be provided through a program called ACE Digital Academy. This program provides over 300 course options for K-12 students that are monitored and provided by certified teachers. Families bear the burden of a cost anywhere from \$200-\$250 per credit for their student to recover credit for a class. Being able to provide this service will alleviate this barrier to student achievement, graduation, and career preparation.

e. Career Exploration

We will offer appropriate participants a Career Exploration component to include career awareness and pathways. We will partner with VirtualJobShadow.com to provide the following to program participants:

- Over 500 career profiles, 300 of which include video content, where students can learn more about the career and whether it's a good match for their interests and goals
- Over 390 Life Skills videos to gain new skills from wherever they are
- College/scholarship exploration plus job searching in real time to plan their future
- Career assessments (including an aptitude test), resume builder, cover letter builder, post-secondary planning/goal planning to prep for that first job
- Assignments with over 50 pre-made flex lessons that you can edit- along with the option to make lessons from scratch- to make implementation quick and easy
- Messaging tool to keep staff and students in communication with each other
- Reporting tool to track and download-users' progress

Additionally, we will plan and provide hands-on field trips that align to the needs of students and to further enhance career exploration of the opportunities that are within Ashtabula County.

f. Life Skills

Botvin LifeSkills Training (LST) program is a highly interactive, skills-based program designed to promote positive health and personal development for youth in grades 3-12. The LST program uses developmentally appropriate, collaborative learning strategies to help students achieve competency in the skills that have been shown to prevent substance use, violence, and other health risk behaviors. LifeSkills Training is comprehensive, dynamic, and developmentally

Section 3 Program Planning and Development
Program Description

designed to promote mental health, social-emotional (SEL) skills and positive youth development. The Botvin LifeSkills Training Transitions program is a highly interactive, skills-based curriculum designed to promote positive mental health and personal development. This program is specific to helping young adults navigate the transition into the workforce and/or higher education. LST Transitions helps participants achieve competency in the skills that not only are key to success but also have been found to reduce and prevent substance use and violence.

2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).

There is a need for the ACESC proposed program in our service area as indicated by several sources of evidence:

Ashtabula County is the northeastern most county in the state of Ohio, encompasses 702 square miles and is the largest county in Ohio by area. According to population estimates by the U.S. Census Bureau, the 2020 population estimate is 97,574. 22% are residents under the age of 18. The racial makeup of the county is 93% White, 3.8 % Black/African American, 05% Asian, and 2.3% two or more races. 4.4% of the population is Hispanic or Latino. Median household income for 2020 was \$47,925, compared to the state median household income of \$58,116, and 16.5% of persons of all ages were living in poverty compared to 12.6% for Ohio according to the 2020 Census. According to the 2018 - Ashtabula County ALICE (Asset Limited, Income Constrained, Employed) Report, out of the 35,445 households, 47% were below the ALICE threshold. The ALICE threshold accounts for households that earn above the federal poverty level but not enough to afford basic household necessities and expenses (housing, child care, food, transportation, health care, phone plan, taxes). The 2020 US Census also reported that 86% of the population aged 25 years or older has a high school degree or higher and 14.9% has a bachelor's degree. According to the Robert Wood Johnson Foundation 2022 County Health Ranking Report, 24% of children live in poverty compared to 17% for Ohio and 24% of children live in single-parent households. 86% have a high school diploma and 48% have some college compared to 66% for Ohio. The location of most human service resources are primarily in the northern part of the county including all comprehensive behavioral health agencies, Job and Family Services, Children's Services, and Emergency Medical Services. There is limited public transportation throughout the county and the only regular bus route in the county runs in the City of Ashtabula 6 a.m. to 5 p.m. Monday through Friday with shorter hours on Saturday. Transportation can be arranged through public transportation for free or a fee for the remaining areas of the county but there can be extensive wait times between the time a person is dropped off, their appointment time and the time they are returned home. Ashtabula County Community Action Agency 2021 Needs Assessment reported that poverty was identified as the second biggest problem in the community, behind substance use. The 2021 2-1-1 Ashtabula County Unmet Needs Report states there were 243 unmet needs calls at 2-1-1 with the top three unmet need areas being 27% clothing/personal/household needs, 17% housing, and 12% transportation.

Through the implementation of the ACESC TANF program, students with barriers to attending and succeeding in school, job preparation, and students encountering learning loss will be connected with resources and services to break those barriers. Students will gain insight into the value of education regardless of their path after graduation. Consistently having a trusted adult throughout their experience in the program will give participants the tools they need to succeed and become a productive member of our community. By tailoring the program to those living in poverty, we are making the resources and services more easily accessible to promote equity in our districts so all students can thrive, regardless of socioeconomic status. Additionally, the transportation that this program would provide would give opportunities to those students who otherwise would not have access.

3. Experience of applicant in administering proposed service.

There are several elements, components and program services the ACESC proposes to provide/enhance, develop with the assistance of this grant. With the combined resources currently available and with the needed assistance from this grant, we can help alleviate some of the burden on our school districts to provide a holistic approach to the program participants and in turn grow the program to include our youth in school districts that are not eligible for this funding. We see the proposed elements as necessary and valuable tools that our students need to be successful in school from middle to high school and moving forward to a successful career pathway. We would like the opportunity to partner with the ACJFS to help us create a strong long-term program that will meet our students and families as well as community, county and school district needs. We are uniquely qualified to provide this program for several reasons:

- a. We have the partnerships established with our school districts, we know what programs are working now and which ones need some enhancement and or further development and with the ability to leverage our resources with this grant, we will be able to create more opportunities for our students and families. Many of our programs and services would grow beyond and or would need more than the initial proposed grant period.
- b. We have various resources available to us, we have long established partnerships with community organizations and agencies, we have certified and trained staff that are knowledgeable about the method in which to reach our goal of creating pathways for successful and lifelong opportunities.
- c. The ACESC has a long history and experience in administering numerous services within the proposed program. We are an educational institution that supports all county districts in meeting the needs of students and families.
- d. We have established and support a network of Community Liaisons and Community Learning Centers. These are critical for resource referral as well as community and family engagement. The ACESC has extensive experience with

Section 3 Program Planning and Development
Program Description

managing and administering grant funded programs throughout our service area including the Community and Family Partnership Liaison Project. In 2020, ACESC received one year CARES funding for the Community and Family Partnership Liaison project. The initial grant was scheduled to end in December of 2021, however the ACESC secured a funding extension that will continue the C/F Liaison work until at least September 2024. Through this grant, the ACESC has had an integral role in establishing Community Learning Centers, expanding the C/F Liaison Network, facilitating regional professional development activities, and establishing a county-wide coalition to focus on meeting the needs of vulnerable youth.

