RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (24-1001-TANF); ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER (24-1009-TANF); ASHTABULA COUNTY TECHNICAL & CAREER CENTER (24-1004-TANF); BEATITUDE HOUSE (24-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (24-1005-TANF & 24-1006-TANF); SIGNATURE HEALTH (24-1007-TANF, 24-1008-TANF), ACDJFS

WHEREAS, on September 19, 2023 by Resolution No. 2023-463, 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, 2023 and ending September 30, 2024

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. 24-1001-TANF
Provider: Ashtabula County Community Action Agency, 4200 State Rd., Ashtabula, OH 44004
Cost: Not to Exceed, $69,056.00

EDUCATIONAL, MENTORSHIP & CAREER PROGRAM
ASHTABULA CO. EDUCATIONAL SERVICE CENTER Contract No. 24-1009-TANF
Provider: Ashtabula County Educational Service Center, 2630 West 13th Street, Ashtabula, OH 44004
Cost: Not to Exceed, $488,555.00

LIFE SKILLS NAVIGATION PROGRAM
ASHTABULA CO. TECHNICAL & CAREER CENTER Contract No. 24-1004-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. 24-1003-TANF
Provider: Beatitude House, 3404 Lake Ave., Ashtabula, OH 44004
Cost: **Not to Exceed,** $50,000.00

FINANCIAL LITERACY EDUCATION
CATHOLIC CHARITIES OF ASHTABULA COUNTY Contract No. 24-1005-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. 24-1006-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. 24-1007-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. 24-1008-TANF:
Provider: Signature Health, 54 S. State St., Suite 203, Painesville, OH 44077
Cost: **Not to Exceed,** $16,002.42

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. 2023-478 **September 26, 2023**

RESOLUTION APPROVING TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (24-1001-TANF); ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER (24-1009-TANF); ASHTABULA COUNTY TECHNICAL & CAREER CENTER (24-1004-TANF); BEATITUDE HOUSE (24-1003-TANF); CATHOLIC CHARITIES OF ASHTABULA COUNTY (24-1005-TANF & 24-1006-TANF); SIGNATURE HEALTH (24-1007-TANF, 24-1008-TANF), ACDJFS

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

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

Lisa Hawkins

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

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 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.

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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.

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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, 2023,** through **September 30, 2024,** 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: **$ 10,725.66**.

The unit rate is: **$107.26 per one unit/hour of education.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/08/23
Date

DocuSigned by:
Jonathan Lee
26D89716B23E431...
Signature Health, Inc.

9/12/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
J.P. Ducro
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...
Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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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. 44 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: Indrani Egleston EMAIL: iegleston@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: Shannon Majoras SIGNATURE: Shannon Majoras

(Note: original signature must be in blue ink)

TITLE: Chief Administrative Officer DATE: JUNE 28 2023

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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 $10,725.66.

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 and reduce the frequency of sex and number of partners, while increasing the use of condoms among those who are sexually active (Sexuality Information and

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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 continue the support begun this year 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, and the Building Resiliency Together Coalition. This provides significant 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

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slightly higher than the national average, rates continue to decease 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 2021 Youth Risk Behavior Surveillance System reported 30% of 15-19 year olds have had sex at least once in their lifetime, down from 38% in 2019. 21% have had sexual intercourse in the past three months, but 48% did not use a condom. Longitudinally, condom use among adolescents has decreased between 2011 and 2021, for both males (from 67% to 58%) and females (from 54% to 47%). 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 (304.6 vs. 484.1 per 100,000 persons in 2021), and after several years of steadily increasing between 2015 and 2019, showed a dramatic decrease in 2020 (Ohio Department of Health). Unfortunately, in 2021, the rate rose again from 278.7 to 304.6 per 100,000. 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 those youth who choose to be sexually active. Continued 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.

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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 continue pursuing relationships with various school districts in the county. 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 33 units of education to 200 Ashtabula County youth in Lakeside Junior High School. For this year's application, the project is again proposing 100 units, at a cost of $107.26 per unit, with hopes of reaching 500 unduplicated recipients. This represents a slight increase in the current unit rate, as a result of staff changes and cost of living increases for existing staff.

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 2018 and March 2023), 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.

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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 has identified its Core Purpose as the following: *We provide integrated healthcare for our community specializing in patients with mental illness and/or addiction.* Our Mission is *to become the most respected integrated behavioral health organization in the country,* and our Vision is that *we want people to realize their highest potential.* Our Core Values are *People First, Striving for Excellence,* and a *Can Do* attitude.

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.

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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 900 staff members, located in seven clinical offices, one administrative office, and four residential facilities. Two of the residential facilities – ORCA House and C.H. Everett Clinic, will open soon.

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
- Roberto Flores Home: 25540 Euclid Avenue, Euclid, Ohio 44117; (216) 417-2068

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 Clinical Officer, Chief Financial Officer, Chief Nursing Officer, Chief Behavioral Health Officer, Chief Innovation Officer, Chief Administrative Officer, and Chief Human Resources 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

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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 – Halle Styndl, MA, has been with Signature Health since October 2022, 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. She 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 ten 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: Signature Health provides new hires with track-based Orientation programming. At a minimum, new hires attend 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. Additional Orientation training is specific to an employee's role and may include: training on the agency's Electronic Health Record (EHR); Documentation Best Practices; Billing and Insurance Training; Basic Life Support (BLS); Nonviolent Crisis Intervention (CPI Training), and/or training related to sexual & reproductive health through the Reproductive Health National Training Center (RHNTC).

Orientation is followed by specific on-site and instructor-led Teams-based education. On-site education includes onboarding specific to a new hire's employment location and role. Instructor led training is coordinated by the Training team, and is specific to a team member's role. Topics include workflow and resource training for behavioral health team members, nursing staff, providers, et cetera.

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. Signature Health offers a series of workshops for employees to receive

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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. 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; 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 staff meetings/in-service programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings.

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Exhibit III

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Applicant Budget

Summary

Applicant: Signature Health, Inc. (for pregnancy prevention education)	
Date From: October 1, 2023	To: September 30, 2024

	Program	TANF
I. Staff		
A. Salaries	$ -	$ 7,846.21
B. Payroll-Related Expenses	$ -	$ 2,379.45
Total Staff Costs	$ -	$ 10,225.66
II. Operations		
A. Travel and Short-Term Training	$ -	$ 500.00
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ -	$ -
E. Other - Miscellaneous	$ -	$ -
Total Operational Costs	$ -	$ 500.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ -	$ 10,725.66
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 10,725.66

Budget Computation

Total Operating Expenses	$ -	$ 10,725.66
Divided by Total Operating Units		100.00
= Unit Rate	#DIV/0!	107.26

Unit Rate	#DIV/0!	107.26
X number of units purchased		
= Total Contract Amount	#DIV/0!	$ -

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Community Ed Specialist	$ 39,000.00	Annual	15.00%		$ 5,850.00
Mgr, Repro Health Education	$ 55,723.82	Annual	1.25%		$ 696.55
Dir. of Repro Hlth Svcs	$ 86,644.27	Annual	1.50%		$ 1,299.66
Total Salaries				$ -	$ 7,846.21

I. **B. Payroll-Related Expenses**

	Entire Program	TANF Project
PERS or Social Security		$ 600.24
Worker's Compensation		
Unemployment Insurance		$ 184.39
Retirement Expenses		$ 313.85
Hospitalization		$ 1,280.97
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 2,379.45

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II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$ 0.63	$ -	$ 500.00
Short-Term, Training	$ -	$ -	$ -
Total Travel and Short-Term Training		$ -	$ 500.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		
Cleaning Supplies	$ -	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisit 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 *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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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. 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				$ -	$ -	$ -		$ -	$ -

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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	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **SIGNATURE HEALTH**
Date: **9/8/2023 10:34:10 AM**

This search produced the following list of **1** possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree Drive

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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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 **$2,681.42**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**

DocuSigned by:

484F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

DocuSign Envelope ID: E7E70C2D-FAFD-493F-A369-6AE6E46E0694

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2023** 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.

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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.

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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, 2023** through **September 30, 2024** 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: **$ 16,002.42**

The unit rate is: **$266.71 per one patient visit (counseling, testing & supplies).**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

09/08/23
Date

DocuSigned by:
Jonathan Lee
26D89716B23E431...

Signature Health, Inc.

9/12/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
J.P. Ducro
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

DocuSign Envelope ID: E7E70C2D-FAFD-493F-A369-6AE6E46E0694

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 26, 2023**, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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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. 44 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: Indrani Egleston EMAIL: iegleston@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: Shannon Majoras SIGNATURE: Shannon Majoras

(Note: original signature must be in blue ink)

TITLE: Chief Administrative Officer DATE: June 28, 2023

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Section 3
Program Planning and Development

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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 60 family planning visits with a requested $16,002.42. 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.

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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% in 2021, down one percent from the percentage of 40.5% in 2020, and equal to the 40% in 2019. In Ohio, the rate was slightly higher, at 42.6%, a slight decrease over 2020. 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 60 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 sit on numerous countywide groups, such as Health Needs Assessment Committee/Community Health Improvement Plan Committee, County Prevention Coalition, and the Building Resiliency Together Coalition. 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,

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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 2022, Signature Health's sexual and reproductive health program provided services to 852 individuals, or 13.3% of the total women in need. That means 5,578, or 86.6% 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 64th 71st in terms of health outcomes, which is an improvement over the ranking of 71st in 2021. In terms of health factors, there has been a two point increase in ranking from 84th in 2022 to 82nd in 2023. Ten percent of adult county residents are uninsured, an improvement of one percent over 2022, compared with eight percent in the state. Twenty-two (22) percent of children in Ashtabula County live below 100% of the Federal Poverty Level, compared to 18% 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, as of 7/10/23, 48.5% of births during the same time period were to unmarried women. This is a 0.2% decrease over this time last year. 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 2023 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

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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 53rd 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 2022, the family planning program provided care to 860 individuals in Ashtabula County, a majority of whom reported living at or below 150% of Federal Poverty Level, and 34% 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 23 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 $21,036.57. The unit rate for a visit has increased during that time from $66 to $265.99. The unit rate for the current grant year is $262.96. Number of visits supported by PRC has declined over that same time period from 591 to 80 for the current year. The project has had difficulty reaching the proposed number of visits in the current grant year, at least in part due to a higher number of patients being insured, either through Medicaid or a private insurance carrier. 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 60. The request for funding is $16,002.42, which reflects actual staff costs to administer the project. The projected unit rate of $266.71 is slightly higher than the current rate due to staff and salary changes. 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 852 patients served during calendar year 2022, 142 (16.7%) 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 any 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

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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 2018 and June 2023), 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, and the George Gund Foundation (supporting teen clinics). 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. There was no unit rate associated with any other 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 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 has identified its Core Purpose as the following: *We provide integrated healthcare for our community specializing in patients with mental illness and/or addiction.* Our Mission is to *become the most respected integrated behavioral health organization in the country,* and our Vision is that we *want people to realize their highest potential.* Our Core Values are *People First, Striving for Excellence,* and a *Can Do* attitude.

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

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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 900 staff members, located in seven clinical offices, one administrative office, and four residential facilities. Two of the residential facilities – ORCA House and C.H. Everett Clinic, will open soon.

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

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- Roberto Flores Home: 25540 Euclid Avenue, Euclid, Ohio 44117; (216) 417-2068

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 Clinical Officer, Chief Financial Officer, Chief Nursing Officer, Chief Behavioral Health Officer, Chief Innovation Officer, Chief Administrative Officer, and Chief Human Resources 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 twenty 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 – assists in clinic by interviewing, instructing, and exiting patients; graduate of Medical Assistant School preferred. The individual in this position, Diane Coy, has been with the organization for 27.5 years.
- Patient Services Representative – performs clerical duties at front desk, including scheduling appointments, welcoming and registering patients, and data entry. The person currently in this position, Stephanie Bowers, is new to the sexual & reproductive health team, joining Signature Health in early 2023.
- Director of Sexual & Reproductive Health Services - The Project Director is Mary Wynne-Peaspanen, Signature Health's Director of Sexual & Reproductive Health Services, who reports to the agency's Director of Primary Care. Duties include program planning, 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.

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Employee Training Requirements: Signature Health provides new hires with track-based Orientation programming. At a minimum, new hires attend 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. Additional Orientation training is specific to an employee's role and may include: training on the agency's Electronic Health Record (EHR); Documentation Best Practices; Billing and Insurance Training; Basic Life Support (BLS); Nonviolent Crisis Intervention (CPI Training), and/or training related to sexual & reproductive health through the Reproductive Health National Training Center (RHNTC).

Orientation is followed by specific on-site and instructor-led Teams-based education. On-site education includes onboarding specific to a new hire's employment location and role. Instructor led training is coordinated by the Training team, and is specific to a team member's role. Topics include workflow and resource training for behavioral health team members, nursing staff, providers, et cetera.

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. Signature Health offers a series of workshops 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. 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; 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 staff meetings/in-service programs (see Section 2.G). Licensed and certified staff must remain up-to-date on all required trainings.

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Exhibit III

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Section 4
Applicant Budget
Attachment B

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Applicant Budget

Summary

Applicant: Signature Health, Inc.	
Date From: October 1, 2023	To: September 30, 2024

	Program	TANF
I. Staff		
A. Salaries	$ -	$ 12,967.82
B. Payroll-Related Expenses	$ -	$ 3,034.60
Total Staff Costs	$ -	$ 16,002.42
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	$ -	$ 16,002.42
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 16,002.42

Budget Computation

Total Operating Expenses	$ -	$ 16,002.42
Divided by Total Operating Units		60.00
= Unit Rate	#DIV/0!	266.71

Unit Rate	#DIV/0!	266.71
X number of units purchased		
= Total Contract Amount	#DIV/0!	$ -

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Medical Assistant	$ 43,264.00	Annual	5.00%		$ 2,163.20
Patient Service Rep.	$ 40,560.00	Annual	5.00%		$ 2,028.00
Nurse Practitioner	$ 124,800.00	Annual	3.00%		$ 3,744.00
Assoc. Med. Dir. for Repro Hlth	$ 154,500.00	Annual	2.00%		$ 3,090.00
Dir. of Repro Hlth Svcs	$ 86,644.00	Annual	1.50%		$ 1,299.66
Medical Director	$ 32,148.00	Annual	2.00%		$ 642.96
Total Salaries				$ -	$ 12,967.82

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		$ 992.04
Worker's Compensation		
Unemployment Insurance		$ 304.74
Retirement Expenses		$ 490.78
Hospitalization		$ 1,247.04
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 3,034.60

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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 *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		
Usage allowance/depreciation @ rate of original acquisit 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 *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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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	$ -	$ -

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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				$ -	$ -	$ -		$ -	$ -

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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	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **SIGNATURE HEALTH**
Date: **9/8/2023 10:34:10 AM**

This search produced the following list of **1** possible matches:

Name/Organization	Address
2 B Natural by Design Enterprises, Inc.	2059 Big Tree Drive

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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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 **$4,000.61**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Signature Health, Inc.**

DocuSigned by:

181F4CE95A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 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.

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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.

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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, 2023** through **September 30, 2024** 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: **$1,000.36 per person.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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:

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

09/08/23
Date

DocuSigned by:
Scott Wudyga
DD4B674FA6064B1...

Ashtabula County Technical & Career Center

9/13/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

DocuSign Envelope ID: C8F151C5-25BD-4F9F-B285-4FC2A9784520

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

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

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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.

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Technical and Career Campus

ADDRESS: 1565 State Route 167 Jefferson, Ohio 44047

PHONE: 440-576-6015 FAX: _____

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0970014

EXECUTIVE DIRECTOR/DIRECTOR: R. Scott Wludyga

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: 7-6-23

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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 is a holistic program being offered through Ashtabula County 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-two (32) years of providing the Aspire and the youthOPPORTUNITIES! (yO!) program, we have learned that group programming is a good introduction to teaching and learning basic skills. We have also learned that more in-depth "problem solving" is often required for real, long-lasting success. In this program the participant and the Life Skills Navigator develop a strategy by creating an individualized long-term career &/or educational plan and work together to overcome all barriers to the identified goals. Over the last year this partnership between the Life Skills Navigator and TANF participants have led to better, long-lasting results when addressing and accomplishing educational and career goals. Participants have been able to address and overcome many barriers such as transportation, child care, testing costs, tutoring, accessing community services and applying for post-secondary funding such as WIOA adult, FAFSA, and scholarships. The Workforce Strategies at the Aspen Institute wrote that Navigation assists to "close the gap in helping low-income

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individuals access and succeed in college programs (post secondary education), attain credentials, and ultimately pursue quality careers."

Program year 2023 was the first time Ashtabula Technical and Career Center has offered the Life Skills Navigation Program for adults in Ashtabula County. In the past nine months the program has made an impact in the community and with the participants that were served. Twenty-two (22) percent of participants have entered full time employment, eighteen (18) percent have entered post-secondary education, twenty-two (22) percent have consistently attended GED or ESOL classes with two participants graduating with their GED in May of 2023. Five (5) participants are on track to graduate in Aug. 2023 with their License Nurse Practitioner certificate from Ashtabula Technical and Career Center. One GED student stated, "I would not have been able to afford to take my GED test without funding help through the Life Skills Navigation program." The participants in the Life Skills Navigation program were able to address important barriers to employment and education such as child care, transportation, post-secondary education funding, resume writing, interview skills, and employment soft skills. The individualized approach that the Life Skills Navigator and Special Grants Manager have been able to provide to participants have made a huge impact on the success of each participant. One participant stated, "Nancy and Jenna have helped so much in assisting me in completing my RN classes. The help they have provided with transportation, tutoring, and advice has been invaluable. I have not had a lot of support at home and having Nancy partner with me, and even nag a little, has been really encouraging"

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

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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.

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 year 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 need for Life Skills Navigation with adults to assist in reducing barriers to long term employment and education was initially discussed regarding the Aspire program. The Aspire program has been offering Basic Skills, GED/High School Equivalency, and ESOL classes for more than thirty-two (32) years in Ashtabula County. We have found that for parents participating in classes it can be very difficult to attend and complete the program successfully without added support. Parents face a multitude of barriers that prevent them from gaining permanent employment that will lead to self sufficiency due to a lack of transportation, child care, natural support, trauma, mental health, learning how to prioritize needs versus wants, or the inability to purchase practice/actual GED tests.

Ashtabula Technical and Career Center program staff have learned a lot about the need for life skills navigation during the first year of the program. Originally the concept for the program was to

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address the needs of adults that were completing their High School Equivalency Exam but we have learned that the need is much broader than originally developed. Many participants in the program are in the process of completing their post-secondary training and need assistance in addressing the challenges they are facing to finish their programs and find long-term fulfilling employment options. Others participants are moving from being stay at home parents and need assistance developing a plan to find self-sustaining employment. This year one of the participants was able to complete out-of-town training and gain employment as a correctional officer at Lake Erie Correctional Facility. She states, "I have learned that it is ok to work and be a great mom. I love my job and I love my kids. It has been nice to have the support as I work through all the concerns I have had in the last few months."

There is a continued need for increased individual navigation that has been proven in the last nine months to lead to long term success for low income adults in our community that are attending these post-secondary programs. 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 continue 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 continued 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 Life Skills Navigation Program has been running for nine months and has made a large impact on the community. The success rate with WIOA adult post-secondary students within the Life Skills Navigation program have significantly increased. Twenty-two (22) percent of participants have entered full time employment, eighteen (18) percent have entered post-secondary education, twenty-two (22) percent have consistently attended GED or ESOL classes with two (2) participants graduating with their GED in May of 2023. Five (5) participants are on track to graduate in Aug. 2023 with their License Nurse Practitioner certificate from Ashtabula Technical and Career Center.

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 youthOPPORTUNITIES! Program has been successfully serving the at-risk youth of Ashtabula County for over twenty (20) years, first as a

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WIA-funded program and currently as a CCMEP TANF/WIOA-funded youth provider. The yO! program has provided services for 17,000-plus youth over the last 22 years. yO! has always provided holistic services and with the development of the CCMEP program, over the past eight (8) years, has 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 the last year of the Life Skills Navigation program, twenty-two (22) years for yO! and thirty-two (32)years 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:

Ashtabula County Technical & Career Center's Life Skills Navigation Program has been running for nine months and has made a large impact on the community. The success rate with WIOA adult post-secondary students within the Life Skills Navigation program have significantly increased. Twenty-two (22) percent of participants have entered full time employment, eighteen (18) percent have entered post-secondary education, twenty-two (22) percent have consistently attended GED or ESOL classes with two participants graduating with their GED in May of 2023. Five (5) participants are on track to graduate in Aug. 2023 with their Licensed Practical Nurse certificate from Ashtabula County Technical and Career Center.

Up to fifty-three (53) individuals can participate in the Career Navigation at a time for a six month time period. Currently participants can remain in the Life Skills Navigation program for a year. 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.

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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
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 H.U.B at 5917 West Ave. Ashtabula, Ohio 44004. The Life Skills Navigator and Special Grants Manager will have an office at this location. The H.U.B is centrally located and is on the public transportation route that can be accessed by many individuals. The Life Skills Navigator and the Special GrantsManager will be available Monday-Friday 8:00 a.m.-4:30 p.m

The Life Skills Navigator will also have access to many locations throughout Ashtabula County. They will be able to meet participants at all Aspire classrooms. Aspire classes are located in the following locations:

Andover:
Andover Public Library: Tuesday/Thursday 2:00 p.m.-4:00 p.m.
Ashtabula:
Ohio Means Jobs: Monday thru Thursday 8:45 a.m.-10:45 a.m.
Ashtabula YMCA:
ESOL class: Tuesday/Thursday 11:30 a.m.-3:30 p.m.; 5:30 p.m.-8:30 p.m.
Kent State University at Ashtabula: Monday/Wednesday 8:00 a.m.-11:00 a.m.
Conneaut:
Conneaut Library: Monday/Wednesday 12:00 p.m.-2:00 p.m.
Geneva:
Western County Courts: Tuesday/Wednesday/Thursday 9:00 a.m.-12:00p.m.
Geneva Public Library: Tuesday/Wednesday 4:00 p.m.-7:00 p.m.
Villas of Geneva Apartments (ESOL class):
Tuesday/Wednesday/Thursday 5:00 p.m.-7:30 p.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.

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Section 3- Program Planning and Development

FY 2023 funds

Aspire Grant	Ohio Department of Higher Education	$175,430.00 per year $1063.21 cost per student
TANF CCMEP Grant TANF Summer Program	Ashtabula County Job and Family Service	$1,380,000 per year $400,000 per year
PRC Life Skills Navigation	Ashtabula County Job and Family Service	$96825.31 per year $922.15 per participant
WIOA CCMEP	Northeast Ohio Consortium of Council of Govts.	$480,000 per year
ARP Homeless Grant	Department of Education	$16,000.00 per year

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Attachment A

Sign In Sheet
Life Skills Navigation Program

Date	Name	Time In	Time Out	Activity

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:

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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: _____ Participant Signature: _____

Date: _____ Date Received: _____

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Attachment D

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?

_____

_____

_____

_____

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Attachment D

Life Skills Navigation Program Evaluation Form

Do you have any suggestions for other programs?

Additional Comments:

Thank you for providing this feedback!

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Attachment E

Follow-up Survey

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 mak 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

Staff Use Only: Gross Quarterly Wage Calculation

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Organizational Description

A-Tech Organizational Chart

A-Tech Board of Education Members

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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.

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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

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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.

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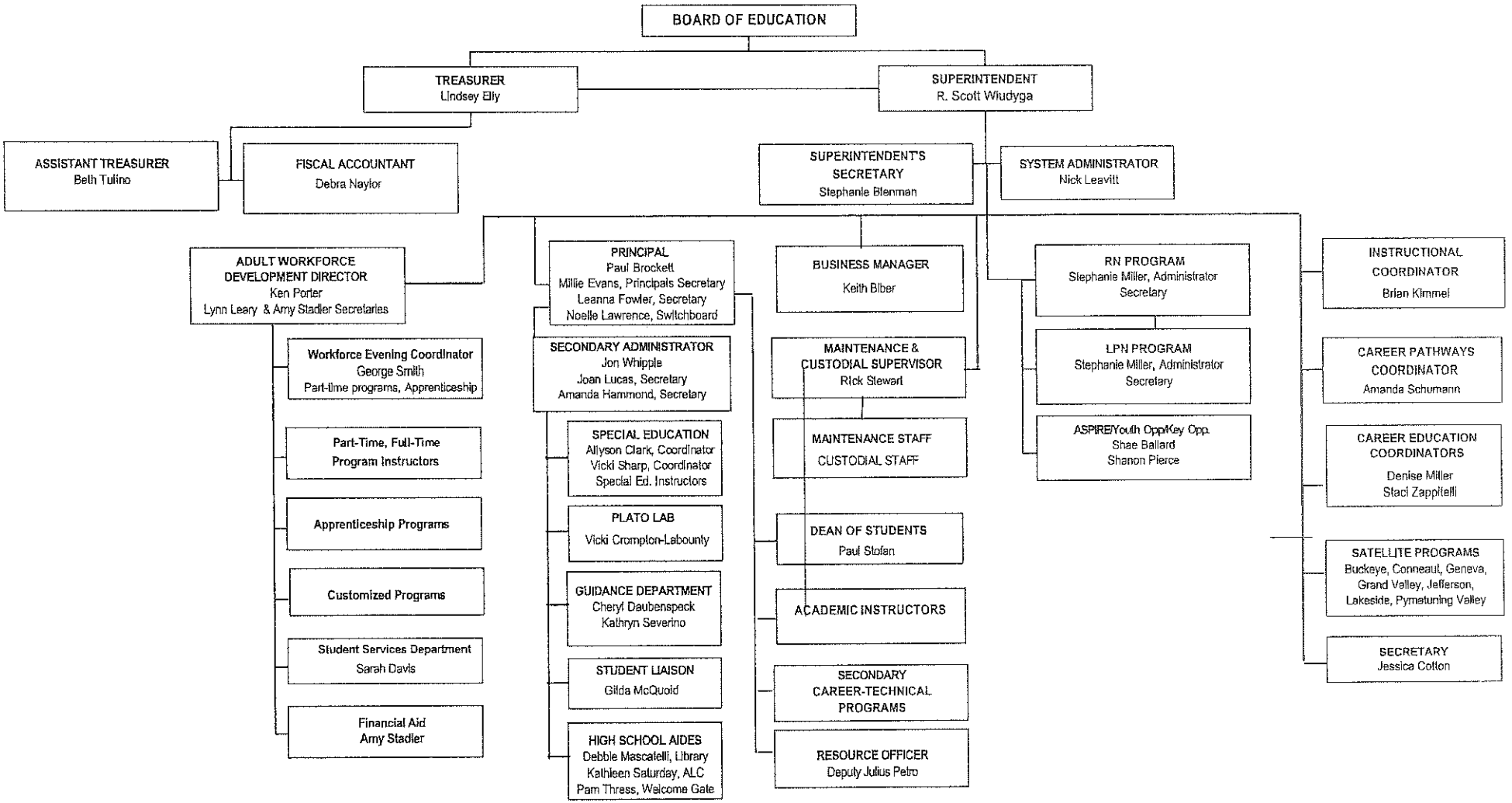
g. We further agree that we will continue to assist in on-going program monitoring and shall accommodate ACDJFS personnel and/or designated third party contract monitor during site visits to the program and/or administrative offices on a periodic basis to determine if program and financial reporting 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



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ASHTABULA COUNTY Technical & Career Center

2023 BOARD OF EDUCATION MEMBERS

PRESIDENT
Mrs. Barbara Klingensmith
129 S. Maple Street
P.O. Box 242
Orwell, OH 44076
barbk@countryneighbor.org
Ashtabula County ESC
437-8303
Office - 437-6311
Cell - 319-0903
December 31, 2025

VICE PRESIDENT
Dr. Debra Barrickman
435 Garrison Road
Ashtabula, OH 44004
debra.barrickman@aacs.net
Ashtabula City
(prefers)Home – 993-6535
Cell - 440-319-2820
December 31, 2024

LEGISLATIVE LIAISON
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hwaidmd@yahoo.com
Ashtabula County ESC
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December 31, 2025

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December 31, 2023

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Geneva City
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December 31, 2023

Mr. Michael Kennedy
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mekennedy46@yahoo.com
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December 31, 2025

Mr. Gus Saikaly
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Ashtabula County ESC
440-536-2064
December 31, 2023

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A-Tech Staff Resumes

Superintendent:	R. Scott Wludyga
Treasurer:	Lindsey Elly
Aspire & Opportunities Supervisor	Shaelynn Ballard
Aspire Manager	Jenna Call
Career Navigator	Nancy Moseley

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SCOTT WLUDYGA

Vitae

[redacted]

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

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- 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

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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

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LINDSEY M. ELLY
[redacted]

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 reconcilliation 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.

