RESOLUTION APPROVING TITLE XX SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (24-2001-XX & 24-2002-XX), ACMC REGIONAL HOME HEALTH (24-2003-XX); CATHOLIC CHARITIES OF ASHTABULA COUNTY (24-2004-XX & 24-2005-XX); COUNTRY NEIGHBOR PROGRAM, INC. (23-2006-XX); LAKE AREA RECOVERY CENTER (LARC)(23-2007-XX), 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 Title XX 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.

VARIOUS PROGRAMS (SEE BELOW)
ASHTABULA CO. COMMUNITY ACTION AGENCY, 4200 State Rd, Ashtabula, OH 44004

- **HOME DELIVERED MEALS-** Contract No. 24-2001-XX:
- **Cost: Not to Exceed,** $25,950.00

- **INFORMATION & REFERRAL SERVICES** - Contract No. 24-2002-XX:
- **Cost: Not to Exceed,** $9,000.00

NURSING, HOMEMAKER AND CHORE SERVICES
ACMC REGIONAL HOME HEALTH, Contract No. 24-2003-XX
Provider: ACMC Regional Home Health, 3949 Jefferson Rd., Ashtabula, OH 44004
Cost: Not to Exceed, $40,396.17

VARIOUS PROGRAMS (SEE BELOW)
CATHOLIC CHARITIES OF ASHTABULA COUNTY 4200 Park Ave., 3rd Floor Ashtabula, OH 44004

- **GUARDIANSHIP SERVICES - Contract No. 24-2004-XX:**
- **Cost: Not to Exceed,** $48,126.00

- **SOAR OHIO Project/HOUSING & SSI SPECIALIST SERVICES - Contract No. 24-2005-XX:**
- **Cost: Not to Exceed,** $53,361.09

HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC., Contract No. 24-2006-XX
Provider: Country Neighbor Program, Inc., PO Box 212, Orwell, OH 44076

Cost: Not to exceed, $60,780.00

RESIDENTIAL TREATMENT SERVICES
LAKE AREA RECOVERY CENTER, Contract No. 24-2007-XX:
Provider: Lake Area Recovery Center, 2801 "C" Court, Ashtabula, OH 44004
Cost: **Not to Exceed,** $4,497.00

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. 2023-479 **September 26, 2023**

RESOLUTION APPROVING TITLE XX SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (24-2001-XX & 24-2002-XX), ACMC REGIONAL HOME HEALTH (24-2003-XX); CATHOLIC CHARITIES OF ASHTABULA COUNTY (24-2004-XX & 24-2005-XX); COUNTRY NEIGHBOR PROGRAM, INC. (23-2006-XX); LAKE AREA RECOVERY CENTER (LARC)(23-2007-XX), ACDJFS

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

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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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 between the Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Lake Area Recovery Center, located at: 2801 "C" Court, Ashtabula, Ohio 44004 and whose phone number is: 440-998-0722, (hereinafter referred to as the "Subgrantee") to provide Residential Treatment Services for individuals determined eligible for Title XX Services.

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#93.667, Federal Social Services Title XX Base Funds.

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 **Lake Area Recovery 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 Sub-Grant 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: **$4,497.00**

The unit rate is: **$190.00 per day** per service code **702-XX**.

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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,

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ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

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6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2801 "C" Court, Ashtabula, OH 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.

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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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:
7D22509DACC4402...
Lake Area Recovery Center

9/13/2023
Date

DocuSigned by:
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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm.** Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 **Proposal Selection:**

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 **Agreement Period, Funding & Invoicing:**

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:
Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:
ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:
Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):
Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Lake Area Recovery Center Inc.