- e. The ACESC has experience hosting two summer camps each year, one for gifted education and one for special education. We also have experience working with families to enroll their students in a Credit Recovery program. Through the ESC Extended Learning Grant, ACESC was able to continue to build the Ashtabula County Liaison Network and continue to grow the preexisting summer programming. The ACESC has held successful summer camps through collaboration with our districts. First we offer gifted students in grades 3-8, two weeks of summer programming emphasizing higher level thinking, in depth study, and 21st century learning with a conscious effort to offer sessions in greatest need per county trend data. It is held at our Career and Technical Center which is not only centrally located but also embodies the career readiness skills and training pathways necessary for future success. The gifted summer programming is reflective of the data and future college/career needs (most often math, writing, and critical/creative thinking) while addressing the whole gifted child. Programming includes robotics, engineering, biology/chemistry, archeology, python programming, democratizing process/ mock trial, visual and performing arts portfolio creation, creative writing, marketing/media, and wellness/self-advocacy. Each of our seven Ashtabula County Districts support our gifted summer programming. Second, ACESC, in collaboration with Ashtabula County school districts, provides a four week summer camp for young adults ages 14-22 years of age with special needs. The program is held at the ACESC Campus. The focus and elements of the content are: community exploration, independent living skills, and work and leisure exploration. The curriculum includes classroom instruction and modeling and weekly field trips. We have referrals to the program of appropriate students through our county school districts in which we serve.
- f. In addition to the ACESC's program experience, we have several staff members who have relevant experience and will contribute to the implementation of the program and services:
 - Superintendent, Michael Candeia, has over 33 years of experience in education and administration and will provide in-kind program support and administrative oversight.

Section 3 Program Planning and Development
Program Description

- Treasurer, Mary Gillespie, has 16 years of experience in school fiscal administration and oversight. She will manage the program's budget and provide administrative support
 - Human Resources Director, Christina Ray, has over 14 years of previous experience designing, developing and overseeing the current youth opportunities program that provides similar type program services. She will assist with the recruitment and hiring of staff for the program.
 - Director of Student Success, Lori Slekar, has over 23 years of experience in education and administration and guiding programs from conception through implementation. She will oversee the program services and staff.
 - Community and Family Engagement Liaison, Alexandra DeGeorge, has 4 years of experience working in community engagement and organizing throughout Ashtabula County. She will also provide professional development activities for our C/F Liaisons and coordinate services.
4. Provide statistics about your program's past performance and the projected number of clients to be served.

The ACESC has past experiences with several programs to inform satisfactory program performance for the proposed TANF program:

- a. During the 2022 ACESC Summer Allegro Camp for Ashtabula County gifted students, there were 107 student attendees from all 7 districts in our service area.
 - b. For the ACESC 2022 Special Education Summer-Camp, the program met full capacity with 20 individuals attending.
 - c. ACESC typically services approximately 30 students per year with Credit Recovery. Currently families bear the cost, therefore, numbers are anticipated to increase with financial assistance.
 - d. For the proposed TANF program, the projected number of clients to be served is 100 students. The target will be in-school TANF identified and referred youth
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes.

We plan to monitor and evaluate the effectiveness and success of the proposed program using several tools:

- a. Student school attendance, academic grades and PBIS program data. This information is accessed through the school district's electronic student information system. Mentors will be expected to participate in attendance

Section 3 Program Planning and Development
Program Description

meetings, be a member of the PBIS Team, and have frequent communication with the students' teachers.

- b. A spreadsheet file that will track students, date, service provided, required documentation needed, etc. This information will be compiled and separated by each of the seven school districts.
- c. Student Surveys will be given to program participants to assess and receive feedback on the program's services and components. This survey will be a hard copy. Two versions of the same survey have been created for primary and secondary aged students. An electronic survey will be sent to all district personnel who are consistently involved with the student and their participation in the program. Surveys will be given periodically to continually monitor, evaluate, and improve. Survey attached following Program Description.

6. Days and hours program is available.

The ACESC plans to provide the proposed program and services Monday through Friday during school hours (7:30 am - 3:30 pm) and after school as students' needs are assessed. We plan to have the program available during the academic school year as well as part of the summer months. This will keep the connection between the student and mentor and allow us to continue to provide necessary support services.

7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

As public agencies ESCs receive some-state funding to support operations. Each ESC depends on revenues from contracted delivery of services to districts of competition for public dollars and/or grant funds as their primary source of revenue. On average 23.51% of an ESC's funding is provided by the state, 8.75% federal, 3.13% other, and 64.61% is generated through fee-for-service contracts with customer school districts.

As related to the requirements, our ACESC is currently funded in this manner: Federal Grants - 12%, State Grants - 2% Special funds - 30% (this includes a levy that was passed to serve our Happy Hearts students), General - 57% , State funding - 6% of general fund, Local Funding - 1% of general fund fees, contracts, services- 93% of general fund.








“Mentorship Program” Evaluation Form - Primary Student

In order to continually improve our services, we need your input on the program that you have recently participated in. We value your opinion and thank you for taking the time to thoughtfully fill out this evaluation.

Your Name (optional): _____

Overall, how would you rate the program? (Check one face)

1	2	3	4	5
Very Dissatisfied				Very Satisfied
				

Please rate the following statements: (Check one face per row)

The program I participated in met my personal expectations.



The program was helpful to me and my future.



The mentors had knowledge of local resources and services that I needed.



I was satisfied with the accessibility of the mentor I worked with.



I was satisfied with the location of the programs.



I was satisfied with the days and times of the programs.



I enjoyed my time in the program.



I would tell my friends and family to join this program.





Ashtabula County

Educational Service Center

If you rated any of the statements with a frown face, why?

What was your favorite thing about the program?

Do you have any changes or suggestions you would make to the program in the future?

Any additional comments



“Mentorship Program” Evaluation Form - Secondary Student

In order to continually improve our services, we need your input on the program that you have recently participated in. We value your opinion and thank you for taking the time to thoughtfully fill out this evaluation.

Your Name (optional): _____

Overall, how would you rate the program? (Check one circle)

1 Very Dissatisfied	2	3	4	5 Very Satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

On a scale of 1-5, with 5 being “Strongly Agree” and 1 being “Strongly Disagree”, please rate the following statements: (Check one circle per row)

	1 Strongly Disagree	2	3	4	5 Strongly Agree
The program I participated in met my personal expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The program content was helpful to me and my future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The mentors had knowledge of local resources and services that I needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the accessibility of the mentor I worked with.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the location of the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was satisfied with the days and times of the programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I enjoyed my time in the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would tell my friends and family to join this program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Ashtabula County
Educational Service Center

If you rated any of the statements with "1" or "2", please explain.

What was your favorite thing about the program?

Do you have any changes or suggestions you would make to the program in the future?

Any additional comments

Section 3 (B)
Organizational Structure

B. Organizational Structure:

Educational Service Centers (ESC) were established in 1914 through an act of the Ohio General Assembly. The law created 88 County School Districts. In 1995, Am. Sub. H.B. 117 changed the role of the "County School Districts" by redefining their responsibilities, and renaming them "Educational Service Centers" - a statutory name change intended to reflect the evolving nature of ESC programs and services.

ESCs, as Defined in Both State and Federal Law as School Districts, are Public Education Agencies and are grounded in state and federal law. ESCs are defined as school districts under section 3311.05 of the Ohio Revised Code and, in federal statute are defined in the Higher Education Act (HEA), Elementary and Secondary Education Act (ESEA), and Individuals with Disabilities Education Act (IDEA) as such, "(A) -The term 'local educational agency' means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools. (D) The term includes educational service agencies and consortia of those agencies."

The ESC's purpose is to elevate the state's system of education to a higher proper standard. The mission has evolved to service our county school districts in whatever capacity they see fit. The role of the ESC has evolved and expanded over the decades. They began assisting districts with fiscal and purchasing services; later they began operating special education programs and increased professional development and technical assistance for schools. This effort employs staff members to assist in drafting courses of study for school systems, providing in-service training for teachers and assuring quality classroom instruction through supervision and evaluation and all other support services.