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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.

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SHAELYNN BALLARD
[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

youthOPPORTUNITIES! 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.

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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

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Jenna M. Call

[redacted]

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

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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)

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- 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)

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Nancy Moseley
[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

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Employee Training Program Description

Every year all A-Tech employees are required to complete a number of on-line training programs based on publicschoolsworks.com. These programs include training in fire safety, hazardous materials, blood-borne pathogens, bullying and harassment, emergency procedures, Heimlich maneuver, board policies and procedures and Ohio's ethical use of tests.

In addition to this training, A-Tech employees involved with the Life Skills Navigation Program also participate in a variety of local training offerings such as Bridges Out of Poverty, Opiate Summit and the Trauma-Informed Behavior Management Subcommittee of the Ashtabula County Children Services Board that is overseen by Community Counseling with funds from the Safe Communities grant.

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Exhibit III

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Provider Budget
Attachment B

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ACTUAL EXPENSE REPORT

ATECH- Life Skills Navigation Program

Sub-Grant Agreement
EFFECTIVE 10/01/23 - 09/30/24

I. STAFF		PROVIDER BUDGET
A. SALARIES:		
Life Skills Navigator	$	16,380.00
Aspire Manager	$	16,380.00
Aspire & Opportunities Supervisor	$	5,278.00
A-Tech Superintendent	$	2,700.00
A-Tech Treasurer	$	1,950.00
Fiscal Assistant	$	600.00
Assistant Treasurer	$	1,050.00
Salaries Total	$	44,338.00
B. PAYROLL RELATED EXPENSES:		
Pers or Social Security	$	-
Worker's Comp	$	102.01
Unemployment Insurance	$	-
Retirement Expenses	$	7,014.45
Hospitialization	$	21,255.89
Other Dental	$	960.71
Other Vision	$	413.25
Other Life	$	33.00
Payroll Related Expenses Total	$	29,779.31
TOTAL STAFF COSTS	**$**	**74,117.31**
II. OPERATIONS		
A. TRAVEL & SHORT-TERM TRAINING:		
Mileage Reimb rate per mile .62 per mile	$	2,208.00
Total Travel & Short-Term Training	$	2,208.00
B. CONSUMABLE SUPPLIES:		
Office Supplies/rent	$	2,400.00
Cleaning Supplies	$	400.00
Other		
Total Consumable Supplies	$	2,800.00
C. OCCUPANCY COSTS:		
D. CONTRACT & PROFESSIONAL SERVICES:		
Total Contract & Professional Services	$	-
E. OTHER - MISCELLANEOUS:		
Gas Cards	$	8,850.00
Test Fees (GED test, GED prep test, STNA test, CDC/	$	8,850.00
Total Other - Miscellaneous	$	17,700.00
TOTAL OPERATIONS:	**$**	**22,708.00**
SUBTOTAL	**$**	**96,825.31**

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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 & CAREER CENTER**
Date: **9/8/2023 10:27:19 AM**

This search produced the following list of **7** 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
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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**.

DocuSigned by:
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2023** 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.

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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.

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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, 2023** through **September 30, 2024** 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: **$ 50,000.00**

The unit rate is: **$20.00 per person per night.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/08/23
Date

DocuSigned by:
Brigid Kennedy
CD3F7A0AC4884EB...
Beatitude House

9/15/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...
Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 26, 2023**, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Beatitude House

ADDRESS: 238 Tod Lane, Youngstown, Ohio 44504

PHONE: (330) 744-3147 FAX: (330) 744-3991

SERVICE SITE (if different than above): A House of Blessing, Ashtabula

ADDRESS: 3404 LAKE AVE., ASHTABULA, Ohio 44004

PHONE: (440) 992-0265 FAX: (440) 992-0394

FEDERAL TAX I.D. NUMBER: 34-1662460

EXECUTIVE DIRECTOR/DIRECTOR: Brigid Kennedy, CEO Ursuline Sisters Mission, Whitney Washington Suber, Beatitude House Director

PROGRAM COORDINATOR: Tammy Weatherbee EMAIL: TWetherbee@beatitudehouse.com

FISCAL CONTACT: David Grossman EMAIL: dgrossman@ursulinesistersmission.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: Brigid Kennedy SIGNATURE: Brigid Kennedy
(Note: original signature must be in blue ink)

TITLE: CEO DATE: 7-7-2023

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Section 3
Program Planning and Development

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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 $20.00 per one overnight stay for each TANF-eligible person in a singular, fully-furnished family unit. For a family of 3 that equals only $1,800 per month and includes rent (participants are required to pay 30% of their adjusted gross income toward rent. The average is around $100 and many pay nothing at all) utilities and access to all program support services including one-on-one case management, group sessions, assistance with transportation, holiday gifts, access to our food and household pantries and much more. The proposed amount includes an increase over the previous rate of $15/per one overnight stay. 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 the fact that we are 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. With the number of barriers facing our clients and the shortage of affordable housing stock in the area wait times to move our are often even longer. Noteably, 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 assisted 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. During the last fiscal year we served 16 households including 18 children. Seven families successfully moved on to permanent housing in 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

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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. 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 famial 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 following their reunification plan. We also work with them to address housing barriers and achieving their goals. 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.

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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. With the help of our communit partners we offer both in person and web based trainings. The OSU Cooperative Extension office provides SNAP Education trainings where clients learn about nutrition, food budgeting and how to use items from the food pantry in their everyday cooking. Western Reserve for Independent Living provides a virtual group where they offer trainings on life skills and goal setting.

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. According to a report published on Cleveland.com (Published: Jan. 03, 2020) more than 50% of children living in the city of Ashtabula are living below the poverty rate. In addition the population in Ashtabula county continues to get poorer. According to a report published by the Ohio Association of Community

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Action Agencies people living below 200% of the Federal Poverty Level went from 32.5% in 2020 to 41.6% in 2021. The report lists Ashtabula at the bottom of Ohio's Well-Being Dashboard, meaning they failed all of the metrics they use the measure a county's well-being, including poverty rates, unemployement, number of students receiving free or reduced lunches and graduation rates. www.oacca.org/well-being-dashboard/#ashtabula

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-occuring 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 2023 Ashtabula Point-In-Time (PIT) count, though not yet finalized, reported that there were 38 homeless individuals who were temporarily sheltered, including those who were residing at our Transitional Housing program. Further, there were also nine (9) unsheltered adults located in a select few census tracts in the county. For the unsheltered count the continuum takes a sampling and extrapolation approach, which means that 9 is likely not representative of everyone, especially on a cold winter night in January. 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. Your continued support of this project is vital to the long-term sustainability of this program. While we do receive a small amount from the state ($50,200 per year) we were unable to secure funding through the Department of Housing and Urban Development (HUD) for this project.

This Beatitude House transitional housing program is the first and only of its kind in the area. A House of Blessing has been serving homeless families in Ashtabula for over 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.

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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, over 90 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, ODOD, OHFA, ESG, CDBG and TANF. As compliance is key, Beatitude House employees a Government Programs Administrator to oversee all aspects of the grants. She consistently and promptly submits all required reports to document proper use of funds, as well as ensures that we are achieving out 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 152 women and 192 children. Our previous year's statistics provide the following data: we served 34 people, 16 adults, and 18 children. Of the sixteen (16) adults served, ten (10) adults reported domestic violence occurrences, including six (6) adults were fleeing a domestic violence situation at the time they moved into our homes. The majority 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 100% of program participants transitioned to permanent housing and more than 50% of those exiting the program increased their income.

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. During the past calender year we had one clients who completed treatment, obtained permanent housing, and was returned custody of her child. She also obtained gainful employment during her stay at Beatitude House.

We have also successfully transitioned our first grandmother who had custody of her grandkids. She left with increased services and income. The increased income allowed her to move to non-subsidized housing.

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**

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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 date is shared with members of the housing committee and the Ashtabula advisory committee and used to improve programing.

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 systym to directly input case notes. Recently we moved the client's Housing Stability Plan into the system and so it is more easily 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 any time by utilizing a 24-hour emergency number that is monitored by staff on a rotating basis.

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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 peson per night) for the unit rate of $41.21.

Year	Grant	Amount
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

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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
2022	VFW Auxillary to Ashtabula	$1,000
2022	Zonta Club of Ashtabula	$1,500
2022	Greg & Anne Stolfer	$1,000
2022	Paul & Tina Spigler	$5,000
2022	United Way Ashtabula	$14,300
2022	Conneaut HS Yough Philanthropy	$2,000
2022	Robert S. Morrison Foundation	$20,000
2022	Ohio Dept. of Development (ODOD, formally ODSA)	$50,200

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.

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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 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.

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 households including 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 151 households and 192 children with last year providing housing to 16 homeless families including 18 children. Of those served 4 households were considered to be "chronically homeless" including 2 families. All of the households were either living in a shelter or in a place not meant for human habitation such as an abandonded building or tent. One-third of the households were fleeing domestic violence.

In 2017, the Ursuline Sisters Scholars program became an additional program under the Ursuline Sisters Mission 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.

In 2022 the USM board decided to move the Merici Housing Program out of the HIV/AIDS Ministry program and under Beatitude House adding 4 units of Permanent Supportive Housing on the South Side of Youngstown and 9 units scattered throughout Mahoning County for homeless individuals living with HIV/AIDS for totaling 14 beds.

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 2023-2024

Sr. Mary McCormick, Chair	Superior, Ursuline Sisters of Youngstown

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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 2023-2024

1. Moises Cirilo – Manager, Family & Community Engagement
2. Rick Coblitz – President, A. Louis Supply Co.
3. Brian Eliason – Discharge Facilitator, Glenbeigh
4. Darla Jones – Ashtabula Metropolitian Housing
5. Stephanie Miller – A-Tech LPN to RN Program
6. Ann Pean – Zonta Club
7. Lora Faenza, MS, LCDC III

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 Ministies) since it's 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 offers 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, continues to serve as the CEO/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 futher 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.

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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

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- 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

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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

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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 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

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- 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

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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.

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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.

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* 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.

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Finance Director: David Grossman, CPA, CGMA. David is an Experienced Certified Public Accountant with 22+ years of experience in the financial services industry. He has previous experience in the banking industry and also served as the vice-chair of a local non-profit organization. He is a member of the American Institute of Certified Public Accountants and the Ohio Society of CPAs.

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:

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- 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

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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

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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

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- 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.

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

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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

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- 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

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Support Service Coordinator: Anthony Paris – Anthony has a great deal of experience working with the population we serve. He has worked at Mahoning County Children's Services for several years, starting as a caseworker and advancing to a supervisor and eventually a program administrator.

TITLE: Support Service Coordinator
PROGRAM: Housing Programs
CLASS: Full-Time, Exempt

PURPOSE AND POSITION SUMMARY

The Support Service Coordinator oversees the provision of supportive services for Beatitude House. This includes all emergency, Transitional, and Permanent Supportive Housing programs in Mahoning, Trumbull, and Ashtabula counties. Furthermore, the Support Service Coordinator promotes the longevity of the programs and is responsible for providing supervision to support staff members, including, but not limited to, all Program Support Assistants and Support Specialists. The Support Service Coordinator provides opportunities for professional growth and development of the staff while demonstrating the charism, dedication, and professionalism that is associated with Beatitude House & Ursuline Sisters Mission.

ACCOUNTABILITY

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

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RESPONSIBILITIES

To ensure the mission and purpose of support services is accomplished the Support Service Coordinator 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
- Oversee the development of the housing program, continually exploring new evidence-based practices and implementing new programming when appropriate
- Coordinate with staff and community resources to facilitate group sessions
- Plan special events and projects which encourage client engagement
- 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 Coordinator 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 Coordinator 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
- Attend case management meetings with staff and client periodically to assess client progress towards goals and adherence to program guidelines

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- 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 Coordinator 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.

All employees participate in an onboarding process. Each employee completes a background check prior to hire. Upon the start of their employment they complete all required HR paperwork along with the Diocese's Virtus training related to our child protection policy. The new employee is introduced to the agency's policy and procedure guides and their job description is reviewed and discussed in detail. An introduction to all staff is completed, along with an introduction to their assigned roles. The supervisor completes specific task related training, and provides in depth information related to evidence based practiced utilized in the housing program. These include harm reduction, housing first, and motivational interviewing. Furthermore, employees are training on the rules and regulations of permanent supportive housing. The new employee is introduced to all of the clients they will interact with and are able to review progress notes and housing stability plans throughout that process. The supervisor oversees and assists the new employee with learning how to document meetings and incidents in our database system. Throughout their employment they are also introduced to trainings on Fair Housing, Landlord/Tenant Law, Trauma Informed Care, Equity Issues in housing, and other key training opportunities as they arise.
Staff members also attend the annual Housing Conference in Columbus put out by the Coalition on Housing and Homeless in Ohio (COHHIO)

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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

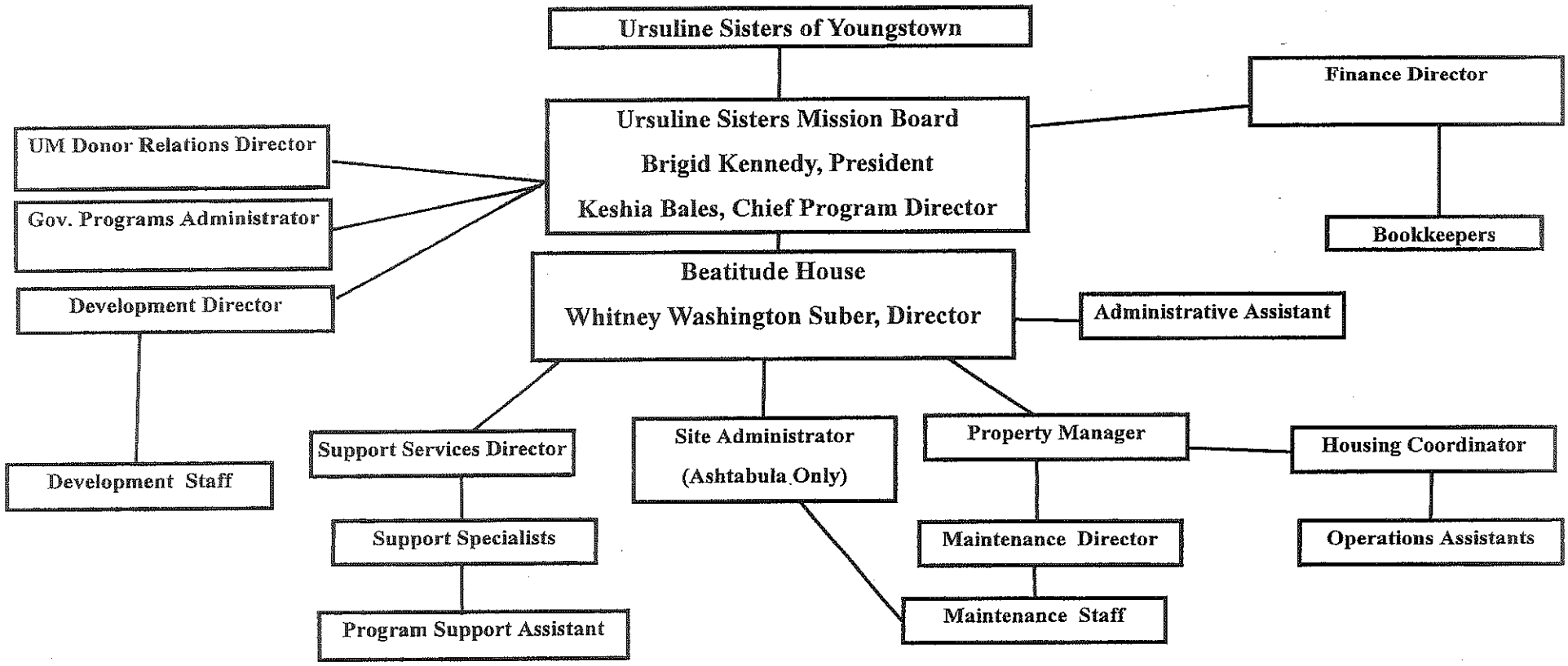
New employee receive a very thorough orientation that includes orientation to the history and mission of Beatitude House and the Ursuline Sisters Mission. They also learn about the values and philosophy of both organizations. All staff members, regardless of their job title and/or their site, participate 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



Updated 6/29/2022

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Ursuline Sisters of Youngstown (501c3)

Twenty-eight Ursuline Sisters, mostly retired, though many still engage in ministry. Median age is 79.

Ursuline Sisters Mission (501c3)

Sisters' Services/ Motherhouse Operations

Shared Services (all companies/programs): Finance, HR, Mission/Equity/Resilience, Development

Beatitude House (501c)

Supportive Housing Programs in Mahoning & Ashtabula counties

Site-based & scattered site permanent supportive housing, transitional housing, an emergency shelter, and furniture & food distribution serving a combined 200+ clients/year

Ursuline Center (501c3)

HIV/AIDS Ministry Clinic, Café & Pantries

Clinic: 475 patients provide HIV health care and support services Café/pantries: congregate meal and food/household pantries for 200+ clients/month

Ursuline Preschool & Kindergarten

200+ students ages 2 through Kindergarten

Education Outreach

Ursuline Sisters Scholars	Providing mentorship, support & financial assistance to 30+ first-generation college students in 3 counties
Immigrant Outreach	Providing English language classes and other vital resources for 30+ newcomers & refugees and their families
USM Children's Programs	Providing tutoring, enrichment, life skills, support & advocacy for 200 at-risk children

USSL (501c3, supp org to USY)

Senior Housing Community

Currently: 21 independent living apartments
Future plans: 44-57 Assisted Living suites

Ursuline Ed & Wellness	Serving 300/year with land and & water exercise, spirituality & educational offerings

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Exhibit III

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Section 4
Applicant Budget
Attachment B

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Applicant Budget

Summary

Applicant: Beatitude House, A House of Blessing, Ashtabula
Date From: October 1, 2023 - September 30, 2024

	Program	TANF
I. Staff		
A. Salaries	$ 116,413.77	$ 47,000.00
B. Payroll-Related Expenses	$ 44,941.33	$ -
Total Staff Costs	$ 161,355.09	$ 47,000.00
II. Operations		
A. Travel and Short-Term Training	$ 1,700.00	$ -
B. Consumable Supplies	$ 3,000.00	$ -
C. Occupancy Costs	$ 31,900.00	$ 3,000.00
D. Contract and Professional Services	$ 2,000.00	$ -
E. Other - Miscellaneous	$ 10,000.00	$ -
Total Operational Costs	$ 48,600.00	$ 3,000.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 209,955.09	$ 50,000.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 209,955.09	$ 50,000.00

Budget Computation

Total Operating Expenses	$ 209,955.09	$ 50,000.00
Divided by Total Operating Units	2,500.00	2,500.00
= Unit Rate	83.98203783	20.00

Unit Rate	83.98	20.00
X number of units purchased	2,500.00	2,500.00
= Total Contract Amount	$ 209,955.09	$ 50,000.00

Unit = 1 TANF Eligible person spending one night in our program

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Program Support Assistant	$ 29,120.00	Annual	6.25%	$ 1,820.00	$ -
overnment Programs Adminstrat	$ 69,472.00	Annual	3.75%	$ 2,605.20	$ 3,000.00
Administrative Assistant	$ 33,280.00	Annual	2.50%	$ 832.00	$ -
Site Administrator	$ 42,848.00	Annual	100.00%	$ 42,848.00	$ 15,000.00
Maintenance Supervisor	$ 51,396.80	Annual	3.44%	$ 1,766.77	$ -
Maintenance	$ 36,400.00	Annual	12.50%	$ 4,550.00	$ 3,000.00
Maintenance	$ 37,440.00	Annual	12.50%	$ 4,680.00	$ 3,000.00
Support Service Coordinator	$ 50,003.20	Annual	9.38%	$ 4,687.80	$ 3,000.00
Property Manager	$ 49,920.00	Annual	7.50%	$ 3,744.00	$ 2,000.00
Director	$ 60,320.00	Annual	10.00%	$ 6,032.00	$ 3,000.00
Support Service Specialist	$ 42,848.00	Annual	100.00%	$ 42,848.00	$ 15,000.00
Total Salaries				$ 116,413.77	$ 47,000.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ -	$ -
Worker's Compensation	$ 1,607.64	$ -
Unemployment Insurance	$ 535.88	$ -
Retirement Expenses	$ 2,279.84	$ -
Hospitalization	$ 31,247.25	$ -
Other (*FICA*)	$ 8,198.96	$ -
Other (*Life/LTD*)	$ 1,071.76	$ -
Other (*identify*)		
Total Payroll-Related Expenses	$ 44,941.33	$ -

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II. A. Travel and Short-Term Training

		Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$ 0.58	$ 1,300.00	$ -
Short-Term, Training	$ -	$ 400.00	$ -
Total Travel and Short-Term Training		$ 1,700.00	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	$ 1,500.00	$ -
Cleaning Supplies	$ 1,500.00	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ 3,000.00	$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	$ 4,800.00	$ -
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized		
Heat	$ 3,600.00	$ 1,000.00
Electric	$ 11,000.00	$ 1,000.00
Water	$ 8,500.00	$ 1,000.00
Telephone	$ 2,500.00	$ -
Sewer	Included with water	Included with water
Other *(Security)*	$ 1,500.00	$ -
Other *(identify)*		
Total Occupancy Costs	$ 31,900.00	$ 3,000.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Audit	$ 500.00	$ -
IT Specialists	$ 1,500.00	$ -
Total Contract & Services Costs	$ 2,000.00	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Apartment furniture and supplies	$ 9,000.00	$ -
Client materail support and financial assistance	$ 1,000.00	$ -
		$ -
Total Miscellaneous Costs	$ 10,000.00	$ -

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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)
None at this time									
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

Item	Quantity	Amount Entire Program	Amount for TANF services
None at this time		$ -	$ -
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
None at this time		$ -	$ -
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
None at this time	$ -	$ -
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **9/8/2023 10:29:37 AM**

This search produced the following list of **1** possible matches:

Name/Organization	Address
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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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 **$12,500.00**, and free from any previous encumbrances.

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

DocuSigned by:

181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/15/2023

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 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.

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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.

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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, 2023** through **September 30, 2024** 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.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/08/23
Date

DocuSigned by:
Jill Valentic
486877807A834C6...
Catholic Charities of Ashtabula County

9/13/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...
Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

DocuSign Envelope ID: 02EBD682-A40E-420B-AD18-641D7057A2F9

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – Opening Doors Program

ADDRESS: 4200 Park Avenue, Third Floor, Ashtabula, OH 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: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/12/23

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Section 3
Program Planning and Development

Opening Doors Parenting Class

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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 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, 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.

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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.

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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.

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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 2022, Ashtabula County Children Services Board *Year in Review* reported that 14 babies under the age of one were removed from their homes due to parental drug use. The Ashtabula County Health Needs Assessment, released in 2022 reveals a generational effect with parents and drug abuse in Ashtabula County. Those involved in the survey report that Ashtabula County "can never have enough wraparound services and social type services to provide support for people." The continued push for resources and safe support systems are stressed and emphasis to improve the social determinant of health in Ashtabula County.

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.

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.

The Opening Doors 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.

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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 an 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%
2018-2019	4	55	55%
**2019-2020	2	36	44%
2020-2021 ** *	3	44	59%
2021-2022 ***	3	34	82%
2022-2023 Forecasting	4	35	75%
2023 – 2024 Forecasting	4	40	75%

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*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 2021-2023 participants:

	2020-2021 (3 Sessions)	2021-2022 (3 Sessions)	*2022-2023 (3-4 Session forecast)
Andover	1	1	1
Ashtabula	29	21	19
Conneaut	5	2	5
Dorset	0	1	0
Rock Creek	1	0	1
Geneva	3	5	5
Jefferson	4	1	1
North Kingsville	0	1	1
Pierpont	0	1	1
Rome	0	1	1
Williamsfield	1	0	0
Total	44	34	35

* Next class is scheduled for July 2023

*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.