ADDRESS: 2801 C Court Ashtabula Ohio 44004

PHONE: (440) 998-0722 FAX: (440) 992-1699

SERVICE SITE (if different than above): Turning Point

ADDRESS: 2711 Donahoe Drive Ashtabula Ohio 44004

PHONE: (440) 998-0722 FAX: (440) 536-4731

FEDERAL TAX I.D. NUMBER: 34-6608640

EXECUTIVE DIRECTOR/DIRECTOR: Michael Murphy

PROGRAM COORDINATOR: Kevin Ellis EMAIL: Kevin@lakeareарecovery.org

FISCAL CONTACT: Joy Trenn EMAIL: jtrenn@lakeareарecovery.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 Murphy SIGNATURE: Michael Murphy
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7-11-23

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Attachment B
Program Planning and Development

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Attachment B

1. Program Description and Proposed Service

Program Description and proposed service

The Lake Area Recovery Center is a private not for profit corporation. Our purpose is to promote public understanding of compulsive and addictive behaviors and disorders, including, but not limited to, alcoholism, drug abuse and other addictions; to support remedial action for the prevention of compulsive and addictive behaviors and disorders by means of community leadership, appropriate legislation and education; to provide rehabilitation and other services.

The Service

Turning Point is operated by the Lake Area Recovery Center and is designed to meet the treatment needs of the chronically chemically dependent. The facility accommodates twenty-eight residents, fourteen of which are for 3.5 Level of Care for men, for a planned length of stay of two to four months and fourteen of which are for a lower 3.1 Level of Care for men which allows these men to maintain jobs. This program is most appropriate for individuals who need a highly structured environment to maintain abstinence while developing a chemical-free lifestyle. Many have been incarcerated for drug related offenses and/or have not been successful in less intense levels of treatment.

Turning Point works effectively with multiple needs clients, those with special needs in addition to chemical dependency including dually disordered, diabetic, or physically challenged residents.

This project is designed to serve income eligible Ashtabula County males with children. As they are in the late stages of addiction they are typically unable to provide financial or emotional support to their children. Our goal is reunification with their children and the ability to work and support their dependent children upon successful completion of treatment.

2. Summary of Service

LARC will provide 23.668 days of residential treatment. We estimate that this will serve portions of treatment for approximately 2 men. Once these funds are depleted, other methods of funding will be used.

3. Geographic Service Areas

This project will serve income eligible residents of Ashtabula County.

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4. Gaps in Services

Gaps in services encompasses both unmet needs and unmet demand for treatment. Not all those who need treatment attempt to access it. Need is defined as physical and behavioral indicators e.g. frequency and quantity of substance use, diagnoses etc... Demand is defined by those that actually sought treatment, were admitted, turned away or placed on a waiting list. While the gap in services in terms of need is even greater than the treatment gap in terms of demand, both are considerable and result in losses to Ashtabula County both in terms of dollars and lives. These funds are essential for the treatment and recovery for men in Ashtabula County and with these funds we will be able to provide much needed treatment for them, so that they can live active pro-social lives.

5. Limitations in meeting conditions of contract.

There are no known limitations in providing the units proposed.