The purpose of the Ashtabula County Educational Service Center (ACESC) is to ensure that every school child in Ashtabula County attends a properly supervised school and to:

- Maintain contact with the State Department of Education
- Furnish professional leadership and consulting services in order to strengthen local districts in areas they are unable to finance or staff independently
- Provide specialized programs on a collective basis with local district and city districts
- Coordinate certain State and Federal program standards to ensure local district compliance.

The ACESC is a public education agency and has a Governing Board who are elected by the voters of all the local school districts, this Board is the policy-making authority that must determine the objectives of the County Office. To the extent that consensus has been expressed by the local boards for joint action, the County Board may at its discretion make policies in areas not expressly prohibited by law. The Board, administration, and staff shall, at all times, represent all of the voters, taxpayers, parents, students, and employees within their jurisdiction. Their obligation is:

Section 3 Program Planning and Development
Organizational Structure

- to the taxpayers to maintain and operate the best educational system possible and as economically as possible
- to the parents to provide educational opportunity for all, regardless of station in life
- to students to provide educational opportunity for all, regardless of station in life
- to employees to provide the best possible working conditions and means for doing the best job possible
- to the local districts to provide the comprehensive services they require in an economical and efficient manner.

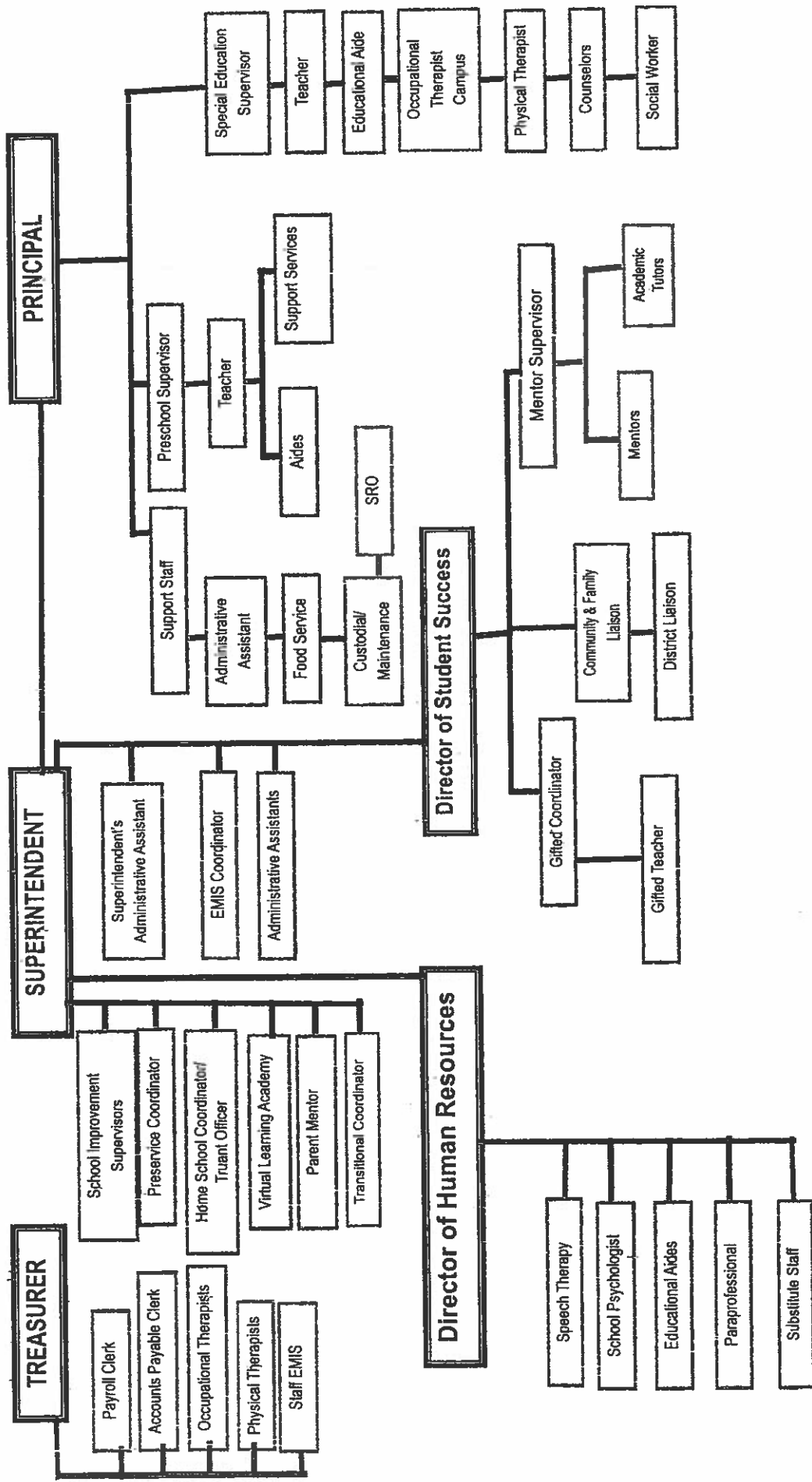
The following is the Governing Board of the ACESC (an organizational chart is also included):

- Superintendent – Michael Candela
- Treasurer – Mary F. Gillespie
- Governing Board:
 - Joseph F. Donatone
 - Barbara Klingensmith
 - Gus Saikaly
 - George Smith, II.
 - Dr. Harlan S. Waid, Jr.

As public agencies ESCs receive some state funding to support operations. Each ESC depends on revenues from contracted delivery of services to districts of competition for public dollars and/or grant funds as their primary source of revenue. On average 23.51% of an ESC's funding is provided by the state, 8.75% federal, 3.13% other, and 64.61% is generated through fee-for-service contracts with customer school districts.

As related to the requirements, our ACESC is currently funded in this manner: Federal Grants - 12%, State Grants - 2% Special funds - 30% (this includes a levy that was passed to serve our Happy Hearts students), General - 57% , State funding - 6% of general fund, Local Funding - 1% of general fund fees, contracts, services- 93% of general fund.

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER ORGANIZATIONAL CHART



Section 3 (C)
Provider/Staff Qualifications

Section 3 Program Planning and Development
Provider/Staff Qualifications

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

ACESC Current Staff - all resumes and appropriate certifications attached.