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5) Monitoring and evaluation system

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, 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 8:00 am- 4:00 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.

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7) Sources and amounts of funding for the service

Source	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Catholic Charities	$15,346	$14,036	$14,036	$7,018	$8,338.00	$9,219.72
PRC/TANF	$13,420	$14,036	$14,036	$7,018	$11,815.13	$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.

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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.

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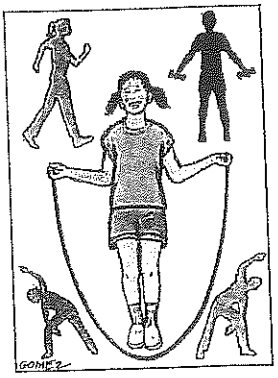


Session 4

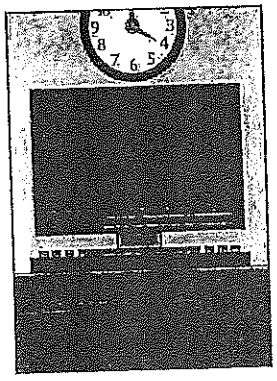
Healthy Body/Healthy Mind - Part 1: Nutrition & Physical Activity
Popular Saying: "Better Safe Than Sorry"

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.

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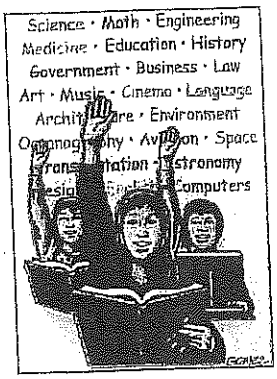
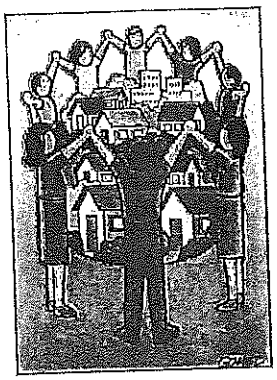


Session 8

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.

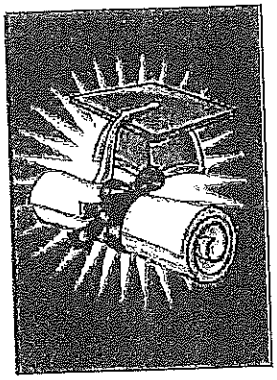


Session 9

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.

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Abriendo Puertas
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 25, 2023 – September 26, 2023**

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

For more information or to register
Contact Carrie A.
440-992-2121 ext. 7049
carriea@doyccac.org

Scan QR code or visit link to access application materials.

Call to schedule an Appointment.

https://fs10.formsite.com/XhJosz/9hnmoyqgju/index.html

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

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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,

Carrie Artman
Opening Doors Coordinator

Jennifer White
Opening Doors Facilitator

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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

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Catholic Charities of Ashtabula County

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: _____

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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 JOB & FAMILY SERVICES
Prevention, Retention, and Contingency (PRC) Application

Applicant's Name:_____ Applicant's Phone Number:_____

Applicant's Address:_____ City:_____ Zip Code:_____

What type of PRC services are you applying for? Employment Incentive Program (EIP) ☐ Gas Card ☐ Opening Doors (Parenting Class) ☐ New Hope (Rent Assistance) ☐

Beatitude House (Women's Transitional Housing) ☐ Supportive Employment Services ☐

HOUSEHOLD MEMBERS & INCOME: Complete the chart below for ALL people living in your home including yourself. Please complete ALL income for ALL household members.

Name	Relationship to Applicant	Social Security Number	Date of Birth	Source of Income (employment, child support, social security, etc.)	Last 30 Days Gross Monthly Income (before deductions)	Expected Gross Monthly Income in the next 30 Days (before deductions)
1.	SELF					
2.						
3.						
4.						
5.						

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 ☐ 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 child(ren) and their guardian:_____

*** IMPORTANT: If you, or another household member, are currently receiving SNAP/TANF benefits from our agency and have already verified your household income for those benefits, it will not be necessary to verify your household income a second time to apply for Prevention, Retention, and Contingency (PRC) service benefits. However, if you are not currently receiving another benefit, or you receive Medicaid only, please be sure to provide proof of all household income for the 30 days prior to the date this application is signed and returned. PRC is a temporary program with up to four months of benefit payment within a one-year period; or as based on the different services offered, as some services have different eligibility time frames.

*If the applicant is applying for reimbursement, the original paid receipt is required with the application submission.

Signature of Applicant:	Application Date:

2924 Donahoe Dr., Ashtabula, OH 44004
E-mail: ashtabula-verifications@jfs.ohio.gov
Toll Free: 1-800-935-0242
Fax: 440-998-1538

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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 employee 18 employees and manages between 50-100 volunteers annually between all programing. 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 2023 Organizational Chart and 2023 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY

2023 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.

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Diocesan Bishop

Diocese of Youngstown Catholic Charities Corporation

CCAC Board of Directors

Finance Director DOYCCC

Jill Valentic, MSSA
Executive Director

Mary Meranda FT
Grant / Payroll Coordinator

Alana Reames FT
Fiscal Support

Alice Harden FT
Family and Community Services Supervisor

Angelica Gladney FT
Family Services Caseworker

Sarah Williams FT
Family Services Caseworker

Sara Lopez FT
Family Services Caseworker

Teresa Swanson FT
SOARS Specialist

Virginia Putt FT
Housing & Financial Literacy Counselor

HALO Christmas Program

Bill Daywalt FT
Protective Services Supervisor

Peter Scardino FT
Guardianship Caseworker

Jennifer Ransom FT
Guardianship Caseworker

Jeanne Myers PT
Guardianship Caseworker

Kourtney Orth FT
Guardianship Caseworker

Guardianship Volunteers

Jill Valentic, MSSA
Education

Jennifer Brockway FT
Payeeship Caseworker

Nancy Peskar PT
Payeeship Caseworker

Kelly Peck FT
Payeeship Caseworker

Jennifer White PTL
Opening Doors

Carrie Artman FT
Executive Admin Assistant & Agency Services Coordinator Supervisor

Letitia Pettway FT
Agency Service Coordinator

Agency Volunteers

Estelle Tomasio FT
Hispanic Outreach and Getting Ahead

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER JULY 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: lmschulze@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
Second Term begins: 01/01/2023
Second Term ends: 12/31/2025
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: 440-992-7101
Cell: N/A
Email: attorneycooper@gmail.com
Second Term begins: 01/01/2023
Second Term ends: 12/31/2025
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

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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

Ma Luisa Aguinaga Garcia, Director
944 Bunker Hill Road
Ashtabula, Ohio 44004
Molded Fiber Glass, Document Control Admin
Home: 440-992-9271
Cell: 440-813-7551
Office: 440-994-5851
Email: andrealondra72@gmail.com
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Our Lady of Peace, Ashtabula

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

Edward I. Somppi, Director
932 Lincoln Drive
Conneaut, Ohio 44030
Retired
Home: N/A
Cell: 440-862-1967
Office: N/A
Email: eila@gwcmail.net
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Corpus Christi, Conneaut

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

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]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.*

ABRIENDO PUERTAS/OPENING DOORS

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

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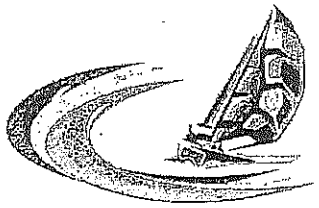
Community Counseling Center



Ashtabula County Prevention Coalition

Certificate of Attendance

Community Counseling Center certifies that

Jennifer White License No: OCPSA.161548

has satisfactorily completed **1.5 CE hours/1.5 RCH/1.5 CLE** for the education training titled:

PART Conference 2020: The Intersection between Human Trafficking, Addiction & Mental Health

Presented by: **Keyna Smith MSSA, LISW & Teresa Stafford**

Via webinar, 10/1/2020 10:30AM-12PM, CSWMFT tracking 20-790626

Joleen V. Sundquist, MA, LPCC-S
Clinical Supervisor and Official Representative for CCC

Matthew Butler, MSSA, LISW-S, LICDC
Clinical Supervisor and Official Representative for CCC

Community Counseling Center of Ashtabula County is an approved provider for the Ohio Counselor, Social Worker, Marriage and Family Therapist Board for 1.5 CEU for continuing education for Social Workers and Counselors.
CSWMFT APPROVAL #: RCS011404
Training approval pending for 1.5 CLE by OSC
Training approved for 1.5 RCH by OCDBP 20-713469

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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

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JW

Jennifer White
Educator/Instructor for SRA prgramming

OBJECTIVE

Continue working with an agency that has a mission to educate youth towards a healthy lifestyle and a productive future

SKILLS

Instructing teenagers in a classroom setting for 20 years

Facilitating Evidence-based programs

Building relationships

EXPERIENCE

Facilitator for Opening Doors Parenting Program-Catholic Charities of Ashtabula Co.- January 2015 to Present

- Coordinate guest speakers, Lead Facilitation, present evidence based curriculum, organize material and deliver lessons to the parents

Educator – Catholic Charities of Ashtabula County –August 2002 to July 31, 2022

- Collaborated with school administrators, counselors and teachers to schedule SRA programming for the schools in Ashtabula Co.
- Instructor for SRA programming in Ashtabula Co.

EDUCATION

Bachelor of Arts Degree-May 2002-Palm Beach Atlantic University

- Major- Christian Social Ministry- Minor- Biology

High School Graduation- May 1998- Geneva High School

VOLUNTEER EXPERIENCE

Youth Ministry and Children's ministry at Leroy Community Chapel

HOME ADDRESS:
5795 PAINE RD
PAINESVILLE, OH 44077

TELEPHONE:
CELL: (440) 813-5930

EMAIL:
BIGGIEDIEHL@HOTMAIL.COM

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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 and Opening Doors Parenting 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 and Opening Doors 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 and Opening Doors Program.
- Respond to all program inquiries.
- Enter data into multiple databases.
- Conduct intake and assessment of parents to ensure they meet eligibility requirements and
- Recruit Getting Ahead and Opening Doors Program participants.
- Prepare for Getting Ahead and Opening Doors classes.
- 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 Getting Ahead classes.
- 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.
- 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: $28,000 - $42,000 / FTE

September 2016, August 2017, February 2019

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Job Posting: October 13, 2021

Position Title: Administrative Assistant
Immediate Supervisor: Executive Director
FLSA Status*: Non-exempt
Positions Supervised: Yes

- ***Position Summary:*** This position is responsible for all aspects of the day-to-day functions associated with the Executive Director. To assist and support the Executive Director of Catholic Charities with various administrative assignments, projects, marketing, meetings, event preparation, and routine office tasks.

Essential Duties and Responsibilities include the following and other duties that are assigned:

RESPONSIBILITIES:

- Manages a wide variety of administrative and human resources support tasks; maintain confidential files, personnel records and other agency documentation.
- ·Schedule and attend board of director and committee meetings, prepare agenda and board meeting packets from the executive director, prepare minutes, maintain attendance and maintain board files.
- Assist with marketing/development functions such as donations, producing thank you letters and maintaining mailing lists and volunteer management.
- Assist with the coordination of agency special events, volunteers, fundraisers, and internal agency meetings.
- Manage and monitor office and marketing supplies, Technology office equipment, and other agency vendor contracts.
- Assist with the coordination and preparation of quarterly and annual reporting for the agency.
- 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.

Qualification Requirements:

- Successful completion of background check according to ORC
- Work up to an eight-hour day
- Some travel
- Ability to lift 25 pounds unassisted
- Training and/or experience with population served
- Attend meetings during the evening hours as needed.
- be proficient with various technology applications including Microsoft office: Excel, Word and electronic management databases and various social media platforms.

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- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Must be energetic, outgoing and able to represent the agency in a professional and efficient manner.

Education and/or Experience:

- High School Diploma or GED; formal clerical training preferred office administration or relevant experience may be substituted for education.
- At least two (2) years of administrative assistant experience in a non-profit setting strongly preferred.

Reasoning Ability:

The position requires an ability to work and learn about the 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**)

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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

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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.

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- 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.

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Section 2 (F)
Documents Used for Monitoring

Opening Doors Parenting Program

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Opening Doors Pre Survey

Date Completed: _____

We want to get to know you!

1. Do you feel that your parenting skills need to be strengthened?

Circle one: **strongly disagree** **somewhat disagree** **somewhat agree** **strongly agree**

2. A child's education starts: Check one.

___ at birth. ___ when he/she starts talking. ___ when he/she goes to school. ___ I don't know.

3. Thinking of your youngest child, how confident do you feel in your ability to raise him/her?

Circle one: **not confident** **somewhat confident** **confident** **very confident**

4. I regularly set goals for my family's success.

Circle one: **strongly disagree** **somewhat disagree** **somewhat agree** **strongly agree**

5. My self-esteem directly affects the social-emotional development of my child.

Circle one: **strongly disagree** **somewhat disagree** **somewhat agree** **strongly agree**

6. How confident are you in your ability to help your child learn language?

Circle one: **not confident** **somewhat confident** **confident** **very confident**

7. How much do you know about what your child's school expects you and your child to know/do?

Circle one: **none or very little** **small amount** **medium amount** **a lot**

8. How confident are you in being an advocate for your child?

Circle one: **not confident** **somewhat confident** **confident** **very confident**

9. What do you hope to gain from this workshop?

_____

_____

_____

10. Are you currently enrolled in a court program like Drug Court or Family Drug Court?

Please circle Yes No
If Yes, which one:_____

Questions/concerns:

_____

_____

_____

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Opening Doors Post Survey

1. Do you feel that your parenting skills were strengthened?

   strongly disagree somewhat disagree somewhat agree strongly agree

2. A child's education starts:

   at birth when he/she starts talking when he/she goes to school I don't know

3. Thinking of your youngest child, how confident do you feel in your ability to raise him/her?

   not confident somewhat confident confident very confident

4. I regularly set goals for my family's success.

   strongly disagree somewhat disagree somewhat agree strongly agree

5. My self-esteem directly affects the social-emotional development of my child.

   strongly disagree somewhat disagree somewhat agree strongly agree

6. How confident are you in your ability to help your child learn language?

   not confident somewhat confident confident very confident

7. How much do you know about what your child's school expects you and your child to know/do?

   none or very little small amount medium amount a lot no response

8. How confident are you in being an advocate for your child?

   not confident somewhat confident confident very confident

9. What elements of the class did you like BEST?

_____

10. What elements did you LEAST like about the class?

_____

11. Do you believe the class was conducted in a good location? Please explain
    Yes No

_____

12. Do you feel the dinner provided is an important piece for you to attend this workshop? Please explain
    Yes No

_____

Questions/Comments:

_____

_____

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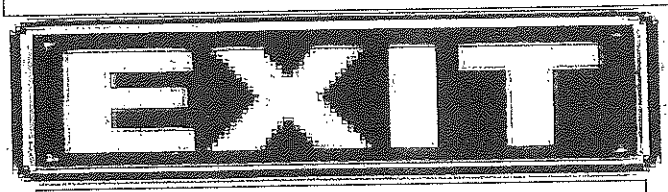
Opening Doors



PASS

Today's date: _____ Initials: _____

Please list at least two ways the information in this class was helpful to you:

_____

_____

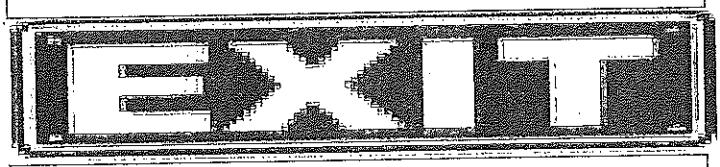
_____

_____

_____

_____

Opening Doors



PASS

Today's Date: _____ Initials: _____

Please list at least two ways the information in this class was helpful to you:

_____

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Section 2 (G)
Employee Training Program Description

Opening Doors Parenting Program

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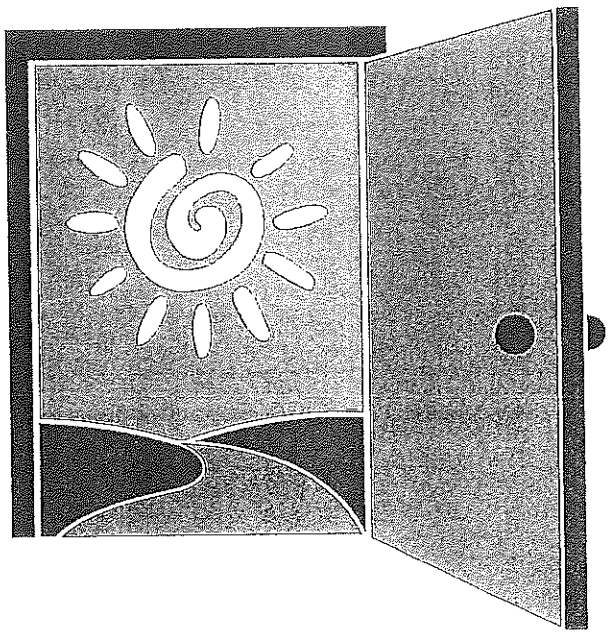
Introduction



Abriendo Puertas
Opening Doors

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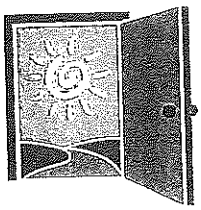

Abriendo Puertas
Opening Doors

Building A Better Future Through Parent Leadership

"I love this country and work hard so that my family can have opportunities and an education that I've never had. I enjoyed the Abriendo Puertas/Opening Doors program and met other women just like me. We all want the best for our kids. The experience helped me understand my role as the leader of my family. I've now set goals and made plans to reach them, step by step. We have fun going to the library, reading books and telling stories. Like the popular saying says – "If you don't look forward, you stay behind. My child will go to a university one day."

— Parent

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Acknowledgements

Abriendo Puertas/Opening Doors expresses our gratitude to the hundreds of parents that helped co-design this curriculum. Special appreciation is extended to the parents who generously shared their life stories, hopes, and goals for their children during the curriculum's pilot testing. Their contributions are the heart of the Abriendo Puertas/Opening Doors curriculum.

The Abriendo Puertas/Opening Doors curriculum was updated, and field tested in collaboration with parents and partner organizations. Field tests were conducted throughout the United States, with approximately 600 parents who participated in the pilot testing. During the pilot testing, participants participated in the program and provided feedback related to the content, popular sayings, activities, and material/handouts. This updated version of the Abriendo Puertas/Opening Doors curriculum was developed based on the feedback gathered through the field testing.

The 10-session curriculum, available in both Spanish and English, promotes school readiness, family well-being, and advocacy by addressing best practices in brain development, key aspects of early childhood development (cognitive, language, physical, and social/ emotional), early literacy, good health, early math, positive use of technology, transition to kindergarten, parent leadership and advocacy.

Since its inception, Abriendo Puertas/Opening Doors has worked with a broad array of diverse partners and parents throughout the United States. Their hard work and commitment will touch the lives of many families for years to come.

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Abriendo Puertas
Opening Doors

"Building A Better Future Through Parent Leadership"

Welcome to Abriendo Puertas/Opening Doors

Abriendo Puertas/Opening Doors is the nation's first evidence-based comprehensive training program developed by and for Latino parents with children ages 0-5. The curriculum you are about to explore is the result of 10 years of research, development, and evaluation. Abriendo Puertas/Opening Doors uses a two-generation approach that builds parent leadership skills and knowledge to promote family well-being and positive outcomes for children.

Abriendo Puertas/Opening Doors can change the trajectory of children, so they can reach their highest potential. Understanding that the first five years of children's lives are crucial for lifelong learning and social and cognitive development, Abriendo Puertas/Opening Doors helps fortify their knowledge and skills to be their children's first teachers and make their home their first school.

The Abriendo Puertas/Opening Doors program was uniquely designed in partnership with parents to ensure that their voices, concerns, and hopes are integrated into the content. Abriendo Puertas/Opening Doors works in multicultural settings throughout the United States. Abriendo Puertas/Opening Doors has been found by partners and parents to be accessible, impactful, sustainable and fun. As a result, several organizations have adapted the curriculum to serve Somali, Mandarin, and Vietnamese communities.

Parents have the most important job in the world. The parenting path is often rewarding . . . sometimes challenging . . . and lasts a lifetime. Parents are among our society's unsung heroes. All parents want to open the doors of a better future for their children and that is why Abriendo Puertas/Opening Doors was created. The program offers opportunities for adult learning that are relevant, engaging, goal-oriented and build on cultural and familial assets. Honoring and supporting parents with information and home activities during the early stages of a child's development will greatly enhance their ability to reach the goals and dreams all parents have for their children.

It is our hope that your work with Abriendo Puertas/Opening Doors will make a significant contribution to making that aspiration a reality for parents in your community.

In partnership and collaboration,

Sandra Gutierrez,
Founder and National Director

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Mission

Abriendo Puertas/Opening Doors is a ten-session, evidence-based parenting, leadership, and advocacy program for parents with children ages 0 to 5.

The mission of Abriendo Puertas/Opening Doors is to support parents as leaders of their families and as their child's first and most influential teacher in a home that is their child's first school. Abriendo Puertas/Opening Doors believes that parents, as leaders of their families, can be powerful agents of change in the lives of their children as well as their community. To that end, Abriendo Puertas/Opening Doors provides a welcoming space for families to build social capital with information, resources and activities they can use on a daily basis.

Every parent wants their child to succeed in life. Mothers and fathers have hopes and dreams for their children, yet they sometimes do not know how or when to start helping in their child's development. A popular saying tells us, "Don't leave for tomorrow, what you can do today." We know that learning happens anywhere and at any time.

The early years are especially important since the majority of a child's brain grows before they are three years old. The role of being a child's first teacher can be daunting for any parent. In addition, this can be especially challenging for parents new to the United States. Creating equitable opportunities for parents requires that they have the tools they need to support their child during the early years, thus Abriendo Puertas/Opening Doors was born.

Vision and Goals

Abriendo Puertas/Opening Doors envisions children in the United States developing and growing into healthy and successful adults with loving families leading healthy and happy lives. This vision starts with parents. The purpose of this curriculum is two-fold: 1) honor and fortify parents with the knowledge, tools, and confidence to support their children's success and to be effective advocates on behalf of their children, and 2) support parents to become champions for children and for their families in their community. We believe that if parents are prepared and supported to become their children's most effective advocates, their children will be better positioned to succeed, and parents can make systems and institutions more responsive to the needs of all children and families.

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Values First

Abriendo Puertas/Opening Doors uses a two-generation approach that builds parent leadership skills and knowledge to promote family well-being and positive outcomes for children. By listening first to family experiences and authentically valuing them, parents are respected and viewed as the true experts for what their families face and what they need to thrive.

Since the beginning, the Abriendo Puertas/Opening Doors program has held true to the core values of:

- Listen first.
- Honor adult and family experiences, history and knowledge.
- Leadership starts at home with parents.
- We are all learners, all teachers.

The Abriendo Puertas/Opening Doors program was developed by listening to what parents wanted in a comprehensive curriculum. Through listening and a shared design process, the program has succeeded in meeting families where they are, while creating opportunities for growth and advocacy.

Popular Education

The following quote describes popular education: "Tell me and I'll forget. Show me and I will remember. Involve me and I will make it mine."

As leaders of their families, parents are in powerful positions. The Abriendo Puertas/Opening Doors program creates a welcoming environment for parents to learn using Paulo Freire's "popular education" approach. Abriendo Puertas/Opening Doors facilitators help parents understand their powerful roles in the development and long-term impact on their children and families' health and education.

Topics and materials reflect best practices, culture and everyday realities of families. Interactive sessions draw from real-life experiences and incorporate data about local schools and communities. Instead of emphasizing information, "popular education" is rooted in social transformation through shared experiences, struggles and individual and collective action. Parents support each other in making what they learn in Abriendo Puertas/Opening Doors their own—part of their daily family life, part of their community culture. That's the power of popular education.

Inherent in Abriendo Puertas/Opening Doors is a commitment to parents as their family's most powerful advocates for positive change and improvement. Parents assume a leadership role within their family by responding to and controlling their environment. They do this thoughtfully and positively by incorporating new practices into their everyday activities and interactions with their children. Abriendo Puertas/Opening Doors respects this learning response as a continual lifelong process and recognizes that parents have accumulated life experiences and knowledge that serve as assets.

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This accumulation of day to day learning is the core of the educational philosophy known as Popular Education, developed by Brazilian educator Paulo Freire. This pedagogical approach is widely and successfully used with adult learners throughout Latin America. Through popular education, participants in Abriendo Puertas/Opening Doors build connections between their everyday life experiences, larger social issues that concern them and actions they decide to take that will yield positive consequences for their families.

Popular education respects the knowledge and life experiences of each participant. It draws on community and cultural values, as well as popular culture. Through art, drama, music, folk wisdom, and storytelling, participants are engaged, and the learning content made accessible and meaningful to their everyday lives. The goal of popular education is to support participants to critically consider their reality and that of their family and community and to take action about issues that affect them.

Popular education is informed by the following general principles:

- We are all learners, we are all teachers.
- Methodology and content which is based on the participant's social and cultural environment.
- Use of participants' real-life experiences.
- Acknowledgement that communities are culturally wealthy and a source of knowledge.

What is Praxis?

The goal of popular education is to develop people's capacity to take action to create social change, by encouraging participants to take a critical look at their lives and the world around them. It does this by utilizing a collective problem-posing and problem-solving approach emphasizing information, participation, reflection, critical analysis of social problems that most affect participants, awareness and action. This process of reflection and action is commonly referred to as "praxis", a central and necessary feature of popular education.

Within popular education, the facilitator plays a critical role. To align with the goals and objectives of popular education, the facilitator must not see himself/herself as an expert, but rather as a democratic collaborator, willing and open to learning along with other participants. In this way, popular education becomes an effective way to make learning more meaningful.

Popular education is woven throughout the Abriendo Puertas/Opening Doors program. By using a participatory curriculum development approach, the sessions were created in partnership with parents and reflect their knowledge, values, and concerns. Abriendo Puertas/Opening Doors facilitators are trained to:

- Be learner centered.
- Be responsive to the requests of the group, intertwining the expressed needs of the participants with the content of the sessions.
- Be flexible to the parents' learning priorities.
- Work from a strength-based perspective, identifying parents' skills and utilizing those attributes throughout the workshops.
- Be mindful and adapt to different levels of literacy.
- Be prepared to support parents with local resources and services as needed.

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Cultural Relevance

Every culture possesses its own way of passing wisdom from generation to generation, its own customs, tradition, and values. The program is led by certified facilitators who honor the strengths and culture of each parent. Abriendo Puertas/Opening Doors is designed to work with families within their environment, respecting their culture, language, and community. Abriendo Puertas/ Opening Doors is culturally relevant in the following ways:

- Utilizes Latino popular sayings, or "dichos" in each session. Dichos deliver a message and embody a value or belief. Because they are so familiar within the Latino culture, dichos help parents connect to the lessons.
- Creates a safe and welcoming space where parents can reflect and share freely.
- Incorporates cultural activities such as Loteria, (a familiar form of bingo), culturally familiar characters in role-playing, music, and bilingual books.

Curriculum

According to the Parenting Matters: Supporting Parents of Children Ages 0-8, National Academy of Sciences (2016) report, parenting of young children today takes place in the context of significant on going developments. These include a rapidly growing body of science on early childhood that has provided a more nuanced understanding of the critical periods in early childhood development and parenting. In addition, while child poverty has increased in recent years, there have been increases in funding for programs and services for families, such as early childhood education, home visiting, and income support programs, which have implications for the development of a framework for better supporting parents of young children. The committee identified a number of parenting practices associated with positive child outcomes in the areas of physical health and safety, emotional and behavioral competence, social competence, and cognitive competence:

- Contingent responsiveness ("back and forth")—adult behavior that occurs immediately after a child's behavior and that is related to the child's focus of attention, such as a parent smiling back at a child.
- Showing warmth and sensitivity.
- Routines and reduced household chaos.
- Shared book reading and talking to children.
- Practices that promote children's health and safety — in particular receipt of prenatal care, breast-feeding, vaccination, ensuring children's adequate nutrition and physical activity.
- Monitoring, and household/vehicle safety.
- Use of appropriate (less harsh) discipline.

We are happy to report that these topics are currently covered by Abriendo Puertas/Opening Doors.

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Abriendo Puertas/Opening Doors curriculum is based on research and evidence-based practices on the irrefutable needs of young children. Research on parenting knowledge, attitudes, and practices has identified a number of proven parenting practices that support positive outcomes for young children in the areas of physical health and safety, emotional and behavioral competence, social competence, and cognitive competence.
Children thrive when parents:

- Respond after a child's behavior such as a parent smiling at a child.
- Practice back-and-forth talk with your child.
- Show warmth, sensitivity and affection.
- Have consistent routines and reduce chaos in the home.
- Talk, read, sing, and count with their children.
- Promote children's health and safety by receiving prenatal care, breastfeeding, vaccination, adequate nutrition and physical activity, and monitoring household and vehicle safety.
- Consistently implement best practices in the use of technology.

Abriendo Puertas/Opening Doors addresses all of the above and more. The core principles that guide Abriendo Puertas/Opening Doors were determined in partnership with parents.

They include the following:

- Parents are a child's first and most important teacher and home is the first school.
- With tools, resources, and knowledge, parents are better equipped to guide the learning and healthy development of their children.
- All parents have a right and responsibility to become civically engaged in their communities so that all children succeed.
- When parents learn how to navigate the systems that impact their children, they can become confident parents and strong supporters and advocates on behalf of their children.
- Parents have the power to make positive change and advocate for their needs and for what they deserve.

"I don't want my daughter to be one of the statistics we learned about. I'm glad I now understand what's happening in the schools, so many not graduating. I've made a commitment to be involved in her education and will talk to other parents about it, too. As parents, what we do is of great consequence. — I won't forget that." Parent

Mothers, fathers, and grandparents helped guide the curriculum's content, methodology, and approach. Abriendo Puertas/Opening Doors facilitators and agency leaders have strengthened the program by providing feedback based on their experiences. The program is committed to continuing evaluation and making ongoing quality improvements along the way, so that the hope and promise of Abriendo Puertas/Opening Doors is reached. Information about the Abriendo Puertas/Opening Doors external evaluations is provided in the facilitator's kit.

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Evaluation

Over 10 years, Abriendo Puertas/Opening Doors has been carefully designed and implemented in over 500 agencies and 38 states. The creation and revisions of the curriculum were guided and strengthened by the results of two robust external evaluations. The first was conducted by leading researchers from University of California, Berkeley: Dr. Bruce Fuller and Dr. Margaret Bridges.

The evaluation findings validated that Abriendo Puertas/Opening Doors participants displayed significant increases in their:

- Confidence about parenting.
- Knowledge about available health services and other family support services.
- Social support and connections in the community.
- Community involvement and civic engagement.

In 2014, Child Trends, as part of the research efforts of its Hispanic Institute, conducted a rigorous evaluation of Abriendo Puertas/Opening Doors. According to the Social Impact Exchange, only 2% of non-profits have conducted a random-control trial – and Abriendo Puertas/Opening Doors is pleased to have conducted such a rigorous evaluation with over 1,000 parents in Los Angeles, California. Child Trends is a leading nonprofit research organization focused on improving the lives and prospects of children, youth, and their families.

The evaluation study found that the Abriendo Puertas/Opening Doors program led parents to adopt parenting practices that enhance preschool children's learning and preparation for school. The program successfully strengthened the following parent behaviors and knowledge:

- Parent educational activities at home, such as reviewing alphabet letters and reading to children more frequently.
- Approaches to reading with the child, such as stopping from time to time to talk about the story with the child, and reading in an expressive and enthusiastic voice.
- Library use, such as going to the library and checking out children's material to take home.
- Knowledge about aspects of early care and education program quality, such as the importance of early care and education providers reading to children every day, teaching children how to play with others, and providing healthy snacks.
- Family organization and planfulness, such as developing plans to reach family goals for their children and taking time to respond to children's behavior.
- Parent role modeling, such as being mindful of how parental behavior sets an example for children.

As part of the evaluation, parent interviews and focus groups were conducted. Parents expressed positive experiences with the program and identified the areas that they particularly appreciated: the interactive activities that engage parents and provide concrete information, and the culturally sensitive and accessible nature of the sessions that encourage social connections. Parents also appreciated that the program facilitation uses simple terms and plain language, and that the group discussions provide a safe place to reflect on their parenting skills and to strengthen them.

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Session 1 Survey and Session 10 Survey

In Abriendo Puertas/Opening Doors 3rd Edition, for local program staff, we have additional tools available for your use in evaluation: a guide, a Session 1 (pre-) and Session 10 (post-) Survey, a data entry and analysis template, and an online portal for data entry, analysis, and presentation.

- **Evaluation Guide:**
  This step-by-step guide (in English and Spanish) provides clear directions for administering the Session 1 and Session 10 Surveys, entering and analyzing the data, and reporting the results.

- **Surveys:**
  The Session 1 and Session 10 Surveys are the primary evaluation tools, available in Spanish or English. The Session 1 Survey is administered by the facilitator at the beginning of the program, and the Session 10 Survey is administered at the end, quantifying the knowledge gained over the course of the 10-session program. Together these surveys assess increases in parents' knowledge of: 1) Parenting, 2) Early learning, 3) Language and literacy development, 4) Nutrition and physical activity, 5) Socioemotional development, 6) Use of technology, 7) Mathematical development, 8) School readiness, 9) Advocacy, and 10) Confidence.

- **Data Template:**
  For local program staff members who prefer to use a spreadsheet to enter and analyze survey data, we provide the Data Template. The Guide offers simple steps to enter Session 1 and Session 10 Survey data for each participant, and conduct basic statistical analyses using Excel. Local program staff can report parents' gains in knowledge and test these changes for statistical significance. Specifically, it allows local program staff to enter and analyze these data and conduct analyses on each of the ten dimensions.[1]

- **Online Portal:**
  Abriendo Puertas/Opening Doors will provide local program staff administrative access to the portal for their organization upon their facilitator(s) completing the 3rd Edition Institute. Abriendo Puertas/Opening Doors will add the certified facilitators onto the online survey portal and administrators can then add sites and programs (classes) before participants use the online survey portal. Participants can complete their Session Surveys – in Spanish or English directly onto the Abriendo Puertas/Opening Doors Data Portal (ap-od.org/survey) using a mobile device or computer. If participants use the paper versions of the Session Surveys, organizations may enter the surveys into the online survey portal to generate reports. When participants complete the Session 1 and Session 10 Surveys, local program staff can generate reports on participants' outcomes for each program at the press of a button. The report provides participants' average scores and gains on each of the 10 dimensions measured by Abriendo Puertas/Opening Doors.[2] Technical assistance is available upon request to help with the online survey portal and reports.

For more information and a video that will guide you through the process plus Frequently Asked Questions (FAQ), please visit our website www.ap-od.org

[1] Analyses include the mean, standard deviation, and minimum and maximum scores on each of the 10 dimensions, as well as the differences in scores (and the related p-values), statistical significance, and effect sizes.

[2] Statistics include the mean, standard deviation, and minimum and maximum scores in each of the 10 dimensions, as well as the differences in scores (and the related p-values), statistical significance, and effect sizes.

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The Vroom App and Text Messaging Service

Research in early childhood development shows that the first five years of a child's life are critically important to future learning and success. Vroom helps give parents and caregivers a picture of what is happening in a young child's brain what they can do to help that brain grow! Vroom takes the science out of the lab and puts it in the hands of parents, caregivers, or anyone who works with young children and families, so they can turn everyday moments into brain-building moments.

During the first 5 years of life, a child's brain is being "built" like a house, from the ground up. But instead of using hammers and nails, wood and other materials, the child's brain is being built by experiences and interactions. Children are born with tremendous potential, and they are ready to learn from day one. Babies are born with billions of neurons, nearly all of the neurons they will have in their lifetime and these neurons are just waiting to be connected. Adults play an important role in this brain development. In the first few years of life, more than 1 million new neural connections are formed every second, but they don't just happen. Parents and caregivers have an active role in helping these connections to form. Positive, supportive interactions with parents and caregivers build a strong and resilient brain. It's ideal to brain build from birth, but it's never too late to start. Keeping the realities of busy parents in mind, Vroom designed the Brain Building Basics—Look, Follow, Chat, Take Turns, and Stretch—to turn everyday moments like mealtime, bath time, and bedtime into brain building moments.

Look: Children use their eyes to learn. See what catches your child's attention and talk about it. Or connect eye-to-eye, then smile, chat, hug, or make funny faces!

Follow: Young children learn best when you follow their lead. Tune into your child's words, sounds, movements and ideas! Then respond with your own words and actions.

Chat: Children's brains light up when you talk, sing, or make sounds back and forth with them. Chat about your day, food, and what's around you, or string sounds together for a fun conversation!

Take Turns: Children learn from taking turns when you play, talk, or explore. After they go, take your turn. Then repeat: they go, you go, they go, you go!

Stretch: Children's brains grow strong when you help them stretch their learning further. Keep a moment going: ask your child a question that starts with what, when, where, how, or why!

Vroom Tips give parents effective, easy ways to promote brain-building and help them bond with their child. Each tip helps turn an everyday moment like a trip to the grocery store or bath time into an opportunity. Each tip is paired with a Brainy Background to help show not just what to do, but how it is helping! Fun Vroom Brain-Building Tips and activities have been woven throughout the sessions of the updated Abriendo Puertas/Opening Doors curriculum to show parents how to integrate learning moments into their daily routines with their child.

Vroom is integrated throughout the Abriendo Puertas/Opening Doors 3rd Edition. For more information on Vroom, to find more tips, sign-up for Vroom Tips by Text (SMS), or learn more about the Vroom app, visit their website: www.vroom.org and in Spanish: https://www.vroom.org/es/

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Ready4K: Evidence-Based Text Messages for Families

Ready4K is a birth through third grade family engagement program delivered via text message. Developed by Stanford-trained educational researchers, Ready4K is proven to increase family engagement and children's development by 2–3 months over the course of a school year. Families receive 3 text messages a week with fun facts and easy tips to boost kids' learning. Available in English and in Spanish.

Families can text ABRIENDO to 70138 to sign up for free.

Abriendo Puertas/Opening Doors 3rd Edition features and recommends Ready4K as a proven and valuable resource for parents. For more information about how to enroll all families at once, customize Ready4K, and access data analytics:

Visit: www.ready4k.com
Email: info@ready4k.com
Phone: (844) 402-2875

ReadyRosie

In addition, we have partnered with ReadyRosie to utilize ReadyRosie's digital platform and video modeling content. ReadyRosie is an early education tool that helps schools and programs deepen and scale their family engagement efforts. ReadyRosie combines the power of video modeling, digital communication tools, family workshops and powerful professional development for teachers to build powerful partnerships between families and schools to result in Ready Families, Ready Educators, and Ready Children.

For more information on ReadyRosie, visit their website: https://www.readyrosie.com/

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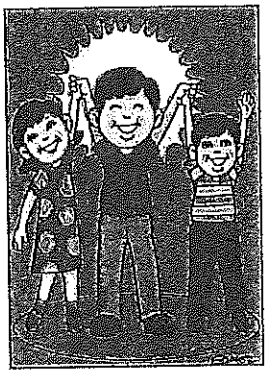
Curriculum Sessions

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"

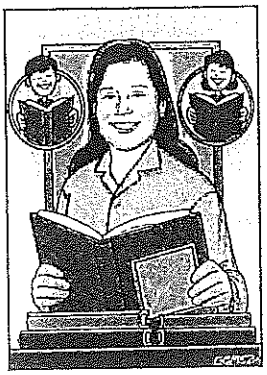
This session introduces the Abriendo Puertas/Opening Doors curriculum, goals, and objectives. The concepts of parents being their child's first teacher and the home as their child's first school are discussed. Also discussed is, the importance of how parents take on the role of leaders in the home by 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.

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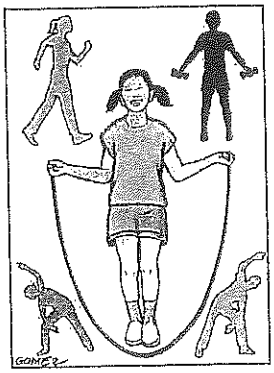
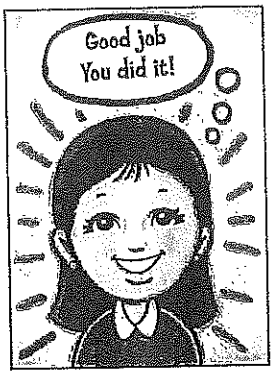


Session 4

Healthy Body/Healthy Mind - Part 1: Nutrition & Physical Activity
Popular Saying: "Better Safe Than Sorry"

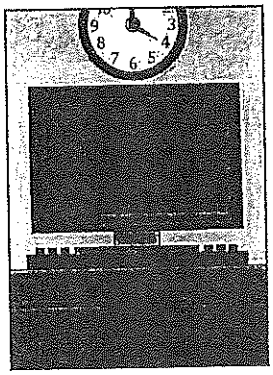
In this session, parents will learn the importance of balanced nutrition and physical activity. They will find out how to promote healthy habits in their home and learn about healthy recipes as well as programs available in their local community.



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.

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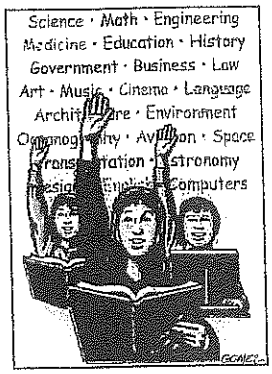
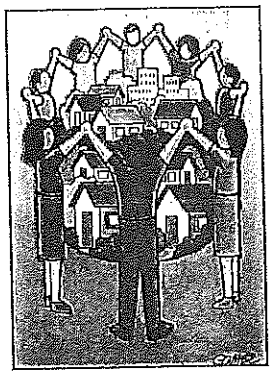


Session 8

Let's Get Ready for School
Popular Saying: "Knowledge is Power"

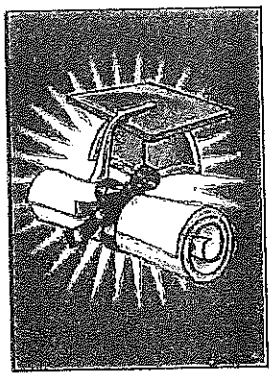
In this session, parents will gain practical tips for daily routines and learning activities they can use at home to support their child's transition to school. Parents will be informed about how to assess and select local options for high quality early care and education and kindergarten and how to 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.

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How to Navigate Abriendo Puertas/Opening Doors Curriculum

Abriendo Puertas/Opening Doors Facilitator Kit

In order to facilitate the Abriendo Puertas/Opening Doors 10-session program, individuals must be certified by the National Abriendo Puertas/Opening Doors office by participating in a facilitator training. Every certified Abriendo Puertas/Opening Doors facilitator receives a Facilitator Kit which includes:

- Session plans for each of the 10 sessions.
- Abriendo Puertas/Opening Doors flash drive which includes videos, participant handouts, and facilitator resources to be used in the sessions, list of recommended websites to download information.
- Abriendo Puertas/Opening Doors Count With Me Bingo Game.
- Abriendo Puertas/Opening Doors Bingo Game.
- University of California Berkeley: A Guide to the Abriendo Puertas/Opening Doors Surveys, Parent Session 1 and Parent Session 10 Surveys and instructions on how to use the data portal.

Session Plans
Each session is organized in the following way:

Popular Saying:
"Popular Sayings" help parents remember the content of each session and are used in the beginning and end of each session.

Session Objectives:
The session objectives outline goals for the session.

Total Time:
This part of the curriculum provides the facilitator with the amount of time it will take to complete an activity and session. Each session is designed to last two hours.

Preparation:
This part of the curriculum outlines the tasks, materials, and handouts needed to prepare for the workshop. The curriculum utilizes various activity materials and handouts. All of these documents can be found on the Abriendo Puertas/Opening Doors flash drive.

Participant Handouts, Facilitator Resources and Materials Needed:
This consist of a list of participant handouts, facilitator resources, and materials to be used for that session.

Agenda:
The agenda provides the topics for the session activities, including estimated time for each topic.

Background:
The background describes the session topic and content.

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In addition, each session plan is divided into several sections. Each section includes the following information:

Total Time
The number of minutes needed to complete the section.

Materials
The materials and equipment needed for the section.

Guiding Concepts
The guiding concepts outline the central topics to be covered in the section.

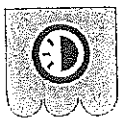
Popular Education Tips
The popular education tips guide the facilitation of the session.

Purpose
The purpose provides a summary of the main concepts and outcomes for the section.

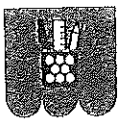
Legend of Icons
The icons will appear in each session plan as reference points. Below is the description of each icon:

Popular Saying
The Popular Saying icon is a heart, which is intended to remind the facilitator how to frame the conversation in each session.

Session Objectives
The Session Objectives icon is an image of a check mark. Each session plan contains a list of objectives which summarize the goals of each session.



Total Time
The Time icon is a clock. The purpose of the Time icon is to help the facilitator keep track of time in the session and move the agenda forward appropriately.



Participant Handouts, Facilitator Resources and Materials
The Handouts and Resources icon is a cup with pen, pencil and ruler. This icon is meant to represent all of the materials, including handouts, and resources that are necessary for the session.

Guiding Concepts
The Guiding Concepts icon is a star. The guiding concepts are the main points the facilitator will cover through the session activities.

Popular Education Tips
The Popular Education icon is a spiral circle. The curriculum contains popular education tips customized for each session to support optimal learning.

Purpose
The Purpose icon is a light bulb. The purpose provides a summary of the main concepts and outcomes for the session.

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Program Materials

It takes a great deal of creativity and imagination to produce an interactive and friendly exchange of ideas. While the program has provided materials needed to conduct the sessions, facilitators will need additional materials that can be purchased at low prices through discount stores. Additionally, equipment such as computers, projectors, and speakers can be provided by the host organization. The following is a list of the items needed and a description of how they will be used:

- **Children's shoes** (kindergarten-sized): The children's shoes will be utilized when participants are asked to put themselves in their children's shoes and/or imagine how a child would feel, act, or behave in a particular situation.
- **Ball** (small sized): The ball will be used to demonstrate "back and forth" interactions.
- **Hats:** The hats will be used to take on the roles of characters and act out three different possible parenting attitudes.
- **Two spools of yarn** (each 50 yards in length): The yarn will be used to help participants visualize the importance of brain building activities.
- **Audio-visual equipment:** A computer, projector, and speakers will be used to view videos and other materials from the flash drive. The equipment is also used to play children's music while parents are arriving or on break.
- **Safe, age and developmentally-appropriate child care supplies:** It is important to provide the children in the child care area with sufficient safe, age and developmentally appropriate toys, activities, crafts, and child-friendly supplies to foster a healthy learning environment.
- **Healthy snacks:** Snacks are a part of creating a friendly environment. It is highly encouraged that healthy food be provided to promote good nutrition, like fruit and vegetables, whole grain snacks, and water.
- **Prizes:** Prizes are a fun way to support parent participation in curriculum activities. Prizes could include children's books and children's music.
- **Other supplies:** Check the Preparation section in the curriculum to develop a list of supplies needed for each session. It is important to be well-stocked with essentials like easels, pens, adhesive tape, dry erase markers, and paper.

Resources

One of the objectives of Abriendo Puertas/Opening Doors is to support parents to develop their own home resource library. This is a key part of the program because parents often share these resources with their families, friends, and other parents.

Facilitators will need to seek additional resources pertaining to their local community and population. As a part of identifying parent resources, facilitators should carefully investigate eligibility requirements, hours of service, and possible fees for each resource. Before presenting the resources to parents, these items should be thoughtfully organized for prior to sharing them with participants.

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Effective Implementation of the Abriendo Puertas/Opening Doors Program

As an Abriendo Puertas/Opening Doors facilitator, it is now up to you to ensure that the program is carried out with the highest quality. You are the essential agent of change for the program and the Abriendo Puertas/Opening Doors team will be available to support you along the way. In order to ensure a long-lasting impact, it is important for your organization to connect parents to services, additional programs, and other opportunities. In addition, the Abriendo Puertas/Opening Doors facilitator should encourage and welcome questions from participants and be prepared to provide appropriate referrals to other resources and services when needed.

Below is a list of tips that will help you implement Abriendo Puertas/Opening Doors effectively in your community:

Tips for Welcoming Environment

- Be aware and adopt activities to different literacy levels.
- Play children's music before the sessions.
- Decorate your workshop room to create a welcoming environment.
- Provide healthy refreshments.
- Ask participants to bring their own water in a reusable container in order to model environmentally-conscious habits.
- Warmly greet every participants when he/she enters the room.
- Set up the room with chairs in a circle, so that everyone can see each other.
- During the first session, involve the participants in creating group agreements for the program.
- If you ask parents to participate in an activity, you should do the activity along with them.
- Honor the knowledge that the participants bring to the sessions and strive to incorporate their skills into the activities.
- Acknowledge parents for participating in the program and encourage them to share information with other parents.
- Remember and use the names of participants and their children.

Tips for Effective Facilitation

- Prepare ahead of time for the sessions.
- Be mindful of the various literacy levels of participants in the group and provide alternatives to reading/writing such as drawing or working with a partner.
- Ensure that each person's voice is heard.
- Create a welcoming environment that helps participants to feel safe and comfortable participating.
- Set a tone of respect for different viewpoints.
- Demonstrate the values inherent in popular education.
- Create opportunities for peer networking and sharing.
- Help to guide and keep the dialogue on the topic.
- Help the group to stay organized and focused.
- Have a sense of humor and ensure that the sessions are interactive and entertaining.

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Tips for Productive Sessions

- Be prepared.
- Read the entire session plan at least one week before the session.
- Secure information on local resources and verify eligibility and fee requirements.
- Prepare all of your materials ahead of time.
- Build in time for participants to move around and stretch.
- Before and after the session, set aside time for people to talk and network.
- Listen and observe the group and be willing to be flexible to meet the needs of the group.
- If you prepare handouts, make them easy to read and review them as a group.
- Set aside time for feedback, questions, and evaluation.

Tips for Quality Child Care

While the parents are in the Abriendo Puertas/Opening Doors program, it is essential that their young children have a high-quality learning experience. It is important that parents feel that their children are in a safe and positive environment. Several weeks before the program begins, discuss with the leadership of your organization how the children will be cared for during the sessions. Find out if the organization has the space, experience, and appropriate staff to provide child care. If child care cannot be provided, make arrangements to have toys, books, learning materials for the children to use in the room as they are supervised by their parents.

Some core items to be aware of while planning child care include:

- Secure a safe space for child care that is close to the room where the sessions will be held and has adequate space for the children.
- Decorate the room to create a welcoming environment for the children.
- Prior to starting the program, ask parents the ages of their children who will need child care.
- Ask parents if their children have any allergies or medical conditions.
- Hire enough experienced child care providers to care for all ages of children. Be mindful of the ratio of children to child care providers based on the ages of the children.
- Ensure that the child care provider plans activities that are safe, age, developmentally-appropriate and educational for the children.
- Set-up a system for parents to sign their child in and out of child care.
- Serve the children healthy snacks.

Tips for Program Evaluation

Several tools are available to evaluate your program: help you understand how your parents are experiencing Abriendo Puertas/Opening Doors and may benefit from their participation. These tools also help in the effort for continuous improvement in your program implementation. Many programs use these tools to help in their program reporting on impact and subsequent pursuit of additional program support. We provide pre and post surveys, a data entry and analysis spreadsheet, and a data entry and analysis portal and presentation.