Mr. Mike Candela, Superintendent - license certification included

In-kind program support, administrative oversight

Ms. Mary Gillespie, Treasurer- license certification included

Program support, fiscal administrative assistance and oversight

Ms. Lori Slekar, Director of Student Success- license certification included

Program support, supervisory duties, data reporting and tracking, administrative oversight

Ms. Christina Ray, Human Resources Director - license certification included

In-kind program support, necessary hiring and staffing, and administrative oversight

Mrs. Alexandra DeGeorge, Community & Family Engagement Liaison

In-kind program support

ACESC Anticipated Staff

Mentor, Job description attached

Empower and support program participants in achieving their academic and career goals

Academic Tutor, Job description attached

Assist program participants in their academic achievement

Administrative Assistant, Job description attached

Program support

2. Provide a description of your organization's employee training requirements.

When hired through the ACESC, all staff participate in an orientation meeting with the Director of Human Services. This meeting is to go over logistical questions like health insurance and ESC policy, but to also learn the operations and services the ACESC provides. All ACESC Staff are required to complete online modules through PublicSchoolWORKS. Depending on the staff certification status and their role with the ACESC, specific modules assigned for staff may vary. All staff are required to complete the following modules: AED Use, Bloodborne Pathogen, CPR, Child Abuse and Neglect Mandated Reporting, Discriminatory Harassment Identification and Response, Fire Safety and Fire-Extinguisher Use, Email Safety, Lockout/Tagout Awareness, Ohio Ethics Law, Sexual Harrassment, Reporting Fraud - Ohio, Student Privacy Rights (FERPA), Title IX, and more. All staff are monitored to ensure completion. Online modules are assigned twice per year. There are four Professional Development days scheduled per academic year for ACESC Staff. These are days dedicated to expanding and enriching ACESC staff in their knowledge of their position and the organizational structure.

Section 3 Program Planning and Development
Provider/Staff Qualifications

ACESC has monthly staff meetings for ESC Administrative Office staff to give reports from all departments. There are quarterly Administrative Team meetings to monitor progress of the strategic plan, and assign duties to Supervisors on necessary training for their team moving forward.

Additionally, all Certified Staff must meet Ohio Revised Code requirements for their licensing.

PROFESSIONAL PROFILE OF

Michael A. Candela
2900 Plymouth Ridge Road
Ashtabula, Ohio
440-969-4286
mike.candela@ashtabulaesc.org

Administration

To secure a challenging and responsible position
as superintendent of schools,
where my experience and education will be utilized
for the benefit of the organization
and my professional growth.

Educational Background

Youngstown State University

- Master of Science in Education in Educational Administration Awarded 1997
- Superintendent Certification Program completed 2008
- Elementary Principal Certification Program completed 2002
- Secondary Principal Certification Program completed 1998

Kent State University, Kent, Ohio

- Bachelor of Science in Technology Education 1989

Focused Professional Development

- Ohio Association of Career-Technical Superintendents
Aspiring Superintendents Academy 2012-2013
- Association for Career and Technical Education
21st Century Leadership Institute 2012-2013

Professional Licenses

- Professional License 5 year- Superintendent- Valid thru June 30, 2022
- Professional License 5 year- High School Principal (7-12)- Valid thru June 30, 2022
- Professional License 5 year- Elementary Principal (K-8)- Valid thru June 30, 2022
- Permanent Teaching Certificate Industrial Technology K-12- Issued 2002
- State Licensed Real Estate Agent renewed yearly since 1993

Professional & Community Affiliations

- BASA – Buckeye Association of School Administrators
- OALSS – Ohio Association of Local School Superintendents
- ACTE – Association for Career and Technical Education
- Ashtabula County Children Service Board
- ACCESS Board Member
- Junior Achievement Steering Committee
- NEOMIN Governing Board
- NEOMIN Finance Committee
- Member of Positives School Marketing Committee
- Local Professional Development Committee
- Ashtabula County Business Advisory Council
- Pymatuning Area Chamber Of Commerce
- William H. Searcy Scholarship Committee

Professional Highlights

Ashtabula County Educational Service Center-Ashtabula County

Superintendent (2019-Present)

200 certified and classified staff

- The ACESC provides educational leadership through service, solutions, and savings
- Service provider to all of schools on the county
- High-performing organization that enables districts to achieve Excellence
- \$2.3 million unreserved balance up from \$863,000 in FY 2016
- Developed Partnerships with all county schools
- Developed Units to Support Happy Hearts School aged population
- Implemented district strategic plan
- Co-Chair Countywide Business Advisory Council
- Organizational culture fostering collaboration, innovation, efficiency, and excellence.

Pymatuning Valley Local School District – Ashtabula County

Superintendent (2012-2019)

1250 students, 78 certified staff, 43 classified staff, 20 purchased services employees (ESC), 62% Economically Disadvantaged, \$161,706,351 Valuation, \$13,851,962 total revenue. 11.59% carryover, 56.93 Total millage, 178 Square mile district, \$9600 per pupil expenditure

- Presided over the district during change of state report card status to excellent/ excellent with distinction/ PS school of promise/ HS of promise/ PS High progress
- Kept spending at a 1% increase over a 7 year period
- Created financial stability \$4.3 million unreserved balance up from \$863,000 in FY 2012
- Re-established primary music program
- Created department budgets
- Partnered with A-Tech in 2015 to bring a fully functional S.T.E.M. science lab to the middle school
- Passed a 4.7 mil levy on the first attempt
- Successfully negotiated 7 contracts for classified and certified
- Implemented two district strategic plans
- Directed district technology and implemented a fork lift upgrade
- Currently serve on the school/community relations committee
- Coordinated all state, federal and local grants
- Expanded science curriculum by offering 9th grade science to 8th grade students
- Expanded dual credit with local resources
- Worked with A-Tech to bring three successful satellite vocational programs to the district
- District's United Way organizer
- Started a before and after school program with YMCA on campus
- Organized the county Crisis Response Team
- Labor Management Committee
- Ability to direct complex projects from concept to fully operational status
- Secured nearly \$500,000 in private grants and in-kind services
- Experience with all other aspects of district administration including:

Staff hiring and dismissal, evaluations, general staff relations, OTES and OPES training, received F.A.M. grant for middle school-math faculty, served on the district OIP & RtT committees, community relations including successful relationships with PTO & booster organizations, curriculum, student discipline, supervision of other administrative staff, oral and written communication

**Ashtabula County Technical and Career Center "A-Tech"- Ashtabula County
(2007-2012)**

District Level Administrator

650 on site secondary students and 550 satellite students over a two county area. 80 instructional staff and 35 support staff. Over 1100 adult workforce development students served yearly.

- Directed district wide initiatives
- Oversaw state and federal grants (Perkins school funding)
- Supervised marketing and career education
- Developed district and regional professional development
- Creation of tech prep articulation agreements and program certification
- Student recruitment, enrollment and retention
- Supervised and developed satellite programs
- Home-school liaison
- District technology coordinator
- Staff evaluations and improvement
- District's performance
- Contract negotiations
- Direct involvement in the startup of several new career tech programs

A-Tech Summer School Principal, (2012)

- Set up summer school courses based on student needs
- Secured and facilitated teachers
- Monitored students
- Handled all discipline

Ashtabula Area City School District- Ashtabula County (2004-2007)

Building Level Administrator

Principal at Lakeside 9; Assistant Principal at West Junior High; Assistant Principal at Lakeside Junior High.