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Tips for Community Partnerships

To conduct a successful Abriendo Puertas/Opening Doors program, it is vital to partner with other community organizations. Before you begin your program, begin compiling a list of community resources that are relevant to the needs of the parents. This resource list will help you build your Abriendo Puertas/Opening Doors parent resources, as well as assist you with the implementation of your program. The following is a list of possible partners:

- Connect with preschools, Early Head Start, Head Start, State Preschools, elementary schools that have preschool programs or other early care and education programs.
- Contact your local Child Care Resource and Referral Agency to locate qualified early care and education providers.
- Build partnerships with elementary schools to help children and families make a smooth kindergarten transition.
- Partner with adult schools and colleges to encourage parents to continue their education.
- Develop relationships with social service organizations and family resource centers for referrals.
- Contact mental health agencies to support the social-emotional session.
- Contact faith-based organizations for resources, services and workshop space.
- Strengthen your health and nutrition session by partnering with health professionals, hospitals, community clinics, other programs like WIC (Women, Infants, and Children), and public health programs for low income families.
- Invite the school principal, agency head, school board member, city council member, congressional representative, and mayor to be a part of your graduation celebration.
- Update school board members and other organizational leaders about the program's success and ask them to support the program.

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Building Local Leadership

Just as parents taking the program make Abriendo Puertas/Opening Doors their own, organizations do as well. Partner organizations send staff and parent graduates of the Abriendo Puertas/Opening Doors program to Abriendo Puertas/Opening Doors Facilitator Institutes. The staff and parent graduates are trained by master trainers to become certified to facilitate the program to parents in their local communities. During the three-day Abriendo Puertas/Opening Doors Facilitator Institute, staff and parent graduates learn about the methodology and materials for each of the program's 10 sessions. Also, they practice "popular education" facilitation skills with coaching from master trainers and input from peers.

Facilitator Institutes help partner organizations build a parent leadership strength-based approach, improve outreach and positive interactions with families and create a sustainable program. Institutes position organizations to build local leadership capacity for staff and parents.

Rigorous evaluation reports demonstrate that the Abriendo Puertas/Opening Doors program provides significant learning and growth for parents. Building local leadership allows for dual-generation sustained impact that will produce long-term results for families and communities. The Abriendo Puertas/Opening Doors Facilitator Institute is a proven, cost-effective model that has exponential impact.

Partner organizations report that families have engaged in leadership and advocacy within their local communities, as follows:

- Involvement at their children's schools.
- Involvement in a school parent association or group.
- Testifying at school board meetings.
- Testifying at local city, county or state government meetings.
- Running for public offices.
- Gaining employment at a non-profit organization, school or other social services organization.
- Participation on an advocacy issue campaign such as increasing early childhood funding, immigrant friendly policies, or improving public school curriculum.
- Serving in public service positions.

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Building a Brighter Future with Abriendo Puertas/Opening Doors

In the past ten years, Abriendo Puertas/Opening Doors has learned much about the power and impact that a network of partner organizations and parents can have in improving the lives of Latino, lower income and immigrant children across the U.S. The reach of Abriendo Puertas/ Opening Doors proves that when we honor and invest in the leadership of parents and build around their existing strengths, they become effective advocates for their children's future.

Abriendo Puertas/Opening Doors offers an evidence-based curriculum training for facilitators, technical support, materials and learning aids, and ongoing partnership to local programs. Partner organizations and facilitators are encouraged to adapt, innovate and apply what works best for their local communities (this is where technical support often plays a role). Here are some best practices we have seen across the country as local facilitators deliver the Abriendo Puertas/ Opening Doors program:

- Create a safe and welcoming environment for parents to share and reflect.
- Engage parents as experts, equal partners and leaders in co-creating programs and policies.
- Allow for conversations and sharing as opposed to lectures. The popular education approach works.
- Train and invest in parent facilitators that have been impacted by the program. This helps build a leadership pipeline in local communities and provides opportunities to impact more families.
- Connect the program to other local and national leadership opportunities, advocacy efforts and resources. The Abriendo Puertas/Opening Doors program works best when deep partnerships and networks exist.
- Connect parents to local services as needed.
- Secure investment and resources from local school districts, institutions and early education providers. Their partnership and investment will help sustain the program over the long term.
- Encourage and support advocacy! Parents, as leaders of their family, become the best first teacher of their child, and will want to also find ways to improve conditions for all children.

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Our Future

Over the next 10 years, Abriendo Puertas/Opening Doors intends to build on "what works" to reach families in all 50 states. We will do this by continuing our investments in training for local communities through the Abriendo Puertas/Opening Doors Facilitator Institute and providing affordable access to the Abriendo Puertas/Opening Doors parent program curriculum, as well as its future upgrades and editions.

As a nation, we need to do more to shape positive futures for all children. The research is clear: the earliest years of a child's life greatly affects their future success. Abriendo Puertas/Opening Doors imparts vital information and activities to parents and supports them as they create the positive opportunities for their children's learning and healthy growth and development.

Thank you for making a commitment to the Abriendo Puertas/Opening Doors program and for supporting the power of parents to lead their families to a better future. We look forward to working with you every step of the way.

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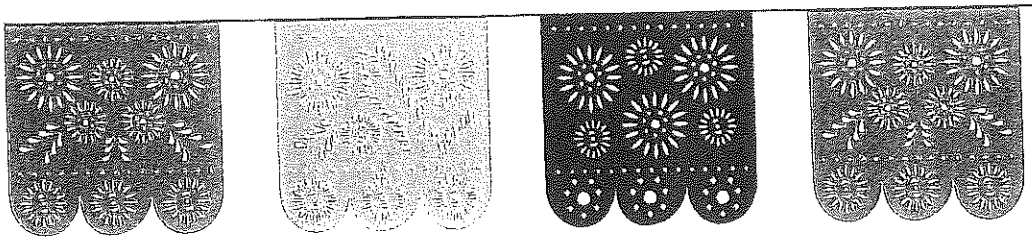

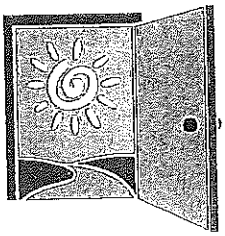

Abriendo Puertas | Opening Doors

Building a Better Future Through Parent Leadership

Desarrollando un Futuro Mejor a Través del Liderazgo de los Padres

www.ap-od.org

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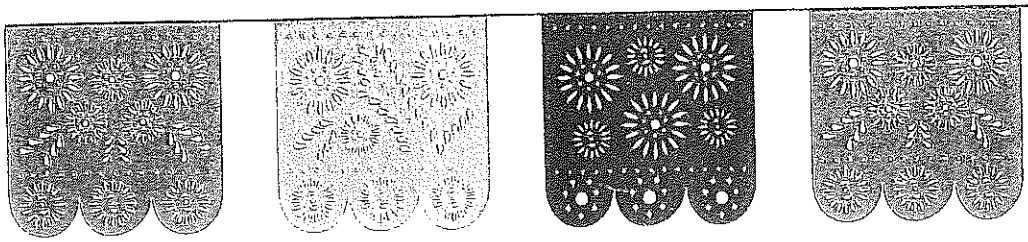

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Exhibit III

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Section 4
Program Budget

Opening Doors Parenting Program Budget

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Applicant Budget

Summary

Applicant: Catholic Charities of Ashtabula County - Opening Doors	
Date From: October 2023	To: September 2024

	Program	TANF
I. Staff		
A. Salaries	$ 9,771.00	$ 5,777.33
B. Payroll-Related Expenses	$ 2,290.42	$ 1,374.26
Total Staff Costs	$ 12,061.42	$ 7,151.59
II. Operations		
A. Travel and Short-Term Training	$ 122.66	$ 73.60
B. Consumable Supplies	$ 866.00	$ 519.00
C. Occupancy Costs	$ 1,004.48	$ 501.77
D. Contract and Professional Services	$ 3,065.74	$ 1,828.64
E. Other - Miscellaneous	$ 3,030.85	$ 1,738.55
Total Operational Costs	$ 8,089.73	$ 4,661.56
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
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

Unit Rate	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

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Educator	$ 6,321.00	Year	100.00%	$ 6,321.00	$ 3,793.00
Program Supervisor	$ 46,800.00	Year	4.00%	$ 1,872.00	$ 1,123.00
Front Desk	$ 35,350.00	Year	2.00%	$ 707.00	$ 338.33
Grants/Payroll Administrator	$ 49,971.00	Year	0.50%	$ 250.00	$ 150.00
Fiscal Clerk	$ 31,071.00	Year	2.00%	$ 621.00	$ 373.00
Total Salaries				$ 9,771.00	$ 5,777.33

I. **B. Payroll-Related Expenses**

	Entire Program	TANF Project
PERS or Social Security	$ 747.00	$ 448.00
Worker's Compensation	$ 97.71	$ 58.63
Unemployment Insurance	$ 97.71	$ 58.63
Retirement Expenses	$ 488.00	$ 293.00
Hospitalization	$ 750.00	$ 450.00
Other (*identify*) Life & Disability	$ 110.00	$ 66.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 2,290.42	$ 1,374.26

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II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ 77.88	$ 46.73
Short-Term, Training $ -	$ 44.78	$ 26.87
Total Travel and Short-Term Training	$ 122.66	$ 73.60

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	$ 139.00	$ 83.00
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*	$ 727.00	$ 436.00
Other *(identify) Other Supplies*		
Total Consumable Supplies	$ 866.00	$ 519.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	$ 961.00	$ 476.00
Usage allowance/depreciation @ rate of original acquisit 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	$ 38.85	$ 23.00
Sewer		
Other *(identify) Alarm*	$ 4.63	$ 2.77
Other *(identify)*		
Total Occupancy Costs	$ 1,004.48	$ 501.77

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Transportation	$ 2,671.00	$ 1,592.00
Auditor	$ 22.74	$ 13.64
Technology	$ 372.00	$ 223.00
Other Contract Service Fees	$ -	$ -
Total Contract & Services Costs	$ 3,065.74	$ 1,828.64

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Food - Program Support	$ 2,828.00	$ 1,617.00
Postage	$ 16.00	$ 9.85
Advertising	$ -	$ -
Printing & Publications	$ 5.00	$ 3.00
Other Technological	$ 42.85	$ 25.70
Other Misc.	$ -	$ -
Computer Software	$ 139.00	$ 83.00
Total Miscellaneous Costs	$ 3,030.85	$ 1,738.55

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

Item	Quantity	Amount Entire Program	Amount for TANF services
Presenter laptop			$ -
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
Catholic Charities	$ 8,338.00	
Total Other Resources	$ 8,338.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **CATHOLIC CHARITIES OF ASHTABULA COUNTY**
Date: **9/8/2023 10:30:29 AM**

This search produced the following list of **10** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Lawrence County Educational Service Center	304 N. 2nd Street
Third Wave Communications, LLC	PO Box 1355

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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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**.

DocuSigned by:

181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

DocuSign Envelope ID: 02EBD682-A40E-420B-AD18-641D7057A2F9

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 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.

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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.

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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, 2023,** through **September 30, 2024,** 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.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/08/23
Date

DocuSigned by:
Jill Valentic
486877807A834C6...
Catholic Charities of Ashtabula County

9/13/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Katheryn Whittington
72C9CAC40E3D4A8...
Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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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: Aliceh@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: Jill Valentic
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/12/23

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Section 3

Program Planning and Development

Financial Literacy Program

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Catholic Charities of Ashtabula County

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

Financial Literacy Program

ACJFS RFP #2-23

DocuSign Envelope ID: 02EBD682-A40E-420B-AD18-641D7057A2F9

Section 3 – Financial Literacy Program
TANF Program
Program Planning and Development

A. Program Description

Proposed service

The Financial Literacy Program at Catholic Charities of Ashtabula County (CCAC) 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

The Ashtabula County Department of Job and Family Services provides the client a referral to the CCAC Financial Literacy Program by way of fax or phone call. The CCAC Financial Literacy Counselor contacts the ACDJFS referral to schedule an appointment. 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 -90 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 works closely with the client and will assist in developing a realistic budget along with an action plan that will help develop goals toward financial stability for the household. Additionally, will refer to other programs at CCAC and/or other partner agencies programs in the community. Our HUD-Certified Counselor will advocate and assist the client with making referral connections and obtaining key information that will assist in building the household toward financial stability.

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(1) 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 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 2023, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report. The data revealed that in 2021 16% of Ashtabula County households were at or below the federal poverty level (Ohio state average 13%), and 30% of households that earn more than the Federal Poverty Level (state average 25%), but less

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than the basic cost of living for the county. As a result, 55% of 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 off 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 over 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.

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(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	15*
2022-2023	To date: Served 20 through June 2023 from DJFS referrals
2023-2024	24 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 8:00 am - 4:00 pm Monday through Friday. Special arrangements are made for clients who need appointments outside of regular business hours.

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(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	2022-2023
PRC/TANF	$1,248	$1475.24	$1,134	$1305.00	$851.10	Estimating $1,361.76
Unit Rate	$56.74	$56.74	$56.74	$56.74	$62.41	$62.41

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Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

ACDIFS REFERRAL FOR PRC BUDGET / FINANCIAL LITERACY

DATE: 04/14/2021 REFERRAL FROM: ANOLA G. HANNA

[redacted] [redacted]
Client's last name First name

[redacted] [redacted] [redacted]
Address City Zip Code

[redacted]
Phone Number

[redacted]
Client's Employer or Source of Income

Special instructions or additional notes:

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B. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, 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 a 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 employees 18 staff and manages between 50-100 volunteers annually between all programing. 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, 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 2023 Organizational Chart and 2023 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY

2023 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.

Diocesan Bishop

Diocese of Youngstown Catholic Charities Corporation

CCAC Board of Directors

Finance Director DOYCCC

Jill Valentic, MSSA Executive Director

Mary Meranda FT Grant / Payroll Coordinator

Alana Reames FT Fiscal Support

Alice Harden FT Family and Community Services Supervisor

Angelica Gladney FT Family Services Caseworker

Sarah Williams FT Family Services Caseworker

Sara Lopez FT Family Services Caseworker

Teresa Swanson FT SOARS Specialist

Virginia Putt FT Housing & Financial Literacy Counselor

HALO Christmas Program

Bill Daywalt FT Protective Services Supervisor

Peter Scardino FT Guardianship Caseworker

Jennifer Ransom FT Guardianship Caseworker

Jeanne Myers PT Guardianship Caseworker

Kourtney Orth FT Guardianship Caseworker

Guardianship Volunteers

Jill Valentic, MSSA Education

Jennifer Brockway FT Payeeship Caseworker

Nancy Peskar PT Payeeship Caseworker

Kelly Peck FT Payeeship Caseworker

Jennifer White PTL Opening Doors

Carrie Artman FT Executive Admin Assistant & Agency Services Coordinator Supervisor

Letitia Pettway FT Agency Service Coordinator

Agency Volunteers

Estelle Tomasio FT Hispanic Outreach and Getting Ahead

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER JULY 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: lmschulze@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
Second Term begins: 01/01/2023
Second Term ends: 12/31/2025
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: 440-992-7101
Cell: N/A
Email: attorneycooper@gmail.com
Second Term begins: 01/01/2023
Second Term ends: 12/31/2025
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

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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

Ma Luisa Aguinaga Garcia, Director
944 Bunker Hill Road
Ashtabula, Ohio 44004
Molded Fiber Glass, Document Control Admin
Home: 440-992-9271
Cell: 440-813-7551
Office: 440-994-5851
Email: andrealondra72@gmail.com
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Our Lady of Peace, Ashtabula

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

Edward I. Somppi, Director
932 Lincoln Drive
Conneaut, Ohio 44030
Retired
Home: N/A
Cell: 440-862-1967
Office: N/A
Email: eila@gwcmail.net
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Corpus Christi, Conneaut

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 jiliv@doyccac.org
Parish: Our Lady of Peace, Ashtabula

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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.

The Family and Community Services Supervisor is the program supervisor for the program and has been with the agency for over four years. The Program Supervisor has over sixteen years experience as a service provider working with the homeless and most vulnerable population in Ashtabula County. Additionally, the Supervisor has over three 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

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Family Services

Position Title:	Family Services Caseworker – Housing and Financial Literacy
Immediate Supervisor:	Family Services Supervisor
FLSA Status*:	Non-exempt -Full-Time
Positions Supervised:	Yes

Position Summary: The Housing and Financial Literacy position will focus on community outreach, one-on-one financial literacy education, group financial literacy education, pre-purchase counseling, and foreclosure default counseling. Continuous education on credit reporting, lending products and mortgage knowledge. Caseworker will provide assessment, advocacy and case work for low and medium income households requesting housing assistance with the end result of self-sufficiency.

Duties and Responsibilities:

- Must become a HUD-certified caseworker within 6-months of hire.
- Ability to problem solve client cases while utilizing internal and external referral resources.
- Ability to work with short-term and long-term clients concurrently.
- Ability to work with grants/special funding and follow compliance and documentation guidelines.
- Demonstrate commitment to strengths-based approaches to service delivery, principles of self-determination and person-centered planning.
- Understand and respect individual choices and diversity.
- Able to work with clients to develop a budget and make recommendations.
- Must be detail-oriented and well-organized with the ability to record case notes in a timely manner.

Qualifications:

- Exercise considerable judgement with a high level of confidentiality.
- A high level of computer expertise in Microsoft Office products including Word, Excel, and PowerPoint.
- Strong interpersonal, written, and verbal communication skills, including producing clear, concise reports.
- Ability to balance multiple tasks simultaneously.
- Superior organizational skills and attention to detail.
- Good writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity.
- Ability to maintain professional boundaries and engagement skills with a challenging population and in non-traditional work conditions.
- Evidence of ongoing training and education in related areas such as financial, mental illness, substance abuse, and/or homelessness.

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Education and/or Experience:

- Associate's degree in Business, and/or two years' experience in Real Estate/Banking/Finance. Bilingual is a plus.

Certificates and Registration:

- Successful completion of BCI/FBI background screening.
- Successful completion of Exclusion Checks.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties of this job, the employee is frequently required to sit, talk, and hear.
- The employee is required to stand, walk, and climb stairs
- The employee must occasionally lift and/or move up to 25 pounds.

Reports To: Alice Harden, Family Services Supervisor

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**)

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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

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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

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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

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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

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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.

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- 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.

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HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

SARAH WILLIAMS
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: June 6, 2022

Agency HCS ID: 80434
Housing Counselor ID: ERESNV

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 HUD 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.

HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

ANGALICA GLADNEY
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: August 24, 2021

Agency HCS ID: 80434
Housing Counselor ID: 003SJT

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 HUD 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.

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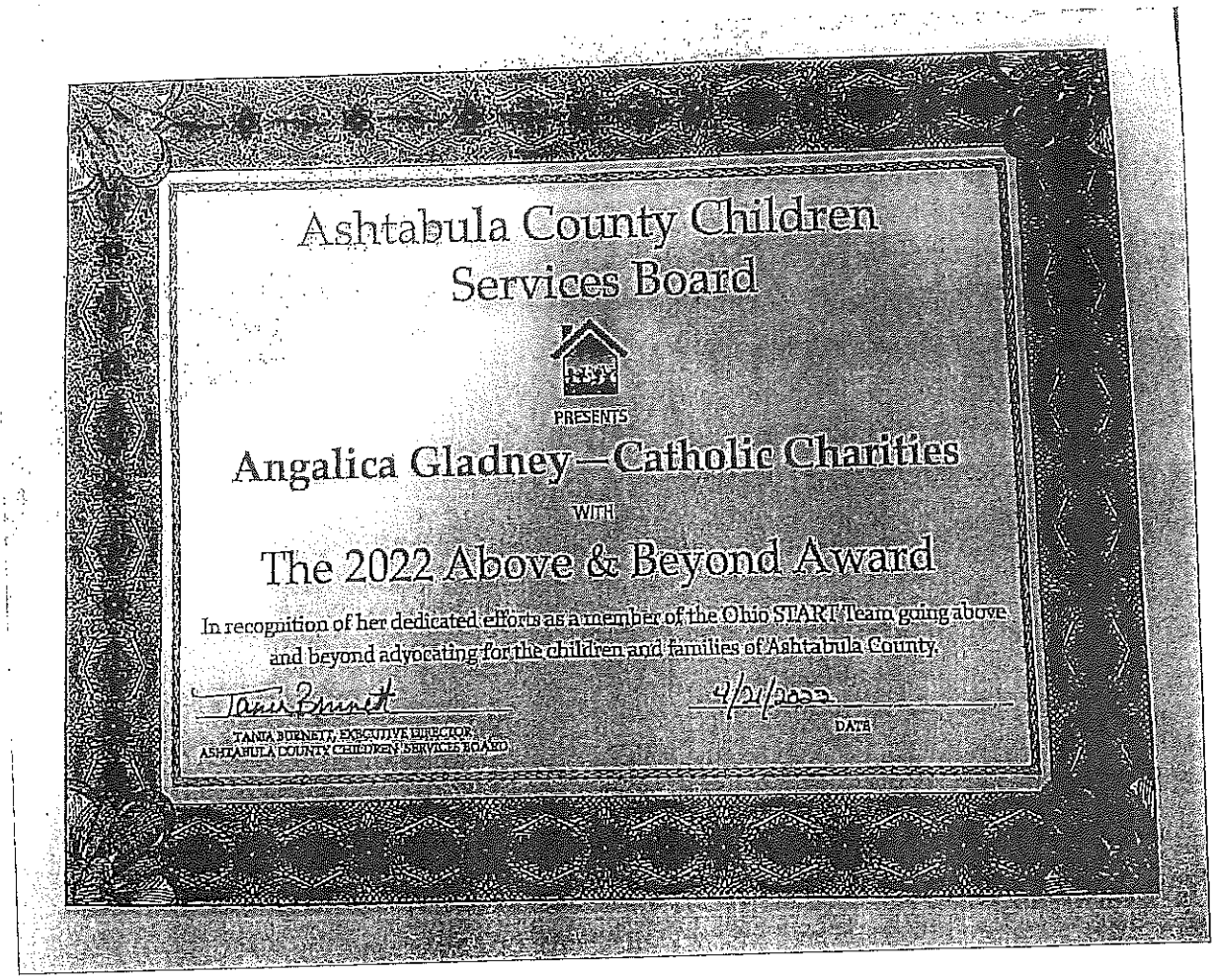

Ashtabula County Children Services Board

PRESENTS

Angalica Gladney—Catholic Charities

WITH

The 2022 Above & Beyond Award

In recognition of her dedicated efforts as a member of the Ohio START Team going above and beyond advocating for the children and families of Ashtabula County.

Tania Burnett — 4/21/2022

TANIA BURNETT, EXECUTIVE DIRECTOR, ASHTABULA COUNTY CHILDREN SERVICES BOARD

DATE

CERTIFICATE *of* ATTENDANCE

THIS CERTIFIES THAT

Angalica Gladney

HAS SUCCESSFULLY COMPLETED THE

FAIR HOUSING RESOURCE CENTER INC. 2- HOUR FAIR HOUSING TRAINING
FAIR HOUSING BASICS

November 3, 2022

x _____

SIGNED, *Patricia Kidd* , Executive Director

FAIR HOUSING RESOURCE CENTER
FHRC

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Angalica Gladney

From: Diversified Resource Network <news@diversifiedresourcenetwork.org>
Sent: Friday, October 21, 2022 12:53 PM
To: Angalica Gladney
Subject: Super-charging Your Credit Counseling Program Webinar Presentation 10-20-22

Having trouble viewing this email? Click here

DRN | DIVERSIFIED RESOURCE NETWORK

YOUR ONLINE *RESOURCE* FOR HOUSING PROFESSIONALS

October 21, 2022

Webinar presentation from Super-charging Your Credit Counseling Program webinar

Hello Angalica,

Thank you for participating in our "Super-charging Your Credit Counseling Program in 2022" webinar brought to you by Diversified Resource Network.

Here are the webinar presentation and handouts. You can either print these documents now or download and save them on your computer.

- **Overview of Consumer Data and Credit Reporting**
- **Fair Credit Reporting Act**
- **Dealing with Debt Collection Harassment**

DocuSign Envelope ID: 02EBD682-A40E-420B-AD18-641D7057A2F9

- Weathering the Financial Storm After a Natural Disaster
- Recording Passcode: ^=%uUq6x

Thank you again for attending today. We hope this information has been beneficial for you and your clients.

Become A Member Today!

At Diversified Resource Network we have so much to offer, such as:

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- Industry Specific Tutorials
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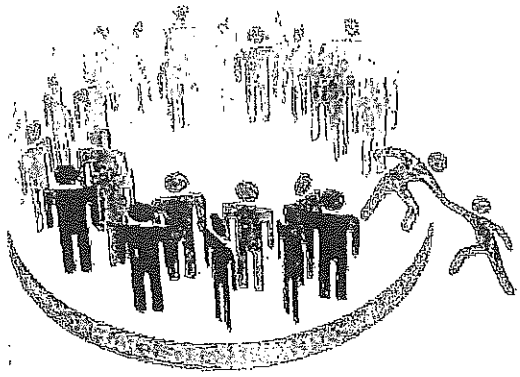
- Industry News
- Training Tools
- And Much More



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Visit Website:
https://diversifiedresourcenetwork.org/

Send Email:
support@diversifiedresourcenetwork.org

Phone Number:
1-877-279-9334

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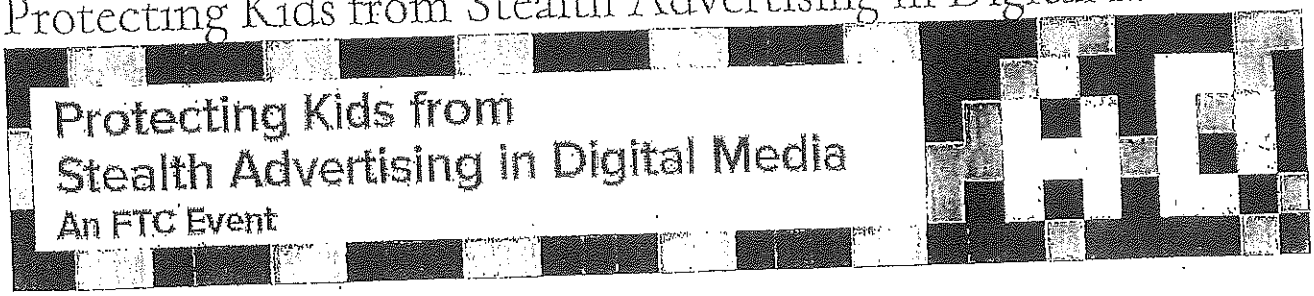
FEDERAL TRADE COMMISSION
PROTECTING AMERICA'S CONSUMERS

Protecting Kids from Stealth Advertising in Digital Media



Wednesday, October 19, 2022

Tags: Consumer Protection | Advertising and Marketing | Children | Endorsements, Influencers, and Reviews | Online Advertising and Marketing

Event Description

On October 19, 2022, the Federal Trade Commission will host a virtual event on "Protecting Kids from Stealth Advertising in Digital Media." The FTC will bring together researchers, child development and legal experts, consumer advocates, and industry professionals to examine the techniques being used to advertise to children online – in all the various digital spaces children frequent – and what measures should be implemented to protect children from manipulative advertising. Specific topics include:

- Children's capacity at different ages and developmental stages to recognize and understand advertising content and distinguish it from other content;
- The harms to children resulting from the inability of children to recognize advertising;
- What measures should be taken to protect children from blurred content in digital marketing; and
- The need for and efficacy of disclosures as a solution for children of different ages, including the format, timing, placement, wording, and frequency of disclosures.