- Directed all day to day operations of the building
- Responsibilities of supervising and evaluating all classified and certified personnel
- Provided professional development
- Ran staff meetings
- Created master schedules
- Worked with the OSFC building projects
- Implemented district and school performance improvement plan
- Ran student discipline and recognition
- Directed special education
- Supervised athletic activities

Section 3 Program Planning and Development
Provider/Staff Qualifications

Kent State University- Ashtabula County Campus (1998-2001)

Adjunct Faculty Member

- Instructed upper division courses in the Technology/ Engineering department
- Primary courses were Industrial Practice and Industrial Co-Op

Buckeye Local School District- Ashtabula County (1989-2004)

Computer and Industrial Arts Teacher

Grades 7-12

- Developed curriculum for and taught a variety of courses
- Courses taught: Intro to Computers, Woodworking, Metalworking, Welding, Precision Machining, CAD, Auto Mechanics, and Small Engine Repair

Saint John High School- Ashtabula County (1989-1991)

Computer and Industrial Arts Teacher

Grades 9-12

- Developed curriculum
- Taught Computer Programming, Drafting and Woodshop

SUMMARY OF QUALIFICATIONS

Background includes extensive professional progressive expertise, which has provided detailed working knowledge in the following key areas:

Parent-teacher relations Staff and Community relations Student information & data systems Student guidance Special events coordination Organization & planning Public speaking Curriculum Improvement

- Achieve personal satisfaction through facilitating a student's social and intellectual growth
- Talent for establishing rapport with staff and students that encourages relaxed instructional interaction and mutual respect
- Resourceful in developing and implementing creative solutions resulting in increased productivity with enhanced sensitivity to costs and efficiency
- Committed to contributing to society through the teaching and administrative profession

These Things I Believe

- I believe educational leadership begins by caring for the generations that follow our own. It is about having the courage to challenge tradition when tradition holds us to the past, sacrificing both the present and the future.
- I believe educational leadership is about holding all students to high standards by finding ways to help everyone become winners while changing practices that make our schools and classrooms mechanisms of social and educational determinism.
- I believe educational leadership is about using data to break down barriers that impede needed change and leading us to look at old practices in new ways, paving the way for a culture of continuous improvement.
- I believe educational leadership is about embracing information media and technologies that connect us to the world outside of classrooms, helping students and teachers to work together in solving new and unique problems.
- I believe educational leadership is about helping students become their own best teachers by empowering them with the tools they will need to be lifelong learners and educational entrepreneurs as they prepare to grapple with problems and opportunities our community, nation, and world have not yet conceived.
- I believe educational leadership is about bringing together the school and larger community to forge an alliance of both spirit and resources to assure that the best parts of the past will be there in the future and that the present will be purposeful. I believe all leadership is about finding one's voice and helping others find theirs.

STATE OF OHIO DEPARTMENT OF EDUCATION
5 Year Professional Superintendent License

MICHAEL A CANDELA

THIS LICENSE AWARDED TO

KU1005587

11/23/2021

EDUCATOR STATE ID

ISSUE DATE

07/01/2022 to 06/30/2027

EFFECTIVE DATES

The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible for being knowledgeable about current requirements for maintaining the credential.

Employers may verify this credential by going to Educator Profile on education.ohio.gov and ensuring that the unique credential number appearing on this credential matches the person's records in Educator Profile, which is the official record of educator credential history.

This official document was created by the Ohio Department of Education and represents a true copy of a legal educator license as referenced in Ohio Revised Code Section 3319.36.

Credential # 22078731

Stephni K Sidlonski
Interim Superintendent of Public Instruction

Section 3 Program Planning and Development
Provider/Staff Qualifications

Mary F. Gillespie

440-265-8170

lammgillespie23@gmail.com

Experience

School Treasurer

May 1, 2011 to present Ashtabula County Educational Service Center,
Ashtabula, OH

- Serves as the chief financial officer for the school district
- Works with all county School Treasurers and meets with them monthly
- Oversees Payroll
- Makes budgetary and investment decisions
- Responsible for 403b compliance and annuity transactions
- Develops budgets for grants and general fund
- Responsible for FMLA and Worker Compensation Claims

January 1, 2010 to April 30, 2011: Conneaut Area City Schools, Conneaut, OH

- Served as the chief financial officer for the school district
- Made budgetary and investment decisions
- Responsible for 403b compliance and annuity transactions
- Active participant with bargaining unit negotiations
- Developed five year forecast

Assistant to the Treasurer

December, 2005 to January 1, 2010; Conneaut Area City Schools, Conneaut,
OH

- Responsible for processing district payroll and all reports including taxes/unemployment/workers compensation/SERS/STRS retirement systems
- Responsible for handling the human resource side of staff such as health insurance, life insurance, and all employee authorized deductions
- Responsible for filing SF14 reports to the Area Coordinator
- Assisted Director of Special Services in budgeting monies in the CCIP
- Responded to Treasurer's requests for salary and benefit information
- Assisted Treasurer with budgetary projects
- Worked with outside agencies for fiscal information

Special Services Secretary

August, 1995 to December, 2005; Conneaut Area City Schools, Conneaut, OH

- Maintained and created special education records and reports
- Assisted Director in all operations of special education, Title I, grants, and special situation students, and preschool programs
- Developed state forms for special education on Filemaker Pro and trained staff on use
- Maintained and supplied all relevant EMIS data for special education
- Worked with many outside support agencies for school district

Section 3 Program Planning and Development
Provider/Staff Qualifications

Education

University of Phoenix, Phoenix, AZ

September 2009

- Bachelor of Business Administration

**Professional
Development**

- Public Records Trainings
- Five Year Forecasting Seminars
- OASBO School Law and Funding Workshops
- Employee Benefits Training
- County Treasurer's Meetings
- Workshops on Microsoft Word, Excel, and Access

STATE OF OHIO DEPARTMENT OF EDUCATION
5 Year School Treasurer School Treasurer License

MARY GILLESPIE

THIS LICENSE AWARDED TO

OH3096396	02/07/2019	07/01/2019 to 06/30/2024
EDUCATOR STATE ID	ISSUE DATE	EFFECTIVE DATES

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Credential # 21662239

Stephni K. Sidlans

Interim Superintendent of Public Instruction

Lori M. Slekar
1025 Harbor Street, Unit 34
Conneaut, OH 44030
(814) 282-6524
lori.slekar@gmail.com

Objective

To secure a challenging and responsible position as an educational administrator where my experience and education will be utilized for the benefit of the organization and my professional growth.

Profile Highlights

- Over 23 years of experience as a professional educator
- Highly motivated individual with strong leadership capabilities
- Capable of successfully managing and multi-tasking in a high-demanding environment
- Organized individual with capacity to develop and direct projects from conception to full implementation
- Dynamic communication skills that foster ongoing relationships with all stakeholders
- Excellent skills in building and sustaining a positive school culture that encourages continuous improvement for students and teachers

Education

- Master of Arts, School Leadership, Concordia University of Chicago, 2017
- Master of Arts, Teaching, University of Pittsburgh, 1997
- Bachelor of Arts, Communication Studies, University of Pittsburgh, 1996

Certification

- Professional License 5 Year - Principal (Pre-K-6 and 4-9) valid through June 30, 2027
- Professional License 5 Year - Kindergarten-Elementary (K-8) valid through June 30, 2027
- OTES 2.0 Credentialed Teacher Evaluator valid through September 2022

Professional Experience

Principal 2017 - Present
Pymatuning Valley Primary School
Andover, OH

- Lead a PreK-4 building with over 450 students and 60 staff members
- Successfully navigated COVID safety and health protocols and developed a building plan for in-person learning during the 2020-2021 and 2021-2022 school years
- Planned and facilitated professional collaboration meetings with the Ashtabula County Elementary Principals (2019-present)
- Implemented 1-1 chrome books for all students and supported teachers in adopting and utilizing current technology in the classroom

Section 3 Program Planning and Development
Provider/Staff Qualifications

- Developed and wrote a building Literacy Plan to raise student reading achievement
- Led a team to research quality reading curricula and selection of a new reading curriculum for the building
- Established and facilitated a Building Leadership Team that focused on using data to set building goals and progress monitor
- Implemented Teacher Based Teams to analyze student data to drive instructional decisions
- Created and planned successful family engagement events to further improve relationships with parents and the community
- Developed a building vision and collaboratively wrote a mission statement that led to the school's PBIS Framework
- Created a positive school culture and successfully implemented a PBIS School-wide Framework to reduce negative student behaviors, receiving the Ohio PBIS Network and State Support Team Bronze Award for the 2019-2020 and 2020-2021 school years
- Developed a master schedule to support quality instruction time and intervention supports
- Planned and provided staff professional development opportunities
- Established various building teams and committees to empower staff capacity through shared decision making
- Collaborated with Special Education team colleagues to ensure a high quality service delivery model that meets the needs of students
- Evaluated teaching staff and collaborated on instructional improvement focus areas
- District Leadership Team member involved in developing the district improvement plan

Assistant Principal

2016 - 2017

Lead Teacher

2014 - 2016

Pymatuning Valley Primary School

Andover, OH

- Managed student discipline for a PreK-4 building
- Provided support for student social and emotional learning
- Coordinated Summer Reading program and culminating activity
- Led and facilitated Response to Intervention process to provide researched-based interventions for students
- Collaborated as a member of the Intervention Assistance Team to meet the needs of students
- Evaluated teaching staff and collaborated on instructional improvement areas
- Building Test Coordinator
- Maintained and assigned student class schedules
- Report card and interim processing and distribution
- Ensured quality control of student services data

First and Second Grade Teacher

1999 - 2014

Pymatuning Valley Local Schools

Andover, OH

- Created a positive classroom environment where all students can learn
- Developed lessons plans in all subject areas using differentiation and intervention strategies to meet student needs

Section 3 Program Planning and Development
Provider/Staff Qualifications

- Collected and analyzed student data to adjust instruction
- Managed student behaviors focusing on the positive to reduce negative
- Collaborated with colleagues
- Member of the District Leadership Team working through the Ohio Improvement Process and creating district and building improvement plans

Senior Technical Writer

1985 – 1995

Federal Home Loan Bank of Pittsburgh
Pittsburgh, PA

- Successfully progressed from Administrative Assistant to Senior Technical Writer in the Department of Information Systems
- Developed and held professional trainings for system programs
- Wrote technical manuals for various system programs and provided support for users
- Worked collaboratively with team members toward program success

Core Beliefs

- I believe educational leadership is building a school culture that provides a safe and supportive place where children are encouraged to strive for excellence academically, socially, and emotionally.
- I believe educational leadership is about forging positive relationships with students, staff, families and community members to collaboratively work together for continuous improvement.
- I believe educational leadership plays a pivotal role in shaping the future generations. School leaders have the opportunity to engage, lead and effect change in a meaningful way through collaboration with all stakeholders.
- I believe educational leadership is about effectively leveraging data and resources to make strategic decisions that benefit all students.
- I believe educational leadership is about creating essential support programs that improve circumstances for all children.
- I believe educational leadership should model empathy and promote equitable and culturally responsive opportunities for all students.

STATE OF OHIO DEPARTMENT OF EDUCATION
5 Year Professional Principal License

LORI M SLEKAR

THIS LICENSE AWARDED TO

07/01/2022 to 06/30/2027

EFFECTIVE DATES

02/07/2022

ISSUE DATE

OH1221181


EDUCATOR STATE ID

The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible for being knowledgeable about current requirements for maintaining the credential.

Teaching Fields: Principal Grades 4-9 (280200), Principal Grades PK-6 (280100)

This official document was created by the Ohio Department of Education and represents a true copy of a legal educator license as referenced in Ohio Revised Code Section 3319.36.

Employers may verify this credential by going to Educator Profile on education.ohio.gov and ensuring that the unique credential number appearing on this credential matches the person's records in Educator Profile, which is the official record of educator credential history.


Stephanie K Sidolans
Interim Superintendent of Public Instruction

Credential # 22095245

CHRISTINA L. RAY

6035 Lake Road West Unit #333, Ashtabula, Ohio 44004 440-228-7307 tinaray35@aol.com

HIGHLIGHTS OF QUALIFICATIONS

- **Human Resource Director:** Empathic and effective communicator, recruiter and trainer. Foster a team environment to the organizations goals and management objectives.
- **Program Administration:** Responsible for administration of adult education training programs, marketing and promoting educational opportunities, evaluating program curriculum, recruiting/selecting qualified instructors.
- **Grant Administration:** Writing, administering, supervising, marketing and promoting activities associated with grants, assuring compliance and meeting performance standards. Establishing relationships and collaborations with business/industry and public sector entities.

PROFESSIONAL EXPERIENCE

Human Resources Director *Ashtabula County Educational Service Center (ACESC)* Jan.
2015-Present

- Plans and directs a program for selection and assignment of the best qualified teachers and personnel.
- Keeps an active file on incoming applicants, interviews applicants, and is of service to all school districts in Ashtabula County in filling their vacancies.
- Aids in the recruitment of teachers in teaching fields where a teacher shortage exists.
- Reviews, signs, and handles all types of teacher licensure applications.
- Checks certificate/licensure of all teachers in relationship to teaching assignments.
- Prepares and keeps updated all forms needed for performance of the above responsibilities.
- Checks annual reports and forms from the local school districts as directed by the Superintendent.
- Prepares statistical reports (i.e., transportation and enrollment) as directed by the Superintendent.
- Promotes the public relations of the county schools and the ACESSC.
- Assists all superintendents, building administrators, and school personnel in Ashtabula County in the performance of their jobs when requested.
- Plans and directs the Local Professional Development Committee and Entry Year/Resident Educator Teacher/Principal Program for the county.
- Oversees the administration of the grants, title, and chapter funds under the ACESSC's responsibility or authority.
- Coordinates intra-agency programs/projects (i.e. random drug testing for bus drivers).
- Initiates, directs, and implements teacher and staff development programs.
- Assists in seeking, writing, and managing appropriate grants.
- Performs other duties as requested by the Superintendent; interprets his ideas and decisions to staff and public; keeps him informed of pertinent division developments and events; and seeks his counsel or decision as necessary.
- Plans and directs the program for the evaluation of all ACESSC certificated/classified staff.
- Plans, coordinates, and oversees the Summer Administrators' Conference with the ACESSC superintendent.
- Assist the County Superintendent in representation-of county, regional, and state committees/boards/functions.

Adult Workforce Development Director *Ashtabula County Technical & Career Campus* July
2001-Dec 2014

- Oversee administration of effective Workforce Development/Adult Education Training programs.

Section 3 Program Planning and Development
Provider/Staff Qualifications

- Market, promote and deliver training programs that meet the needs of the community, business and industry.
- Develop and implement programs for over one-hundred staff members for professional development.
- Manager of the Ashtabula County Safety Council through a contract with the Ohio BWC.
- Recommend, develop and evaluate training program curriculum.
- Keep abreast of Federal/State regulations pertaining to Adult Education programs and student financial aid assistance including changes in regulations and interpretations of Financial Aid through the Department of Education.
- Secure financial aid for incoming students, including federal aid and funding through the Department of Jobs and Family Services. Also compile and study occupational, educational, and economic information to assist students.
- Establish and maintain relationships with employers and personnel from supportive service agencies to develop employment and internship opportunities for students.
- Direct all operations associated with a \$600,000 youth grant through our One Stop Services.