The FTC is seeking research papers and written comments on the topics listed above. Papers and comments should be submitted via email to digitalads2kids@ftc.gov by July 18, 2022.

The event will be held virtually and webcast on the FTC's website at FTC.gov. A link to the webcast, as well as the agenda and speaker information, will be posted in advance of the event. Registration is not required.

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Angalica Gladney

From: Diversified Resource Network <news@diversifiedresourcenetwork.org>
Sent: Friday, October 14, 2022 12:11 PM
To: Angalica Gladney
Subject: FICO Score Fundamentals Webinar Presentation 10-13-22

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DRN DIVERSIFIED RESOURCE NETWORK

YOUR ONLINE *RESOURCE* FOR HOUSING PROFESSIONALS

October 14, 2022

Webinar presentation from "FICO Score Fundamentals"

Hello Angalica,

Thank you for participating in our "FICO Score Fundamentals " webinar brought to you yesterday by Freddie Mac and Diversified Resource Network.

Here is the webinar presentation, recording and survey. You can either print the document now or download and save on your computer.

- Presentation
- Recording Passcode: Wa7uK*32
- Thank you for your feedback Survey

DocuSign Envelope ID: 02EBD682-A40E-420B-AD18-641D7057A2F9

Please take a few minutes and share your feedback with us. We would appreciate hearing from you. Thank you again for attending. We hope this information is beneficial for you and your clients.

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Angalica Gladney

From: Zoom <no-reply@zoom.us>
Sent: Friday, October 14, 2022 1:50 PM
To: Angalica Gladney
Subject: Thank you for attending FICO Score Fundamentals presented by FICO brought to you by Freddie Mac and Diversified Resource Network

DRN | DIVERSIFIED RESOURCE NETWORK

Hi Angalica Gladney,

Thank you for attending FICO Score Fundamentals presented by FICO brought to you by Freddie Mac and Diversified Resource Network. We hope you enjoyed our event.

Please submit your questions or comments to:
kspence@diversifiedresourcenetwork.org.

Login

Total Control Panel

To: angalicag@doyccac.org
From: bounces+25999501-15ba-angalicag=doyccac.org@bounce-sg.zoom.us

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Low (90): Pass

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Webinar Registration Approved

Topic	FICO Score Fundamentals presented by FICO brought to you by Freddie Mac and Diversified Resource Network
Description	Good credit is an important part of a consumer's financial picture. A solid credit history increases the confidence of lenders and creditors when they loan money. When a borrower repays a loan, lenders, and creditors are more likely to extend credit again. Knowing how to use credit wisely can help put a borrower one step closer to homeownership. However, before they can begin to use credit, they'll first need help establishing it. In this session, you'll learn about what makes up a FICO® Score and strategies to help consumers make sound financial decisions, improve their knowledge about credit scores, and achieve their homeownership goals. What We'll Cover ▪ What goes into a FICO Score? ▪ How are reason codes derived? ▪ What bureau files will not get a FICO Score? ▪ Why are there different versions of FICO Scores available? ▪ What is the Score A Better Future program? Presented by FICO and brought to you by Freddie Mac and Diversified Resource Network.
Time	Oct 13, 2022 02:00 PM in Eastern Time (US and Canada) Add to calendar
Webinar ID	832 5914 3257

Webinar logo

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://us02web.zoom.us/w/83259143257?tk=PuqhqZCui-p5B3uq5_K11loqKGvh97BzlWXH-LnAZ5Y.DQMAAAATYqG0WRYwaG1ORVRFTFFWYWw5cW5nbVBZLW1nAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=WjhiU0U3LzVwN3Nlb1lHaFBQYmZJQT09&uuid=WN_B-71lF3-TKirYYiewXrdTg (https://us02web.zoom.us/w/83259143257?tk=PuqhqZCui-p5B3uq5_K11loqKGvh97BzlWXH-LnAZ5Y.DQMAAAATYqG0WRYwaG1ORVRFTFFWYWw5cW5nbVBZLW1nAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=WjhiU0U3LzVwN3Nlb1lHaFBQYmZJQT09&uuid=WN_B-71lF3-TKirYYiewXrdTg)

To Cancel This Registration

You can cancel your registration at any time.

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HSI
1450 Westec Drive
Eugene, OR 97402
800-447-3177

6/6/2023
Angalica Gladney

Dear Angalica

Congratulations on successfully completing your HSI Adult First Aid | CPR AED All Ages (2020) -DC class. This HSI-Approved Training Center has chosen to issue your certification card digitally.

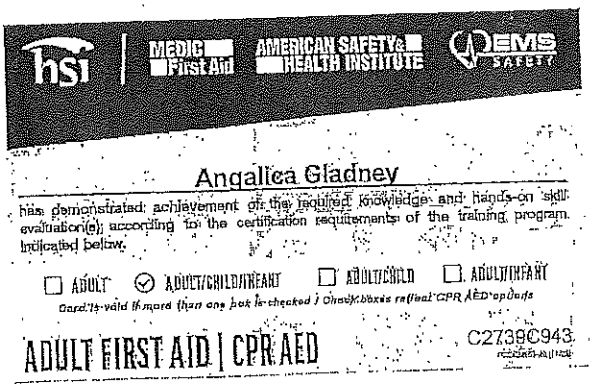
The digital certification card below is identical to a printed version of the card. It documents that you have demonstrated achievement of the required knowledge and hands-on skill objectives of the training program to the satisfaction of a currently authorized HSI Instructor. Your digital certification card may be printed for validation of certification. If further proof is required, scan the QR Code or go to www.hsi.com/validation and follow the instructions. The QR Code link in this letter will stay active. If you lose this letter, you may request a copy from the Training Center named below.

We strongly recommend that you download and save a copy of this letter for safekeeping.

To download the digital student book for this class or to complete a short evaluation of your class and instructor, please go to www.hsi.com/passport and register using the following number: 202662

Ashtabula County Board of Developmental Disabilities
Ashtabula, OH

Certification Validation QR Code



Stephanie Phillips
Authorized Instructor (Print Name)

4966591
Registry No.

6/5/2023	6/2025
Class Completion Date	Expiration Date
440-335-1589	2842799
Training Center Phone No.	Training Center I.D.

This Adult First Aid | CPR AED training program conforms with the 2020 American Heart Association (AHA) Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the 2020 AHA and American Red Cross Focused Update for First Aid. This training program was not designed to meet pediatric first aid training requirements, and should not be used for that purpose.

Expiration date may not exceed two years from month of class completion.

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Certificate of Continuing Education

Introduction to Motivational Interviewing for Care Coordinators

This is to certify that Angalica Gladney satisfactorily completed this Continuing Education offering on June 2, 2023.

License # _____ Adjusted Contact Hours 3

OhioMHAS Continuing Education Committee is an approved provider of Continuing Education for RNs and LPNs for the Ohio Board of Nursing and has awarded **3.0** CE contact hours per **OBN003 92-3665CO**.

OhioMHAS has been approved as a provider of Continuing Professional Education credit by the Ohio Counselor, Social Work, Marriage and Family Therapist Board.
3.00 CPEs have been awarded to Social Workers per **RSX088902-5123CO**
and to Counselors per **RCX068915-4175CO**

OhioMHAS is approved by OPA-MCE to offer continuing education for Psychologists.
3.00 MCEs are awarded per **311334820-4038CO**

OhioMHAS has been approved by the Ohio Chemical Dependency Professionals Board as a provider of Continuing Education Units and has awarded **3.00 CEUs** per **50-18528.**
This program is approved for the following content area/s: **C2- 3.00 hours**

Lori Criss

Lori Criss, Director
Ohio Mental Health & Addiction Services

Monica L Schafer

Monica Schafer, RN, MSN, LCDC III, ICADC
System Chief Nursing Executive
Ohio Mental Health & Addiction Services

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Section 2 (G)
Employee Training Program Description

Financial Literacy Program

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Study Guide
Glossary

HUD Housing Counselors Training

U.S. Department of Housing and Urban Development

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HUDHousingCounselors.com

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) 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
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Avoiding Foreclosure

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Section 2 (F)
Documents Used for Monitoring

Financial Literacy Program

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Catholic Charities of Ashtabula County
Providing Help - Creating Hope
4200 Park Avenue – Third Floor, Ashtabula, OH 44004
Telephone: (440) 992-2121 – Fax: (440) 992-5974 – www.doyccac.org

We regularly survey our clients to ensure we are providing the best possible services. We are asking your assistance in completing this short survey. You may hand it into the receptionist or complete electronically by scanning the QR code with your phone. Thank you for your input.

Client Satisfaction Survey 2023

1. Were you treated with courtesy, respect, and promptness when you arrived at the agency?
   - ☐ Yes
   - ☐ No

2. Do you feel that you were treated with respect and dignity by your caseworker/payee?
   - ☐ No

3. How would you rate your satisfaction with the quality of the services received?
   - ☐ Excellent
   - ☐ Good
   - ☐ Fair
   - ☐ Poor

4. Please tell us how the services you received today have helped you and or your family.

   _____

   _____

5. What type of services are you going to be receiving as a result of today's visit?
   - ○ Utility Assistance
   - ○ Food/Hygiene products
   - ○ Payeeship
   - ○ Guardianship
   - ○ Formula/Diapers
   - ○ Homelessness
   - ○ Financial Wellness Counseling
   - ○ Rental Assistance
   - ○ Referral to another agency
   - ○ Other

6. Who helped you during your visit? _____

7. As a result of your visit(s), please share lifestyle changes you will make.

   _____

   _____

8. Would you recommend the services at Catholic Charities of Ashtabula County to someone else?
   - ☐ Yes
   - ☐ No

9. How can we improve our services?

   _____

   _____

Name (optional): _____

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

"Making Your Budget Work for You"

Presented by:

Date:

Location: Ohio Means Jobs
Department of Job and Family Services
2247 Lake Avenue
Ashtabula, Ohio 44004

Pre questions for today's session:

1. How many months should you keep statements for your bills?
   - 3
   - 6
   - 9
   - 12
2. Which of the following are "budget barriers"?
   - Paying your electric bill
   - Paying for your car repairs
   - Buying groceries
   - Paying Rent
3. How often should you re-evaluate your budget for adjustments?
   - 3
   - 6
   - 9
   - 12

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Post questions for today's session:

1. How many months should you keep statements for your bills?
   - 3
   - 6
   - 9
   - 12

2. Which of the following are "budget barriers"?
   - Paying your electric bill
   - Paying for your car repairs
   - Buying groceries
   - Paying Rent

3. How often should you re-evaluate your budget for adjustments?
   - 3
   - 6
   - 9
   - 12

What topics would you most like to see covered in future presentations?

On a scale of 1 to 5 (1 being most important)

Bank Account / Debit cards	
Credit Reports	
Fair Housing / Tenancy	
Fraud and Scams	
Predatory Lending	

How likely are you to use this information in your everyday finances?

Most Likely	
Somewhat Likely	
Less Likely	
Not Likely	

THANK YOU FOR ATTENDING!

For further information please feel free to contact me, Greg Elliott, at Catholic Charites of Ashtabula County 440-992-2121 ext. 7013.

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

"Fraud and Scams prevention"

Presented by: Date:

Location: Ashtabula Senior Center, Ashtabula, Ohio

1. What did you like most about the session?

2. What did you like least about the session?

3. What is one change you will make as a result of this workshop?

4. Did you find the information easy to understand and useful to your situation?

   ☐ Yes
   ☐ No If not, why?

THANK YOU FOR PARTICIPATING TODAY!

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Presenter:

Location:

Application of Participation*

Name _____

Address _____

_____

Phone _____ Home ☐ Cell ☐

Birthdate _____ Male ☐ Female ☐

Marital Status Married ☐ Divorced ☐ Separated ☐ Unmarried ☐

Housing Status Rent ☐ Own ☐ Other ☐

Race American Indian ☐ Asian ☐ Black or African American ☐ Native Hawaiian ☐ White ☐ More then one race ☐ Chose not to respond ☐

Ethnicity Hispanic ☐ Not Hispanic ☐

Education _____

Household Size _____ **Number in the household under 18:** _____

Gross Monthly Income_____ **Are you a Veteran:** _____

Are you Disabled:_____

*Disclosure: Do we have your permission to use this information for the Catholic Charities of Ashtabula County data base system. YES _____ NO: _____

CATHOLIC CHARITIES of ASHTABULA COUNTY

Budget & Financial Planning

4200 Park Avenue - 3rd Floor
Ashtabula, Ohio 44004
440-992-2121

Submitted by:	
Date	

ACDJFS person authorizing payment of invoice:	
Date:	

Month & Year of Service: Mar-23
Contract Number: Subgrant Agreement #23-1005-TANF
Current Unit Rate: $62.41

ACDJFS person verifying eligibility	Last Name	First Name	Last 4 digits SS#	Result	Caseworker initials	Time/Hours	Date of Service	Unit Rate	Total Cost
								$62.41	$0.00
								$62.41	$0.00
									$0.00
									$0.00
									$0.00
									$0.00
					TOTALS				$0.00

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Exhibit III

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Section 4
Program Budget

Financial Literacy Program Budget

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Applicant Budget

Summary

Applicant: Catholic Charities of Ashtabula County - Financial Literacy	
Date From: October 202	To: September 2024

	Program	TANF
I. Staff		
A. Salaries	$ 1,609.00	$ 1,609.00
B. Payroll-Related Expenses	$ 610.18	$ 610.18
Total Staff Costs	$ 2,219.18	$ 2,219.18
II. Operations		
A. Travel and Short-Term Training	$ 39.00	$ 39.00
B. Consumable Supplies	$ 40.00	$ 40.00
C. Occupancy Costs	$ 24.82	$ 24.82
D. Contract and Professional Services	$ 70.00	$ 70.00
E. Other - Miscellaneous	$ 107.00	$ 107.00
Total Operational Costs	$ 280.82	$ 280.82
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

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Caseworker	$ 34,262.00	Year	2.00%	$ 686.00	$ 686.00
Front Desk	$ 35,353.00	Year	0.50%	$ 177.00	$ 177.00
Grants/Payroll Administrator	$ 49,978.00	Year	0.25%	$ 125.00	$ 125.00
Fiscal Clerk	$ 31,063.00	Year	2.00%	$ 621.00	$ 621.00
Total Salaries				$ 1,609.00	$ 1,609.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 123.00	$ 123.00
Worker's Compensation	$ 16.09	$ 16.09
Unemployment Insurance	$ 16.09	$ 16.09
Retirement Expenses	$ 80.00	$ 80.00
Hospitalization	$ 355.00	$ 355.00
Other (*identify*) Life & Disability Ins.	$ 20.00	$ 20.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 610.18	$ 610.18

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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	$ -	$ -
Usage allowance/depreciation @ rate of original acquisit 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 *(identify) Alarm* Other *(identify)*	$ 24.82	$ 24.82
Total Occupancy Costs	$ 24.82	$ 24.82

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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	$ -	$ -
Total Contract & Services Costs	$ 70.00	$ 70.00

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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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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	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **CATHOLIC CHARITIES OF ASHTABULA COUNTY**
Date: **9/8/2023 10:30:29 AM**

This search produced the following list of **10** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Lawrence County Educational Service Center	304 N. 2nd Street
Third Wave Communications, LLC	PO Box 1355

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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

By: Colleen Mary O'Toole

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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:_____

DocuSign Envelope ID: AFA6D4C0-1ED7-41BD-BE46-72C2AC395D22

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2023** 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.

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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.

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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, 2023** through **September 30, 2024** 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: **$488,555.00.**

The unit rate is: **$555.18 per day for 220 days**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

09/08/23
Date

DocuSigned by:
Michael Candela
41140509561042B...
Ashtabula County Educational Service Center

9/13/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBE4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...
Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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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: Michael Candela

(Note: original signature must be in blue ink)

TITLE: Superintendent DATE: 6/26/2023

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Section 3
Program Planning and Development

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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 Educational, Mentorship & Career 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 Educational, Mentorship & Career program 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 school administrators and staff as well as 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 Educational, Mentorship & Career program will be accomplished through mentorship as each student will be paired with a mentor that will provide personalized and intensified 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: student goal setting, monitoring of grades, attendance and behaviors, and continued support, tutoring, credit recovery, career exploration to include awareness and pathways, career and education field trips and experiences, life skills activities, continued summer programming, connecting with community liaisons and referring to mental health counseling. Program participants will be provided with incentives as approved by the grant guidelines. Incentives will be awarded when students attain their established goals and attend appropriate programming. Ongoing monitoring will be used to indicate achievement of goals 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

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and online modules with PublicSchoolWORKS. It would be our plan to secure experts in 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 the ACESC's Educational, Mentorship and Career program, 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

The ACESC is committed to the Educational, Mentorship & Career program for Mentors to 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 25 students. There are currently three (3) Mentors serving students in three (3) different school districts in Ashtabula County. The ACESC desires to expand our program and employ an additional Mentor in another school district to support the growing need and allow us to serve another 25 students. The Mentor job description can be located in Section 3, Part C.

b. 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 as well as work on life skills and career coaching. 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.

c. 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 $175-$300 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.

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d. Career Exploration

We will offer appropriate participants a Career Exploration component to include career awareness and pathways. We will partner with Pathful Explore.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, as well as incorporate educational and life experiences, and to further enhance career exploration of the opportunities that are within Ashtabula County.

e. Life Skills/Soft Skills

We will plan and provide hands-on field trips throughout the school year that align to the needs of the students to further develop life skills and promote soft skill development. These skills will continue to be strengthened through summer programming also. This is a critical component for students to be successful in school, as well as any chosen career path, and become a productive member of the community. These activities provide students with experiences they otherwise might not have the opportunity in which to participate.

Additionally, the ACESC's program has access to Botvin LifeSkills Training (LST). This 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 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

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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.

f. Summer Programming

The ACESC will plan and facilitate summer programming in two ways: a three-day summer camp for all students in the program throughout the county and individualized summer camp/programs at each school that will vary based on student needs. These camps will focus on career exploration, life skills, team-building, self-esteem and confidence. The Mentors will also provide academic credit recovery services along with welfare check-ins throughout the summer.

g. 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 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.

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 2021

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Point-in-Time Ashtabula County ALICE (Asset Limited, Income Constrained, Employed) data, out of the 39,915 households, 46% were below the ALICE threshold compared to the state average of 38%. 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 2023 County Health Ranking Report, Ashtabula County ranked 64th out of 88 counties in Ohio. 22% of children in Ashtabula County live in poverty compared to 18% for Ohio. In that same report, 25% of children in Ashtabula County live in single-parent households, 86% of Ashtabula County residents have a high school diploma and 46% have some college compared to 66% for Ohio, and 16% of Ashtabula County residents are food insecure. 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's Educational, Mentorship & Career 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 the necessary additional 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

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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 further our partnership with the ACJFS to help us sustain a strong long-term program that will continue to meet our students and families as well as community, county and school district needs.

We are uniquely qualified to provide this program because we are an educational institution that has deep rooted partnerships, knowledge of resources available, active community and family engagement, long established partnerships with community organizations and agencies, and proven programming. We have the partnerships established with our school districts, we know what programs are working now and which ones need enhancement 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. Our experience in the proposed services is as follows:

a. Student Goal Setting, Monitoring, and Continued Support

The ACESC has successfully established three (3) Mentors in three (3) school districts in Ashtabula County with the inception of the Educational, Mentorship & Career program since October 1, 2022. The program currently serves 70 students from middle school through high school. Please refer to the data in Section 3A Part 4 that supports increased school achievement and personal growth of students who were part of the program. Additionally, our Transitions Program, Community Liaisons, School-Family Coordinator, Intervention Specialists, and various other staff all work with students and families to set goals for student success and strategies for continued support.

b. Tutoring and Credit Recovery Services

We have experience in hiring certified and classified staff for all of the school districts in Ashtabula County. We have staff that are knowledgeable and continuously trained about the methods in which students may reach the goal of creating pathways for success and lifelong opportunity. We also have experience working with families to enroll their students in the ACESC Credit Recovery program that local school districts utilize. The ACESC provides professional development to ensure the tutoring and credit recovery services provided to students are high quality.

c. Career Exploration and Experiences and Life Skills Training

The ACESC has an expansive history in providing services to students with disabilities, specifically in transitioning into life after high school graduation whether that be workforce, vocational training, or postsecondary education. Through our Transitions Program, students meet goals that have been set in their transition plan through exposure to opportunities in the local community as well

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as practicing soft skills needed for success. Happy Hearts has six advanced units throughout the county. Students in these units are provided exposure to various careers and local workshops to learn about different roles and make connections. Students visit locations and practice the skills of that craft and are able to interact with people in organizations that hold various positions. In 2023, Happy Hearts had 14 graduates of the program, meaning they successfully met their goals and demonstrated necessary competencies. All families of those graduates met with the ACESC Parent Mentor to ensure their awareness of all of the available opportunities for their students.

Botvin Lifeskills is provided to Building Bridges students and has been for numerous years. The ACESC has a strong partnership with the Ashtabula County Mental Health and Recovery Services Board and University Hospitals who are the funders and organizers of the program throughout the county schools. Additionally, the ACESC Community and Family Liaison is a trained facilitator of the program and has provided the curriculum to classrooms in many local schools.

d. Summer Programming

The ACESC is experienced in planning and facilitating out of school programming through the ACESC Educational, Mentorship and Career Program, as well as hosting two additional summer camps each year, one for gifted education and one for special education. 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, democrating 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.

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e. Connecting with Community Liaisons and Other Resources

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. 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 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.

Many of our programs and services would grow beyond and or would need more than the initial proposed grant period. To continue the goal of sustainability the ACESC will use the following staff members who have relevant experience and will contribute to the implementation of the program and services:

- Superintendent, Michael Candela, has over 34 years of experience in education and administration and will provide in-kind program support and administrative oversight.
- Treasurer, Mary Gillespie, has 17 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 15 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 24 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 5 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 Mentors and coordinate services.
- Administrative Assistant, Kristie Ferrando, has 24 years of experience providing administrative and clerical support. She will provide program support.
- Youth Mentor, Angela Hall, has 14 years of experience working with students. She will be the Mentor at Ashtabula Area City Schools.

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- Youth Mentor, Trenten Jenkins, has 11 years of experience in career based teams and 2 years working with students. He will be the Mentor at Grand Valley Local Schools.
- Youth Mentor, Kelly Vito, has 21 years of experience working with students. She will be the Mentor at Buckeye Local Schools.

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

The ACESC's Educational, Mentorship & Career program collected performance data from students who participated in the program in school year 2022-2023, as well as school staff and parents/guardians of those students. The results inform a positive and satisfactory performance and advocate continued support from TANF funding. Key findings are indicated in lines a through v below.

a. The average Grade Point Average of all students in the Mentorship program increased 0.2856 points from 2.0077 to 2.2933 from the quarter they joined the program to the 4th quarter.
b. 73.3% of all students in the Mentorship program either maintained or increased their GPA from the quarter they joined to the 4th quarter.
c. The average Grade Point Average of the students in the Mentorship program who averaged 10+ service days per month increased 0.4886 points from 1.5638 to 2.0524 from the quarter they joined the program to the 4th quarter.
d. 76.9% of students in the Mentorship program who averaged 10+ service days per month either maintained or increased their GPA from the quarter they joined to the 4th quarter.
e. 49% of students in the Mentorship Program decreased the number of hours they were absent from school per quarter from the quarter that they joined the program to the 4th quarter.
f. On average, students in the Mentorship Program improved their attendance by 5.6 hours per quarter from the quarter they joined the program to the 4th quarter.
g. 79.2% of school staff that responded to the Mentorship Program evaluation indicated that their overall experience with the program was positive.
h. 71% of school staff indicated that they believe the Mentorship Program has had a positive impact on either the Academics, Attendance, Behaviors, and/or Engagement of their students that are in the program. Of those, 88% indicated positive impact in two or more of the areas and 53% indicated positive impact in all four areas.
i. When asked if the Mentorship Program has been an asset to their role in the school, staff responses included:
    i. "The Mentorship Program has been extremely helpful for those students who have taken advantage of this opportunity. One particular student who earned two D's in class this year, now has an 85% B. He shows more engagement in class and demonstrates accountability with classroom work. I have seen his confidence grow academically."

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ii. "[Youth Mentor] has been great. I have seen him interacting with students and being a positive role model."
iii. "Students have been more positive."

j. When asked what suggestions school staff has to improve the program, they responded:
   i. "Get more youth mentors!"
   ii. "I would love to have 2 mentors-one for each grade level."
   iii. "More kids get served so more staffing"

k. When given the opportunity for any additional comments, school staff responded:
   i. "Thank you, [Youth Mentor] for working hard to help our students who need it most. You have gone above and beyond to build relationships with all students whether they are in your program or not. I appreciate the open communication and support of the teachers. You have given of yourself to attend dances and provide celebrations to acknowledge the kids' hard work. I hope this program will continue and grow next year"
   ii. "[Youth Mentor] has done a great job since being placed in the position. I have seen him check in on students quickly when he did not have to. He was there when most of the kids were leaving for camp and it was a good sight for these students. He is always being positive and setting good examples."

l. 100% of parents/caregivers that responded to the Mentorship Program evaluation indicated that their overall experience with the program was "Good" (29%) or "Excellent" (71%).

m. 85.6% of parents/caregivers that responded to the Mentorship Program evaluation indicated that they believe the program has positively impacted all of the following for their child: Academics, Attendance, Behaviors, and Engagement.

n. 100% of parents/caregivers indicated that the Youth Mentor builds positive relationships with students, school staff, and families.

o. When asked if the Mentorship Program has been an asset to their role as a parent/caregiver, responses included:
   i. "My son wants to go to school now which is great!"
   ii. "It's helping my child's behavior causing less stress for me"
   iii. "It helps my granddaughter with her work and behavior"

p. When given the opportunity to provide any additional comments, parents/caregivers shared:
   i. "This is a very good program for the schools to have!"
   ii. "This is a great program that I would recommend 100%"

q. 97.7% of students that completed the Mentorship Program evaluation indicated that their overall experience with the program has been either "Good" (36.4%) or "Excellent" (61.3%)

r. 97.7% of students indicated that their Mentor helps them meet the goals they have set for themselves.

s. 100% of students indicated that:
   i. The Mentorship Program is helping them prepare for their future
   ii. Their Mentor cares about their success
   iii. They would encourage their friends to join the Mentorship Program.

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t. When asked their favorite thing about the Mentorship Program, students responded:
   i. "Helping yourself and get rewarded"
   ii. "Help reaching goals"
   iii. "Making myself better"

u. When asked if there was anything they would change about the Mentorship Program, students responded:
   i. "Seeing us more"
   ii. "Frequent meetings"
   iii. "I wish there was more summer activities"

v. When given the opportunity to provide any additional comments, students responded:
   i. "I'm happy and grateful that I'm in this program"
   ii. "[Youth Mentor] cares about me"
   iii. "[Youth Mentor] is the best"

In addition, the ACESC has experience with several programs aside from the Mentorship Program that can also inform satisfactory program performance capabilities for the proposed Educational, Mentorship and Career program:

a. During the 2023 ACESC Summer Allegro Camp for Ashtabula County gifted students, there were 100 student attendees from all 7 districts in our service area.

b. For the ACESC 2023 Special Education Summer Camp, the program met full capacity with 21 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 Educational, Mentorship and Career program, the projected number of clients to be served is 100 students. The target will be in-school 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, discipline occurrences, and PBIS program data will be used. This information is accessed through the school district's electronic student information system. Mentors will be expected to participate in attendance meetings, be a member of the building PBIS Team, and have frequent communication with the students' teachers.

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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 school districts. Each spreadsheet will have a new tab for each month of program service.

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 an electronic survey, with a hard copy option. An Adult Survey will also be sent to all district personnel and parents/guardians who are consistently involved with the student and their participation in the program. Surveys will be given twice per school year 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.

In regards to the general fund, an average of 9.72% of the ACESC's funding is provided by the state and 90.28% is generated by fee for service contracts. The total revenue budget is broken down into: 48% General, 25% Levy, 27% State and Federal grants and other miscellaneous funds.

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Ashtabula County
Educational Service Center

ACESC Mentorship Program

Student Survey

I go to:

- ☐ Ashtabula Area City Schools (Lakeside Junior High, Lakeside High School)
- ☐ Buckeye Local Schools (Braden Middle School, Edgewood High School)
- ☐ Grand Valley Local Schools (Grand Valley Middle School, Grand Valley High)

I am in: (circle one) 5th 6th 7th 8th 9th 10th 11th 12th

My overall experience in the Mentorship Program is: (Check one box)

Poor	Fair	Average	Good	Excellent
☐	☐	☐	☐	☐

Please answer the following statements: (Check one box per row)

	Never	Sometimes	Always
Being in the Mentorship Program meets my personal expectations.	☐	☐	☐
I can contact my Mentor when I need them.	☐	☐	☐
My Mentor helps me with the things that I need.	☐	☐	☐
My Mentor helps me meet the goals that I set for myself.	☐	☐	☐

If you selected "Never", please explain.

_____

_____

_____

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Ashtabula County
Educational Service Center

Please answer the following statements: (Check one box per row)

	Yes	No
The Mentorship Program is helping me prepare for my future.	☐	☐
My Mentor cares about my success.	☐	☐
I would tell my friends to join the Mentorship Program.	☐	☐

If you selected "No"above, please explain.

_____

_____

_____

What is your favorite thing about the Mentorship Program?

_____

_____

Do you have anything you would change about the Mentorship Program?

_____

_____

Any additional comments:

_____

_____

_____

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Ashtabula County
Educational Service Center

ACESC Mentorship Program

Adult Survey

Role: (circle one) Parent/Caregiver Teacher Administrator

District:

- ☐ Ashtabula Area City Schools (Lakeside Junior High, Lakeside High School)
- ☐ Buckeye Local Schools (Braden Middle School, Edgewood High School)
- ☐ Grand Valley Local Schools (Grand Valley Middle School, Grand Valley High)

My overall experience with the Mentorship Program is: (Check one box)

Poor	Fair	Average	Good	Excellent
☐	☐	☐	☐	☐

Do you believe the Mentorship Program has positively impacted the following areas for participating students: (Check one circle per row)

	Yes	No
Attendance	☐	☐
Academics	☐	☐
Engagement	☐	☐
Behavior	☐	☐

Please explain your answers above.

_____

_____

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Ashtabula County
Educational Service Center

Please answer the following statement: (Check one box)

	Never	Sometimes	Always
The Youth Mentor effectively communicates with me regarding my students in the program.	☐	☐	☐

If you selected "Never"above, please explain.

_____

_____

Please answer the following statements: (Check one box per row)

	Yes	No
The Youth Mentor builds positive relationships with students in the program.	☐	☐
The Youth Mentor builds positive relationships with school staff.	☐	☐
The Youth Mentor builds positive relationships with the families of students in the program.	☐	☐

Has the Mentorship Program been an asset to your role? How?

_____

_____

Do you have suggestions for how we can improve the Mentorship Program?

_____

_____

Any additional comments:

_____

_____

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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:

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- 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 and 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.

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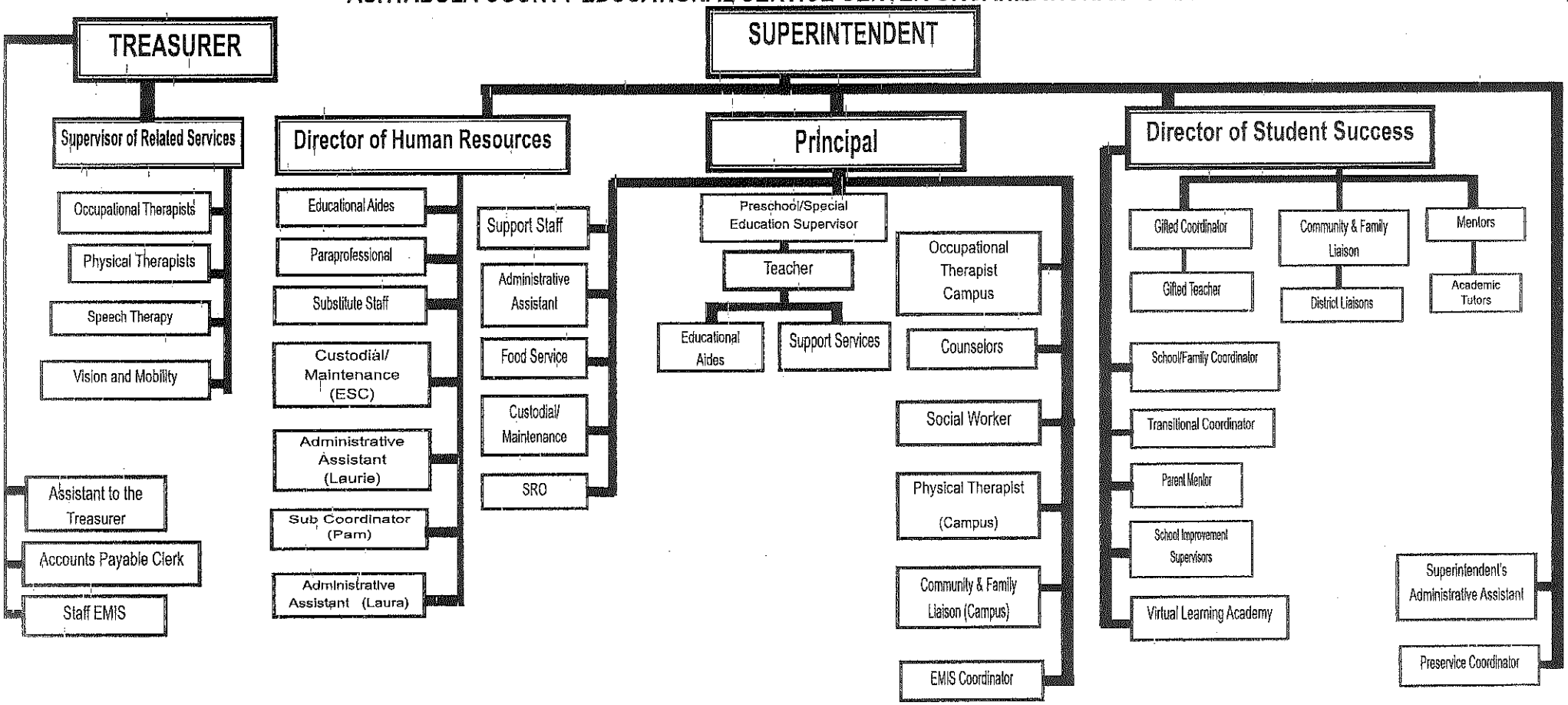
ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER ORGANIZATIONAL CHART



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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 and necessary hiring and staffing
   Mrs. Alexandra DeGeorge, Community & Family Engagement Liaison
   In-kind program support
   Mrs. Kristie Ferrando, Administrative Assistant
   Program support
   Youth Mentors, Empower and support program participants in achieving their academic and career goals
   Mrs. Angela Hall
   Mr. Trenten Jenkins
   Mrs. Kelly Vito

   ACESC Anticipated Staff
   Youth Mentor, Job description attached
   Empower and support program participants in achieving their academic and career goals
   Tutors, Job description attached
   Assist program participants in their academic achievement

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, Discriminartory 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),

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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. 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.

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PROFESSIONAL PROFILE OF

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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.

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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

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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

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- 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 & RttT 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

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- Ran student discipline and recognition
- Directed special education
- Supervised athletic activities

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

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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	07/01/2022 to 06/30/2027
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.

Stephanie K Siddens
Interim Superintendent of Public Instruction

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Credential # 22078731

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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

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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

Mary F. Gillespie
PO BOX 332, Conneaut, OH 44030, 440-593-5526, majida23@suite224.net

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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Stephanie K Siddens

Interim Superintendent of Public Instruction

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Credential # 21662239

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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 24 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
- OPES 2.0 Credentialed Principal Evaluator valid through September 2024
- OTES 2.0 Credentialed Teacher Evaluator valid through September 2024
- CPI Instructor for Nonviolent Crisis Intervention+Autism Spectrum Disorder valid through June 30, 2024

Professional and Community Affiliations

- OESCA Reframing Education Network
- Growth Partnership for Ashtabula County
- ODE All State Trainers
- Crisis Prevention Institute

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Professional Experience

Director of Student Success 2022 - Present
Ashtabula County Educational Service Center
Ashtabula, OH

- Supervise Mentorship Program, Family and Community Partnership Liaison, School-Family Coordinator, Parent Mentor Project, Transitions Program, Gifted Coordinator and Virtual Learning Academy
- Oversee grant initiatives and projects related to in-school youth in the Ashtabula County school districts
- Successfully secured grant funding for a Mentorship Program for at-risk youth in Ashtabula County school districts
- Succeeded in procuring grant funds to improve safety at the school campus
- Plan and facilitate professional development training for OPES 2.0, OTES 2.0 and CPI Nonviolent Crisis Intervention
- Facilitate online credit recovery and coursework for Ashtabula County school districts
- Plan and facilitate professional collaboration meetings with the Ashtabula County Middle School Principals

Principal 2017 - 2022
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
- 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

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- 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
- 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

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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.

References

Excellent professional and personal references are available upon request.

STATE OF OHIO DEPARTMENT OF EDUCATION

5 Year Professional Principal License

LORI M SLEKAR
THIS LICENSE AWARDED TO

OH1221181	02/07/2022	07/01/2022 to 06/30/2027
EDUCATOR STATE ID	ISSUE DATE	EFFECTIVE DATES

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Teaching Fields: Principal Grades 4-9 (280200), Principal Grades PK-6 (280100)

Stephanie K Siddens
Interim Superintendent of Public Instruction

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Credential # 22095245

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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 ACESC.
- 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 ACESC'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 ACESC-certificated/classified staff.
- Plans, coordinates, and oversees the Summer Administrators' Conference with the ACESC 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.
- 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 tour One Stop Services.

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PROFESSIONAL EXPERIENCE (continued)

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.
- 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 — Fall 2002- Fall 2004

Kent State University

- Bachelor of Arts in Psychology, Minor in Business Administration — Fall 1985 – Summer 1986
- Associate Degree in Business Management — Fall 1979 – Spring 1983

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

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Teaching Fields: Educational Staff Personnel Administration (281200)

Stephanie K Siddens
Interim Superintendent of Public Instruction

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Credential # 21798939

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Alexandra DeGeorge

(440) 228-7448 | alexandra.degeorge@ashtabulaesc.org | 1869 Elm Drive, Ashtabula OH 44004

EDUCATION

Ohio Northern University — Ada, Ohio

- *Bachelor of Science in Public Health, Sociology* — *May 2018*

RELATED WORK AND VOLUNTEER EXPERIENCE

Ashtabula County Educational Service Center — Ashtabula, Ohio

Community and Family Partnership Liaison — *January 2021 – Current*

- Guide local school districts and communities in building networks of resources, partners, and support for students, families, and communities through the Community Learning Center Model
- 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
- Support district implementation of Every Student Succeeds Act (ESSA) requirements for students
- Facilitate monthly meetings for all Ashtabula County School Liaisons and provide ongoing support
- Coordinate and facilitate bimonthly Community of Practice for Ashtabula County Resource Coordinators
- Biweekly coaching and technical support for Grand Valley and Buckeye Resource Coordinators
- Locate and apply for appropriate grant funding to sustain district CLCs

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
- Examples of lessons include debit vs. credit cards, budgeting, and identifying goals

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COMMUNITY AFFILIATIONS

A.C.T. for Youth in Care Statewide Workgroup	*August 2022*
CLC Projects of Ashtabula County	*August 2021*
Building Resiliency Together	*January 2020*
Social Networks and Trust Committee	
Ashtabula County Suicide Prevention Coalition	*January 2020*
Ashtabula County Prevention Coalition	*January 2019*
Data and Evaluation Committee	
Communication Committee, Chair	

RECOGNITION AND LEADERSHIP

OESCA Let's Connect Conference, *Presenter*	*May 2023*
Ashtabula County Prevention Coalition, *Communication Committee Chair*	*May 2023*
Building Resiliency Together, *Social Networks and Trust Committee Chair*	*February 2023*
OSBA Capital Conference, *Presenter*	*November 2022*
Family Engagement Leaders of Ohio, *Member*	*January 2022*
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

ADDITIONAL TRAINING

Community School Intensive, *Attendee*	*June 2023*
National Community School and Family Engagement Conference, *Attendee*	*2022 & 2023*

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

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Kristie D. Ferrando
2630 Arlington Avenue
Ashtabula, Ohio 44004
(440) 813-8026
ktut742000@yahoo.com

OBJECTIVE:
Experienced clerk with excellent communication and time management skills. Interested in the position of administrative assistant with the ability to efficiently prioritize and multitask. I would be bringing more than 21 years of experience and skills to perform general administrative duties.

WORK EXPERIENCE:
November 2022- Present
Ashtabula County Education Service Center 440-576-9023
Administrative Assistant Full Time/ 40 Hours
2630 West 13th Street Ashtabula, Ohio 44004
Supervisor: Christina Ray

June 1999- 2014 File Clerk
2014- 2022 Release of Information Specialist
Ashtabula County Medical Center (440) 997-2262
Medical Records Full time/ 40 hours
2420 Lake Avenue, Ashtabula Ohio 44004
Department Director: Jenifer Warren

EDUCATION:
May 1996 Graduate Ashtabula County Joint Vocational School (A-Tech)
Administrative Assistant Certificate Program
A-Tech (440) 576-6015
1565 Ohio Route 167 Jefferson, Ohio 44047

August 1992- May 1996 Harbor High school (Lakeside High School)
High School Diploma
Ashtabula Area City School District (440)992-1200
6610 Sanborn Rd, Ashtabula, OH 44004

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REFERENCES:

Mrs. Melissa Babcock
5140 Reed Avenue
Ashtabula, Ohio 44004
HR Assistant at Ashtabula County Medical Center
(440) 969-0977
mcampisano46@gmail.com

Mrs. Jessica Obhof
1399 Clay Street
Jefferson, Ohio 44047
Executive Administrative Assistant at City of Conneaut
(440) 319-0594
jlobhof@gmail.com

Mrs. Amy Whitemire
2622 Arlington ave
Ashtabula, Ohio 44004
Kindergarten teacher at Ridgeview elementary
(440) 994- 9838
amywhitmire2@gmail.com

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Angela Keaton-Hall

Ashtabula, OH 44004 | 440-969-0316 | amkeaton44004@gmail.com

Summary

Dependable and inventive Educator committed to providing continuous support to students, parents and coworkers. Highly skilled in identifying opportunities for efficiency in any task assigned. Offering specialized knowledge in Computer Technology and 20 years of experience in education and office work assistance.

Skills

- Analytical thinking
- Assessing outcomes
- Interpersonal awareness
- Problem identification
- Records management
- Learning environment structures
- Friendly and personable
- Adaptable nature
- Punctual
- Inspiring communication

Experience

YOUTH MENTOR | 8/2022 - Current **Ashtabula County Educational Service Center**

Build relationships with struggling youth. Provide guidance, advice, feedback and support to the mentee. As well as serving as their role model, teacher, counselor, advisor, sponsor, advocate and ally. Provide them with all their tools to be able to become a better version of themselves. Set goals with the mentees and their parents that lead to success.

ACADEMIC COACH | 10/2016 -Current **After School Discovery - Ashtabula, OH**

Researched or recommend textbooks, software, equipment, or other learning materials to complement tutoring. Assisted students in finding useful study methods to enhance academic performance.
Provided private instruction to individual or small groups of students to improve academic performance and prepare for academic or occupational tests.
Language Arts, Math, Career Exploration, Budgeting and Computers and Robotics have been my main focus the past 6 years of employment. Wherever they need me, I go and do the job to the best of my ability.

EDUCATOR | 08/2009 - Current
AACS - Ashtabula, OH

- Developed lessons, activities and materials to cover required course material.
- Built and strengthened positive relationships with students, parents and teaching staff.
- Maintained safe, clean and organized classroom environment.

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Met with parents and guardians to discuss student progress and areas for improvement.
Attended in-service training and professional development courses to stay on top of policy and education changes.
Tracked attendance, assignments, grades and class participation for students.

I was a substitute teacher as a second job until 7 years ago when I started doing long term positions for the district. Last year, I was full time status teaching Computers (keyboarding, coding, presentations, robotics, technology terms and safe use) for 5th and 6th graders at Erie Intermediate.

ACCOUNT EXECUTIVE TEAM LEAD | 03/2011 - 05/2016

Intermessage - Ashtabula, OH

Increased repeat customer base by maintaining relationships with high-profile clients and effectively managing service issues.
Contacted customers via phone and email to explore connections, offer services and cement relationships.
Established sales goals and strategies that contributed to increased growth in sales and profitability.
Implemented creative sales and marketing strategies to assist sales team with reaching targets.
Employed cold calling, prospecting and networking to land new customers and penetrate new markets. Created and delivered in-depth sales presentations to potential customers.
Evaluated employee progress and compliance while identifying areas for additional coaching by monitoring daily performance.
Managed employee payroll, hiring, termination and training to ensure maximum productivity.

ADMINISTRATIVE ASSISTANT | 09/2000 - 08/2006

Kent State University Ashtabula - Ashtabula, OH

Developed administrative processes to achieve organizational objectives and improve office efficiency.
Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials. Provided secretarial and office management support while building cooperative working relationships.
Maintained accurate department and student records.
Responded effectively to sensitive inquiries or complaints.
Managed office duties, ordered materials, organized workspaces, answered emails and made phone calls. Answered phones to direct callers, schedule appointments and provide general office information.
Greeted visitors or callers daily to handle questions or direct to appropriate staff.
Obtained scanned records and uploaded to database.
Managed incoming and outgoing mail, filing and meeting coordination.
Automated office operations by managing internal and external customer correspondence, record tracking and data communications.

Education and Training

Kent State University - Ashtabula, OH | Bachelor of Science
Technology Education, 05/2006

Kent State University - Ashtabula, OH | Associate of Applied Science
Computer And Information Sciences, 05/2003

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Trenten P. Jenkins

trenten.jenkins@yahoo.com
5873 Lenox New-Lyme Rd
Jefferson, Oh 44047
440-536-7029

Objective	To obtain an engineering position within an organization which will benefit from my unique set of skills and experience.
Education	Bachelor of Engineering, May 2009 Rayen College of Engineering and Technology – ABET Accredited YOUNGSTOWN STATE UNIVERSITY – Youngstown, OH Overall GPA: 3.30/4.00 Associates of Applied Science, September 1995 ITT Technical School – Youngstown, OH Major: Accounting and Business Management
Achievements	E.I.T. certification U.S. Army Honors: Good Conduct Medal, Army Achievement Medal, Meritorious Service Medal
Special Skills	• Proficient in: Outlook, Microsoft Word, PowerPoint, Excel, AutoCAD • Team player with strong communication and organizational skills • Dependable, fast learner with an abundant drive for success
Employment Experience	Ashtabula Educational Services Center - Orwell, Ohio **Student Mentor**. February 2022 - Current • Meet with students weekly to build a relationship • Tutor students in subjects when needed • Give students help and motivation to complete assignments on time • Connect students with outside resource in the community • Introduce them to vocational paths that fit their interest and goals TMD WEK Industries – Jefferson, OH **Manufacturing Engineer**. April 2013-September 2015 • Program management from concept to mass production • Responsible for lean manufacturing, ergonomic, and cost saving initiatives • Analyze customer quality concerns, find root cause, and corrective action Zurn Industries – Erie, PA **Applications Engineer II.** April 2010-April 2013 • Work closely with manufacturing, logistics, customer service, and sales to create solutions that meet customer needs • Participate with multi-disciplinary teams working to improve product quality • Meet with engineers, architects, and mechanical contractors to educate on new products and leading technology in water systems US ARMY (OHIO NATIONAL GUARD) – Ravenna, OH **SERGEANT E-5.** October 2001-2007 • Developed excellent supervisory, training and leadership abilities while acting as crew leader in Iraq and stateside • Experience in decision making under various and high stress situations

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KELLY R. VITO

2722 GINGERTREE DRIVE ASHTABULA, OHIO 44004
PHONE (440) 969-4999 EMAIL kellyvito29@gmail.com

PROFESSIONAL VISION:

To obtain a position within the education profession that will utilize my strong values, dedication, and integrity while demonstrating my core values, leadership and strong collaboration with colleagues.

PROFESSIONAL EXPERIENCE:

CLIMATE & CULTURE COORDINATOR - BUCKEYE LOCAL SCHOOLS

AUGUST 2022 - PRESENT ASHTABULA, OH

- Support school-wide positive behavior Intervention managing the district-wide PBIS framework through collaboration with administration and teacher coaching.
- Function as the internal coach for the system implementation of PBIS to coordinate ongoing fidelity measurements using data collection and analysis to assure fidelity of all PBIS and MTSS frameworks.
- Implement research-based interventions aligned with the three tiers of the PBIS framework, including individual, group, and family support to refer and coordinate internal and external support services.
- Collaborate with the school leadership team to oversee the referral of students requiring social-emotional and behavior support, timely implementation of interventions, the progress monitoring of students receiving interventions, and the evaluation of intervention effectiveness.
- Coach teachers in the effective implementation of appropriate classroom management strategies and techniques
- Collaborate with stakeholders to implement a school-wide behavior code of conduct and incentive program (Ron Clark Academy House System) to develop and sustain school wide recognition programs, events and assemblies.

MATH COACH - BUCKEYE LOCAL SCHOOLS

August 2021 - June 2022 ASHTABULA, OH

- Plan, model and co-teach effective lessons in the classroom.
- Build teacher capacity by improving instructional practices resulting in increased student learning.
- Cultivate collaboration across teams for data analysis, goal setting and implementing effective instructional strategies aligned to specific problems in learning.
- Observing Classrooms in order to learn about classroom environments, predominant teaching practices and identify opportunities to support daily instruction and professional development.
- Analyze assessment data with site administrators and staff in order to support school improvement planning and identify professional development needs.
- Mentor teachers to use assessment data from multiple data sources to inform instruction and improve learning

ELEMENTARY TEACHER | SAINT JOHN SCHOOL

AUGUST 2016 - PRESENT | ASHTABULA, OH

- Full-time fourth grade teacher focusing on student-centered pedagogy to deliver effective teaching Math,

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Science, ELA, and Religion.

- Elevation of student engagement and knowledge using problem based learning to conquer real-world curriculum.
- Director of STEM Education to facilitate and monitor effective learning opportunities to meet the current demand for students to engage in higher-level thinking, risk taking, and problem solving. • Director of Genius Hour for grades PK-8 to develop problem based learning and STEM opportunities for a whole-school initiative to become an Ohio Designated STEM School.
- Rigorous self-driven development of social-emotional learning strategies and programming to meet the urgent needs of students.
- Mentorship and modeling for new teachers as part of the Ohio Department of Education Resident Educator Program to pass on my energy and enthusiasm for teaching while offering opportunities to grow professionally.
- Curriculum coordinator to adopt, implement, and progress monitor new Math and Science curriculum leading to significant student learning growth as measured by valid assessment practices and continuous data collection/reflection.