Branch Manager

Infinity Resources, Inc.

1995-2001

- Opened, managed and supervised staff at an independent temporary staffing service branch.
- Promoted, marketed, negotiated and solicited staffing services to prospective clients building sales annually.
- Creatively organized sales presentations to modify services to fit the needs of clients.
- Effectively built and created relationships with a client base of over 100 to maintain the successful operation of a new office.
- Directed all recruiting efforts and determined and assessed client staffing needs.
- Administered assessments, interviewed, recruited, developed jobs, and job matched a variety of applicants.

Program Operations Manager

JTPA

1991-1995

- Managed, promoted, created and evaluated Job Training Partnership Act program service delivery system.
- Recruited, supervised, coached and coordinated professional development of over fifteen personnel.
- Developed and ensured compliance with policy and procedures.
- Assisted in development of job descriptions, compensation plan and performance evaluations.
- Served as liaison between agency and board.
- Oversaw expenditures of allocated program funding of over 1 million dollars in addition to developing and maintaining budget for training programs.
- Designed and implemented evaluation tools to assure staffing and program effectiveness.
- Developed curriculum and analyzed program design to anticipate and minimize problem areas.
- Developed new employee orientation manual and designed curriculum for mentorship program.
- Assisted in development of grant proposals.

Personnel/Human Resource Administrator

CTI Audio

1990-1991

- Directed employment and recruitment efforts.
- Handled employee relations for over 200 employees.
- Managed company benefits and compensation plans.
- Assisted in development and writing of new employee handbook.
- Assisted with development of Human Resource goals and objectives.

Section 3 Program Planning and Development
Provider/Staff Qualifications

- Coordinated and facilitated company functions.
- Formulated and administered incentive programs.
- Administrative Assistant for the Vice President of Operations.

Business Manager

Nassief Automotive

1987-1990

- Acted as liaison between purchaser and financial institution by arranging financing for automobile purchases.
- Explained benefits, promoted the purchase of credit insurance on finance agreements and mechanical warranties.
- Established successful relationships with financial institution personnel.

EDUCATION / TRAINING

Youngstown State University

- Masters Degree in Education Administration
2004

Fall 2002- Fall

Kent State University

- Bachelor of Arts in Psychology, Minor in Business Administration
Summer 1986
- Associate Degree in Business Management
Spring 1983

Fall 1985 –

Fall 1979 –

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

- Currently hold an Administrative License through the Ohio Department of Education
- ACTE/Association Career Technical Education Member

STATE OF OHIO DEPARTMENT OF EDUCATION
5 Year Professional Administrative Specialist License


CHRISTINA L RAY

THIS LICENSE AWARDED TO

KU1029157	11/22/2019	07/01/2020 to 06/30/2025
EDUCATOR STATE ID	ISSUE DATE	EFFECTIVE DATES

The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible for being knowledgeable about current requirements for maintaining the credential.

Teaching Fields: Educational Staff Personnel Administration (281200)


Interim Superintendent of Public Instruction

This official document was created by the Ohio Department of Education and represents a true copy of a legal educator license as referenced in Ohio Revised Code Section 3319.36.

Credential # 21798939

Employers may verify this credential by going to Educator Profile on education.ohio.gov and ensuring that the unique credential number appearing on this credential matches the person's records in Educator Profile, which is the official record of educator credential history.

Section 3 Program Planning and Development
Provider/Staff Qualifications

Alexandra DeGeorge

(440) 228-7448 | alexandra.degeorge@ashtabulaesc.org | 1869 Elm Drive, Ashtabula OH 44004

EDUCATION

Ohio Northern University

- *Bachelor of Science in Public Health, Sociology*

Ada, Ohio

May 2018

RELATED WORK AND VOLUNTEER EXPERIENCE

Ashtabula County Educational Service Center

Ashtabula, Ohio

Community and Family Engagement Liaison

January 2021 – Current

- Work with districts and communities to build networks of resources, partners, and support for vulnerable youth and families
- Participate in training and professional development to assist in developing skills related to the Liaison role
- Facilitate connections and partnerships with local community services organizations by developing, cultivating, and sustaining partnerships and connecting services with needs prioritized locally
- Provide support to districts for implementing Every Student Succeeds Act (ESSA) requirements for students
- Facilitate monthly meetings for all Ashtabula County School Liaisons and provide ongoing support
- Establish local coalition with focus on helping vulnerable youth succeed and facilitating projects created by the coalition

Community Counseling Center

Ashtabula, Ohio

Prevention Specialist

December 2019 – December

2020

- Provide education on reducing risk factors, skill-building to help foster positive environments, and build resiliency for all ages
- Represent CCC at county coalition and committee meetings
- Create lasting, mutually-beneficial relationships with community partners

Ashtabula County Health Department

Ashtabula, Ohio

Health Educator/Tobacco Prevention Specialist

December 2018 – December

2019

- Complete deliverables for the Ohio Department of Health Tobacco Prevention and Cessation Grant
- Present to students, community members, & decision makers regarding tobacco prevention education
- Create lasting, mutually-beneficial relationships with community partners

Junior Achievement Ashtabula County

Ashtabula, Ohio

Volunteer

Fall 2018

- Engage students while teaching lessons that will benefit their future
- Leading a group of children to complete an agenda while still being an approachable mentor

COMMUNITY AFFILIATIONS

Ashtabula County C.R.E.A.T.E.S. Initiative

August 2021

CLC Projects of Ashtabula County

August 2021

Building Resiliency Together

January 2020

Communication Committee

Ashtabula County Suicide Prevention Coalition

January 2020

Ashtabula County Prevention Coalition

January 2019

Data and Evaluation Committee

Communication Committee

Section 3 Program Planning and Development
Provider/Staff Qualifications

RECOGNITION AND LEADERSHIP

OSBA Capital Conference, presenter

November 2022

Ashtabula County C.R.E.A.T.E.S. Initiative, *Chair*

Established 2021

Zeta Tau Alpha Sorority, *Member*

Initiated 2014

- Risk Reduction and Education Chair, 2017
- Vice President II, New Member Coordinator, 2016
- National Leadership Conference and Convention Delegate, 2015 and 2016

CERTIFICATIONS, TRAINING

National Community School and Family Engagement Conference attendee

June 2022

Trained Botvin LifeSkills Instructor

April 2019

Certified in Youth Mental Health First Aid

August 2019

ADDITIONAL SKILLS

- **Communication**, able to efficiently work with and lead others through communication
- **Time Management**, can successfully prioritize, organize, and delegate tasks when needed
- **Problem Solving**, ability to see situations from multiple perspectives in order to benefit the greatest amount of people possible
- **Innovative**, open and fond of new ideas and learning new and improved ways to complete tasks

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION

Position Title

Youth Mentor

Reports To

Director of Student Success

Job Objective

To develop a mentorship relationship one-on-one with a young person focused on learning about the world of work, exploring potential career paths and developing the skills they will need to successfully transition to employment, post-secondary education, or other training.