ELEMENTARY TEACHER | ASHTABULA AREA CITY SCHOOLS

AUGUST 2005 - JUNE 2015 | ASHTABULA, OH

- Learned the value of hard work and collaboration to create best practice curriculum while monitoring the effectiveness of teaching through assessments and analyzing data.
- Developed curriculums that supported the vision of the school to effectively collaborate with teachers to form goals, create learning content, monitor student learning, and evaluate data to inform instruction.
- Continuously used action research to evolve instructional practices to meet the needs of all students as an effective educator.
- Strong professional development to gain skills and knowledge to differentiate instruction for all learners every day.

ELEMENTARY TEACHER | PYMATUNING VALLEY LOCAL SCHOOLS

AUGUST 2002 - JUNE 2005 | ANDOVER, OH

- Learned the survival skills necessary for flexibility, balance, and integrity to become a successful educator.
- Developed my vision and core values that would continue to drive my success and passion for the world of education.
- Decided that to be an effective educator, I must always be willing to take risks, stand up for my beliefs, advocate for students, and evolve as a teacher.

EDUCATION AND LICENSURE:

STATE OF OHIO *Teacher License*
Five Year Professional
Elementary Education
Grades 1-8 (All Subjects)
Expires June 30, 2026

URSULINE COLLEGE - MASTER OF EDUCATIONAL ADMINISTRATION

Principal Licensure K-12 (PENDING Spring 2024)

JOHN CARROLL UNIVERSITY - MASTER OF ELEMENTARY EDUCATION

Teacher Licensure Grades 1-8

KENT STATE UNIVERSITY - BACHELOR OF ARTS - PSYCHOLOGY

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PROFESSIONAL HIGHLIGHTS:

MTSS Facilitator

PBIS Facilitator

504 Facilitator

Grade-Level Academic Facilitator
Building & District Leadership Team
Math/Science Curriculum Leader
Resident Educator Mentor
PLC Coordinator
STEM Coordinator
STEM Camp Director

SKILL SETS:

Developing & Implementing PBIS System

Managing School-Wide Data

Collecting, Desegregating, Analyzing and Presenting Data

Building Climate & Culture for Stakeholders

Facilitating RTI/MTSS Teams
Social Emotional Learning
Curriculum Writing & Implementation
Blended Classroom / Technology Integration
Differentiated Instruction / Intervention / Enrichment
Student Centered Classroom

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ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

Youth Mentor

Reports to: Director of Student Success

Contract Length: 210 Days

Job Objective

Establish mentorship relationships with qualifying in-school youth to focus on success in social-emotional and academic learning. Mentors will aid in eliminating barriers to goals and exploring all options from middle school to post-graduation by assisting students in developing the skills needed to successfully transition.

Qualifications

- Associate's Degree required. Bachelor's Degree preferred.
- Prior experience working with youth, school district personnel, and community agencies preferred.
- Excellent written/verbal communication and active listening skills.
- Successful BCII/FBI background checks.
- Complies with drug-free workplace rules and board policies.
- Proficient with using technology and other workplace innovations that support job functions.
- Required use of personal vehicle.

Essential Duties and Responsibilities

- Support the Mentee to develop and reach their academic, career, and personal goals.
- Empower the Mentee to make their own decisions about their education, career, and personal development.
- Attend team mentoring sessions and/or events.
- Meet regularly with the Mentee to facilitate progress-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.
- Work directly with department staff to assist with connections to local community partners on an as-needed basis.
- 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.

Adopted by ACESC Governing Board September 14, 2022.

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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

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- 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

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Section 4
Applicant Budget
Attachment B

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Angela Keaton-Hall

Ashtabula, OH 44004 | 440-969-0316 | amkeaton44004@gmail.com

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- Friendly and personable
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EDUCATOR | 08/2009 - Current
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I was a substitute teacher as a second job until 7 years ago when I started doing long term positions for the district. Last year, I was full time status teaching Computers (keyboarding, coding, presentations, robotics, technology terms and safe use) for 5th and 6th graders at Erie Intermediate.

ACCOUNT EXECUTIVE TEAM LEAD | 03/2011 - 05/2016
Intermessage - Ashtabula, OH

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Technology Education, 05/2006

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Computer And Information Sciences, 05/2003

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Exhibit III

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Section 4
Applicant Budget
Attachment B

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Applicant Budget

Summary

Applicant: Ashtabula County Educational Service Center
Date From: October 1, 2023 - September 30, 2024

	Estimated Amount for Entire	Estimated Amount for
I. Staff		
A. Salaries	$ -	$ 271,957.00
B. Payroll-Related Expenses	$ -	$ 157,198.00
Total Staff Costs	$ -	$ 429,155.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ 4,000.00
B. Consumable Supplies	$ -	$ 3,000.00
C. Occupancy Costs	$ -	$ 7,800.00
D. Contract and Professional Services	$ -	$ 8,500.00
E. Other - Miscellaneous	$ -	$ 35,000.00
Total Operational Costs	$ -	$ 58,300.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ 1,100.00
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ 1,100.00
Sub- Total of All Costs	$ -	$ 488,555.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ -	$ 488,555.00

Budget Computation

Total Operating Expenses	$ -	$ 488,555.00
Divided by Total Operating Units		880.00
= Unit Rate	#DIV/0!	555.18

Unit Rate	#DIV/0!	555.18
X number of units purchased		
= Total Contract Amount	#DIV/0!	$ -

Unit = Example: 1 meal, 1 hour

days (4 ~~months~~ at 220 days)

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Coordinator	$ 92,216.00		50.00%		$ 46,108.00
Mentors	$ 176,403.00		100.00%		$ 199,403.00
Tutors	$ 8,000.00		100.00%		$ 8,000.00
Adm Asst	$ 36,892.00		50.00%		$ 18,446.00
Total Salaries				$ -	$ 271,957.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security		$ 3,943.00
Worker's Compensation		$ 965.00
Unemployment Insurance		
Retirement Expenses		$ 38,074.00
Hospitalization		$ 114,216.00
Other (*identify*)		
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ -	$ 157,198.00

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II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ -	$ 3,000.00
Short-Term. Training $ -	$ -	$ 1,000.00
Total Travel and Short-Term Training	$ -	$ 4,000.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		$ 3,000.00
Cleaning Supplies	$ -	$ -
Other *(identify)*	$ -	$ -
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ -	$ 3,000.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent		$ 7,800.00
Usage allowance/depreciation @ rate of original acquisitio 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 *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ 7,800.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Credit Recovery		$ 3,000.00
Job Shadowing		$ 5,500.00
Total Contract & Services Costs	$ -	$ 8,500.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Transportation for students		$ 5,000.00
Career Ed Field Trip		$ 5,000.00
Summer Camp		$ 15,000.00
Student Incentives		$ 10,000.00
Total Miscellaneous Costs	$ -	$ 35,000.00

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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				$ -	$ -	$ -		$ -	$ -

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

Item	Quantity	Amount Entire Program	Amount for TANF services
laptop			$ 750.00
printer			$ 350.00
Total Small Equipment Purchases		$ -	$ 1,100.00

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
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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 SERVICE CENTER**
Date: **9/8/2023 10:09:02 AM**

This search produced the following list of **7** 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
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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 **$122,138.75** 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.**

DocuSigned by:

181E4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 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.

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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.

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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, 2023** through **September 30, 2024** 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: **$ 69,056.00.**

The unit rate is: **$1,079.00 per month per family/household not to exceed $4,316.00 in a four (4) month period.**

The funding for this Subgrant Agreement utilizes Federal funds awarded to County which are so identified as follows:

Federal Award Project Description: FFY 2024 TANF

Name of Federal Awarding Agency: Department of Health and Human Services

Catalog of Federal Domestic Assistance (CFDA): 93.558

Federal Award Identification Number (FAIN): Not available at this time

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2023

Is the Award Research and Development: No

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Indirect Cost Rate for the Federal Award (if applicable) (including if the de minimis rate is charged per 2 CFR 200.414 and 45 CFR 775.414): Not applicable as indirect costs are not charged to this agreement

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:

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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.

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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.

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

09/08/23
Date

DocuSigned by:
Judith Barris
634A1D69D24B4E0...

Ashtabula County Community Action Agency

9/14/2023
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

DocuSigned by:
8CC3D2025A6D44F...

9/20/2023
Date

DocuSigned by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

The Prevention, Retention, and Contingency Program (PRC) is designed to provide non-recurrent, short-term, crisis-orientated assistance benefits and services to needy families and low income employed families of Ashtabula County that do not extend beyond four months.

The PRC Program is to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash related payments so that they do not need OWF cash assistance. The essential supported goal is to move out of poverty and become self-sufficient. Specifically, PRC is defined as:

PREVENTION:
Designed to divert families from ongoing cash assistance by providing short term assistance when crises arise.

RETENTION:
To assist an employed member of the family in maintaining employment.

CONTINGENCY:
Provided to meet an emergent need by which, if not met, threatens the safety, health or wellbeing of one or more family members.

The requirements are directly related to the four purposes of the TANF (Temporary Assistance for Needy Families) program (reference 45 CFR 260.20) which do not meet the federal definition of assistance. The four purposes of the TANF program are:

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

These non-recurrent benefits and services are consistent with the federal definition of "non-assistance" as found in 45 CFR 260.31 (b). The definition of "non- assistance" includes:

1. Non-recurrent, short-term benefits that: a) are designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond four (4) months.
2. Work subsidies, i.e., payment to employer or third parties to help cover the costs of employer wage, benefits, supervision, and training.
3. Supportive services, such as transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, Individual Development Accounts.
6. Services such as counseling, case management, peer support, transitional services, child-care information and referral, job retention, job advancement, and other employment related services that do not provide basic income support.
7. Transportation benefits provided under a Job Access or Reverse Commute Project to an individual who is not otherwise receiving assistance.

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Exhibit II

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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 13, 2023

RFP Number:

ACJFS RFP #2-23

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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.

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-23
RFP Question Period Begins	Date: 6-13-23
Pre-Proposal Conference	Date: 6-26-23 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-26-23 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-14-23 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-23

Pre-Proposal Conference:
A pre-proposal conference will be held on June 26, 2023, 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 6-26-23**

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 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

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.

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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.

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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.

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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.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

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, 2023.

Invoicing:

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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.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

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.

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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: Renee Sherman EMAIL: rsherman@accaa.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: 7/10/23

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Section 3
Program Planning and Development

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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 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 in 2021 and 2022. With this influx of funds, we were able to serve more households during the past two years. These additional funds expired in September 2022, however, meaning we have seen an increased need for housing and rent assistance as a result.

Despite our HCRP 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) are from those expressing that they are "homeless", reveal the household is not "literally homeless" and we therefore cannot assist them.

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Since October 2022, there were 337 total referrals (outreach, 2-1-1, other agency, walk-ins & calls) seeking housing through the New Hope program. This is a 35% increase in referrals since the same time last year. 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. We also expect the need for these TANF funds to grow as more of the COVID-related, emergency resources provided to low-wage households expire. In an article from *The Gazette* newspaper on May 17, 2023, it was reported that there was a total of 343 students listed as experiencing homeless in the seven districts in the county. These TANF funds would be paramount to our ability at ACCAA to serve these students and their families.

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* that 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

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continued assistance through the program. All individuals in the New Hope program are assisted with workshops 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 16 households, 36 persons will be served with TANF funding. The households will include adults and their dependent children, or adult parents seeking re-unification 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

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funds and serve more households. The source and amounts of any Federal, State or local funding received for the past 5 years (2017-current) are as follows:

HCRP-Rapid Rehousing- January 1, 2017-December 31, 2017, $28,800; served 13 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; 20 households served. Additional Allocation- $38,635 brings total for this grant to $109,421
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; 10 households served. Additional Allocation- $17,702 brings total for this grant to $51,702.
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, $49,063; 14 households served.
HCRP-Rapid Rehousing – January 1, 2021 – December 31, 2022, $101,483, 30 households served.
HCRP-Rapid Rehousing – January 1, 2023 – December 31, 2024 (current grant), $18,611; 7 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, Planning Services, 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 for the administrative aspects of the New Hope Homeless Assistance program. Reporting to the Director of Community 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

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the participant households. Also, within the CD department reporting to the Program Services Coordinator are the Community Resources Manager, the 2-1-1 Community Resource Specialist(s), the Outreach Specialist, and the Program Specialist. A Fiscal Clerk is also a shared position at Community Action and helps with the purchase orders and fiscal needs of the Community Development department and the New Hope program. 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 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. 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

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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 over eight 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 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 four years. Our primary Program Services Specialist previously worked in our CARES Home Relief program and was promoted to the New Hope program following the retirement of our former Specialist in 2022. 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.

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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,

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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	RHYA DEFINITION
Statutory Reference:	Section 725 of Subtitle VII-B of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 387 of the Runa Homeless Youth Act
Federal Programs and Agencies Using This Definition:	- 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)	- Homeless Assistance Programs (HUD) - Emergency Food and Shelter (Homeland Security) - Department of Veterans Affairs (all programs) - Department of Labor (all programs)	- Homeless Assistance Programs (HUD)	Runaway and Homeless Act Programs (HHS)
	LIVING SITUATIONS COVERED BY THESE DEFINITIONS			
Unsheltered Locations	Yes: "(ii) 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)); (iii) 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 canno relatives and has no otl place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, a has no other safe alternative arrangement."

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	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
ergency lters and nsitional using	Yes: "children and youth who are living in emergency or transitional shelters"	Yes: "a supervised publicly or privately operated shelter designed to provide temporary living accommodations"	Yes: "an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements"	Yes, if the youth cannot live w relatives and has no other saf place to go: "a youth… for whom it is not possible to live in a safe environment with a relative, an has no other safe alternative liv arrangement."

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	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
els and els	Yes, if there are no appropriate alternatives: "children and youth who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations" (emphasis added)	No, except for "welfare hotels": "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);"	Generally, no, except for the following situations: - "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.	Yes, if the youth cannot live w relatives and has no other saf place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and has no other safe alternative liv arrangement."

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	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
aying with hers Doubled-Up")	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): "...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;"	No	Generally, no, except the following situations: "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: - "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."	Yes, if the youth cannot liv relatives and has no other place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, has no other safe alternative arrangement."

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

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community action
Helping People. Changing Lives.

Administrative Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

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Dr. Debra Barrickman, Vice Chairperson	Ashtabula Area City School Board Public Sector

Continued

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
www.accaa.org
P:(440) 997-5957
F:(440) 992-3319

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Ms. Tania Burnett	Children's Services Low Income Sector
Ms. Allison Sawyers	Head Start Policy Council Low Income Sector
Mr. Drew Thomas	G.O. Community Development Low Income Sector
Ms. Janis Dorsten, Treasurer	Ashtabula Area Board of Realtors Low Income Sector
Mr. Ronald C. Loos, Chairperson	Seniors of Ashtabula County Low Income Sector

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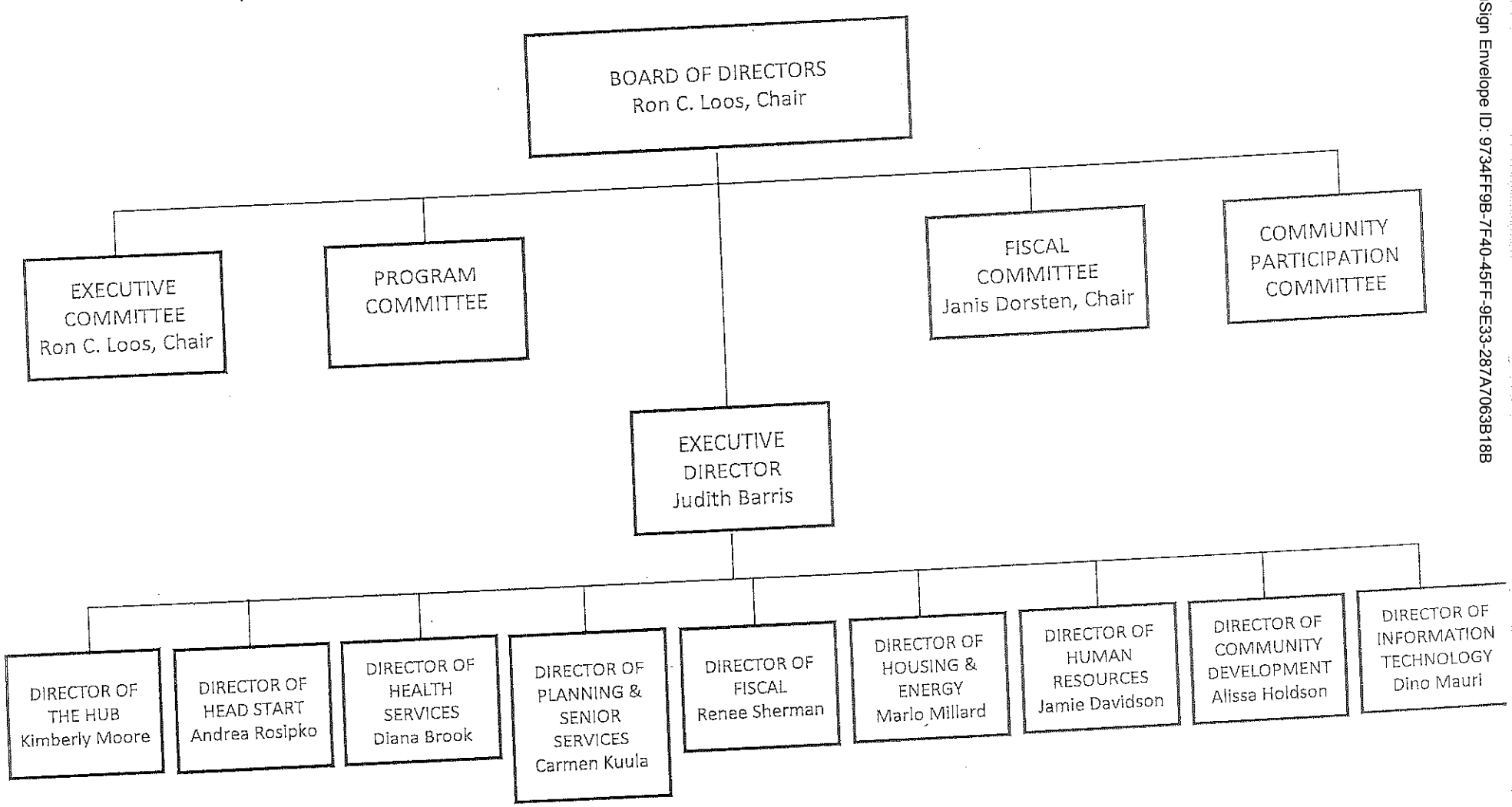
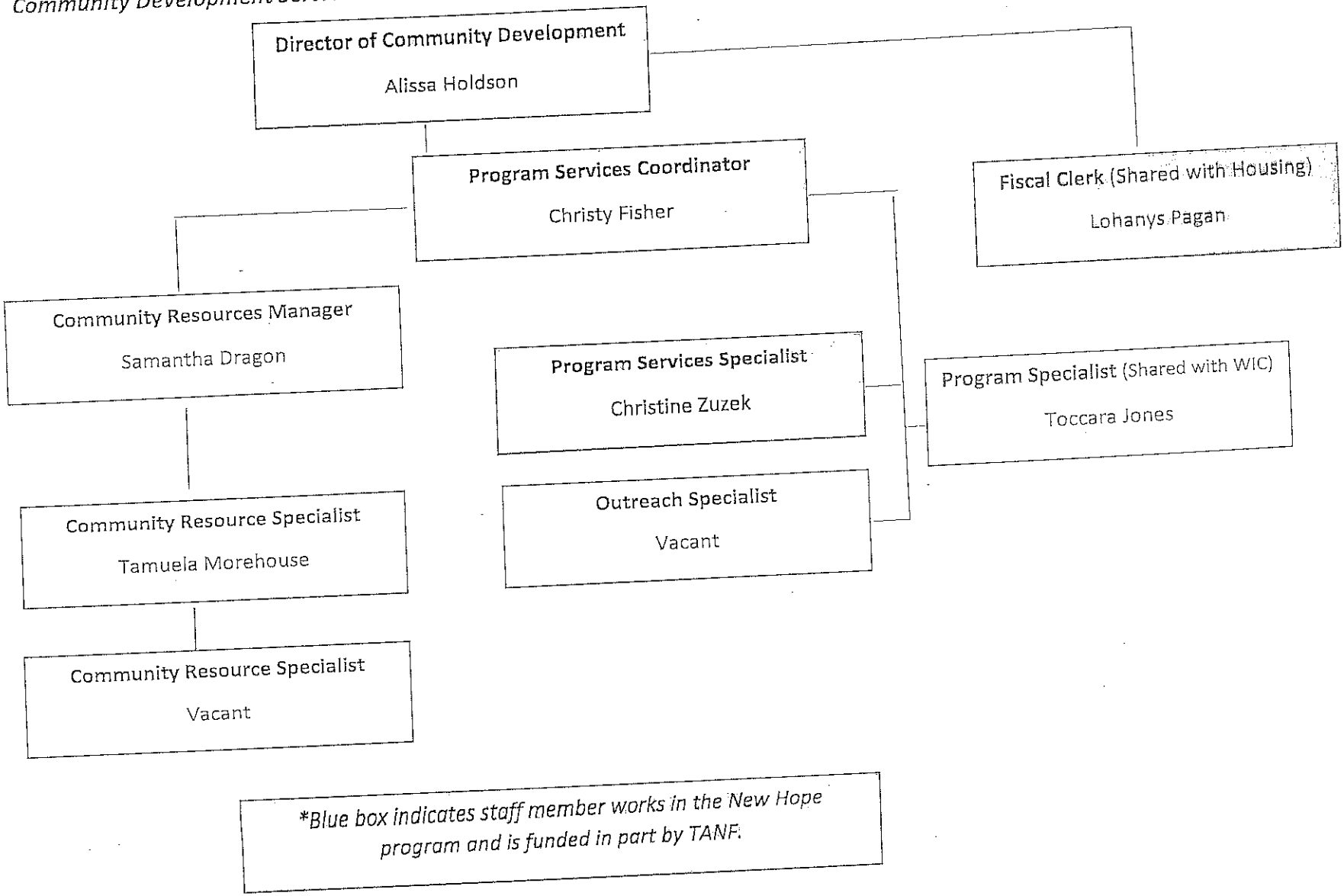


Ashtabula County Community Action Agency

July 2023

Community Development Services



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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 my 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:_____

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Community Development Services

Judith Barris
Executive Director

Ronald C. Loos
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 RESPONSIBILITES:

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 RESPONSIBILITES:

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.

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Responsible to hep 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 QUALIFICATONS:

Candidate with have a Bachelor's degree in social or human services, education, or a related field; posses 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.

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Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may results 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

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Community Development Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Alissa Holdson
Director of Community 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.

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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

Reviewed 10-2021

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Housing & Energy Services

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

PRIMARRY 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.

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ssist 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.

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Exhibit III

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Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency	Homeless Assistance
Date From: 10-1-2023 To: 9-30-2024	

	Program	TANF
I. Staff		
A. Salaries	$ 48,845.00	$ 11,125.00
B. Payroll-Related Expenses	$ 6,955.00	$ 2,296.00
Total Staff Costs	$ 55,800.00	$ 13,421.00
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	$ 111,339.00	$ 55,205.00
Total Operational Costs	$ 113,256.00	$ 55,635.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 169,056.00	$ 69,056.00
IV. Minus Other Program Resources	$ 100,000.00	$ -
Total Program Costs	$ 69,056.00	$ 69,056.00

Budget Computation

Total Operating Expenses	$ 69,056.00	$ 69,056.00
Divided by Total Operating Units	64.00	64.00
= Unit Rate	1079	1,079.00

Unit Rate	1,079.00	1,079.00
X number of units purchased	64.00	64.00
= Total Contract Amount	$ 69,056.00	$ 69,056.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Program Services Specialist1	$ 32,240.00	40	70.87%	$ 23,000.00	$ 7,000.00
Program Services Specialist2	$ 31,200.00	40	60.00%	$ 18,720.00	$ 2,500.00
Program Services Coordinator	$ 41,600.00	40	13.00%	$ 5,125.00	$ 800.00
Fiscal Clerk	$ 31,200.00	40	3.74%	$ 1,000.00	$ 500.00
Dir of Community Department	$ 60,000.00	40	2.84%	$ 1,000.00	$ 325.00
Total Salaries				$ 48,845.00	$ 11,125.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 3,552.00	$ 832.00
Worker's Compensation	$ 216.00	$ 74.00
Unemployment Insurance	$ 935.00	$ 219.00
Retirement Expenses	$ 572.00	$ 155.00
Hospitalization	$ 1,551.00	$ 937.00
Other (*identify*) Additional Insurances	$ 129.00	$ 79.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 6,955.00	$ 2,296.00

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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 acquisit 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	$ -	$ -

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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	$ 5,095.00	$ 3,175.00
Postage	$ 130.00	$ 30.00
Participant Rental Assistance	$ 106,014.00	$ 52,000.00
Total Miscellaneous Costs	$ 111,339.00	$ 55,205.00

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)
N/A									
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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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	$ 100,000.00	
Total Other Resources	$ 100,000.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **9/8/2023 10:02:29 AM**

This search produced the following list of **7** 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
Ashford, Velma	4400 Clarkwood Parkway, Unit 225
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.

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Signature Page

Agreement Title: JFS Contracts 2023

#24-1001-TANF	#24-2001-XX	#24-3001-ERT	#24-3010-HRT
#24-1003-TANF	#24-2002-XX	#24-3002-HRT	#24-3011-ERT
#24-1004-TANF	#24-2003-XX	#24-3003-ERT	#24-3012-HRT
#24-1005-TANF	#24-2004-XX	#24-3004-HRT	
#24-1006-TANF	#24-2005-XX	#24-3005-ERT	
#24-1007-TANF	#24-2006-XX	#24-3006-HRT	
#24-1008-TANF	#24-2007-XX	#24-3007-ERT	
#24-1009-TANF		#24-3008-HRT	
#23-5001-TANF-Amendment #1		#24-3009-ERT	

Approved as to Legal Form Only:

Colleen Mary O'Toole

By: _____

Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 9/6/23

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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 2023 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 **$17,264.00** 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**.

DocuSigned by:
David Thomas
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/14/2023