Required Qualifications

- Associates Degree and/or background in youth program services
- Excellent written/verbal communication and active listening skills.
- Meets all mandated health requirements (e.g., a negative tuberculosis etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Comfortable with using technology and other workplace innovations that support job functions.
- Use of personal vehicle.

Preferred Qualifications

Prior experience working with youth, school district personnel, and community agencies.

Essential Functions

- Support the Mentee to develop and reach their career and personal goals
- Empower the Mentee to make their own decisions about their career and personal development
- Attend Team Mentoring Sessions and/or Events
- Meet regularly with the Mentee to facilitate career-focused discussions
- Identify and build relationships with local community partners to develop a network of supports and services for students and families
- Facilitate resource and information sharing between local school district personnel and local community partners to build their capacity to provide services for vulnerable youth.
- On an as-needed basis, work directly with department staff to assist with connections to local community partners.
- Measure and assess effectiveness of work on an ongoing basis

Working Conditions

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

The Ashtabula County Educational Service Center is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

TUTOR

JOB DESCRIPTION

Position: Tutor

Reports to: Special Services Supervisor and Coordinator

Employment Status: Part-Time

Description: Facilitate learning by providing instruction to students; teach and present subject matter accordingly

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Teach and evaluate the students using sound instructional practices
- Effectively manage the individual student behavior to maintain a good learning environment
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Distribute homework assignments
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher and facilitator
- Identify student needs, and cooperate with other professional staff in assessing and helping students solve health, attitude, and learning problems
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student grades
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability, and sound judgment
- Instruct students in the locations and at the times designated
- Counsel with colleagues, students and parents
- Create an environment that is conducive to learning and appropriate to the maturity and interests of students
- Maintain and improve professional competence
- Utilizing assignments/materials prepared by classroom teachers, tutor students within allowable guidelines

Other Duties and Responsibilities:

- Interact with public in official capacity when required
- Interact with community and program staff and present information as requested
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Attend professional growth seminars, workshops, etc. to keep current on relevant issues
- Instill in students the belief in and practice of ethical principles and democratic values

- Counsel, advise, encourage, and motivate students
- Interact with other departments and school personnel when necessary
- Discipline students when necessary
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Perform other duties as assigned by the Building Principal or designee

Qualifications:

- Bachelor's degree in education from an accredited college or university
- Appropriate State of Ohio teaching certifications/license
- Alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- General computer skills

Equipment Operated:

- Photocopier
- Computer
- VCR
- Telephone

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional-interaction with unruly students
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasional travel
- Occasional evening/weekend work
- Occasional repetitive hand motion, e.g., typing on keyboard

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date:

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

Administrative Assistant

Reports to: Superintendent or Designee

Contract Length: 261 Days

Description:

The Administrative Assistant performs a variety of clerical and administrative tasks related to the efficient operation and procedures established by the assigned administrator.

Required Qualifications:

- Successful BCII/FBI background checks
- Demonstrated knowledge and skills using Google Suite and Microsoft Suite software.
- Demonstrated knowledge of administering and managing various social media venues.

Knowledge of:

- Public relations and customer service principles and practices.
- Principles of office administration and systems, office technology, and work flow.
- Advanced office procedures including computer operating techniques, filing systems, record keeping systems, and business correspondence.

Ability to:

- Plan and organize work, schedules, and procedures.
- Respond to and resolve administrative inquiries and questions.
- Exhibit excellent organizational skills and attention to detail.
- Perform several simultaneous assignments with close attention to schedules and deadlines.
- Work independently exercising good judgment.
- Work confidentiality with privileged and sensitive records, materials, and information.
- Communicate clearly and concisely, both orally and in writing.
- Possess and demonstrate the ability to establish and maintain cooperative working relationships.
- Read, interpret, explain, and follow rules, regulations, policies, and procedures.
- Perform other related duties as assigned.

The Ashtabula County Educational Service Center does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"); or any other legally protected category, in its programs and activities, including employment opportunities.

Adopted by ACESC Governing Board August 10, 2022.

Exhibit II

**Applicant Budget
Summary**

Applicant: Ashtabula County Educational Service Center
Date From: October 1, 2022 to September 30, 2023

	Program	TANF
I. Staff		
A. Salaries	\$ -	\$ 124,753.50
B. Payroll-Related Expenses	\$ -	\$ 58,010.00
Total Staff Costs	\$ -	\$ 182,763.50
II. Operations		
A. Travel and Short-Term Training	\$ -	\$ 5,000.00
B. Consumable Supplies	\$ -	\$ 6,000.00
C. Occupancy Costs	\$ -	\$ 7,800.00
D. Contract and Professional Services	\$ -	\$ 13,450.00
E. Other - Miscellaneous	\$ -	\$ 30,050.00
Total Operational Costs	\$ -	\$ 62,300.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ 4,936.50
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ 4,936.50
Sub- Total of All Costs	\$ -	\$ 250,000.00
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ -	\$ 250,000.00

Budget Computation

Total Operating Expenses	\$ -	\$ 250,000.00
Divided by Total Operating Units		220.00
= Unit Rate	#DIV/0!	1,136.36
Unit Rate	#DIV/0!	1,136.36
X number of units purchased		
= Total Contract Amount	#DIV/0!	\$ -

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	\$ 0.50	\$ -	\$ 3,000.00
Short-Term Training	\$ -	\$ -	\$ 2,000.00
Total Travel and Short-Term Training		\$ -	\$ 5,000.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		\$ 5,000.00
Cleaning Supplies	\$ -	\$ 1,000.00
Other (<i>identify</i>)	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ -	\$ 6,000.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		\$ 7,800.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone		
Sewer		
Other (<i>identify</i>)		
Other (<i>identify</i>)		
Total Occupancy Costs	\$ -	\$ 7,800.00

II. D. Contract & Professional Services - Consulting, System Support, etc.

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Credit Recovery		\$ 8,750.00
Job Shadowing		\$ 4,700.00
Total Contract & Services Costs	\$ -	\$ 13,450.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Transportation		\$ 5,000.00
Student Incentives		\$ 25,050.00
Total Miscellaneous Costs	\$ -	\$ 30,050.00

III. B. Small Equipment Purchases (Equipment costing under \$25,000)

Item	Quantity	Amount Entire Program	Amount for TANF services
Laptops			\$ 4,936.50
Total Small Equipment Purchases		\$ -	\$ 4,936.50

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	\$ -	\$ -



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: ,
Organization: **Ashtabula County Educational Services**
Date: **9/1/2022 9:37:48 AM**

This search produced the following list of **6** possible matches:

Name/Organization	Address
Ashe Cultural Center	2125 Superior Ave.
ASHE Culture Center, Inc.	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy P2	2125 Superior Avenue
ASHE Culture Center, Phoenix Village Academy S1	2125 Superior Avenue
George Washington Carver Preparatory Academy	11260 Chester Road, Suite 260
George Washington Carver Preparatory Academy	2283 Sunbury Road

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.

Signature Page

Re: A sub-grant agreement between Ashtabula County Job & Family Services and Ashtabula County Educational Service Center for a TANF Services Sub-Grant Agreement.

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/12/22
MJH 9.1.22

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 Contract Services**; not to exceed **\$62,500.00** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Educational Service Center**.



David Thomas
Ashtabula County Auditor

Date: 9/12/22