6. Organizational Structure

See attached Organizational Chart

7. Board of Trustees

See attached Board Roster

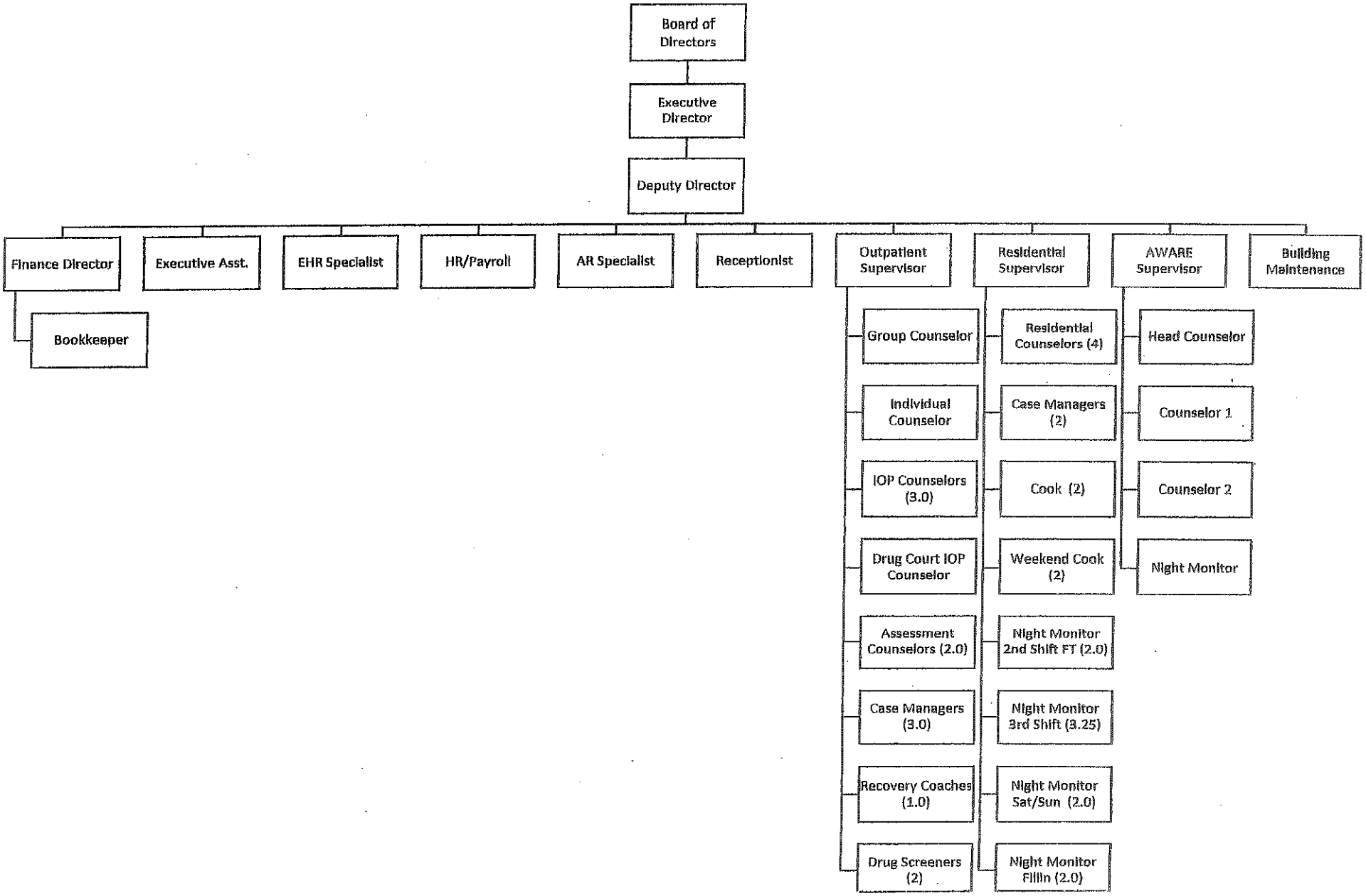
8. Job duties of Project Director

The Clinical Supervisor - Residential will serve as Project Director. See attached job Description

9. Job description of Project Personnel

See attached job descriptions of Residential (Turning Point) positions.

LAKE AREA RECOVERY CENTER
7/1/19



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LAKE AREA RECOVERY CENTER
BOARD MEMBERS

	BUSINESS
David McCombs *P.O Box 217 Andover, Ohio 44003-0217 Phone: 440-293-6346 davidl@dlmatty.com	Attorney
Denise Cassidy-Cousins – Vice President *4680 Riverwood Dr. Madison, Ohio 44057 Phone: 440-259-1817 Cell: 440-796-1863 Dcc9701@hotmail.com	
Thomas Steele - Secretary 7646 Buttonwood Lane Ashtabula, Ohio 44004 Phone: 440-536-4350 Cell: 440-862-3996 firechief@atfd.net	Ashtabula Township Fire Department 2718 North Ridge Road East Ashtabula, Ohio 44004 Phone: 440-997-4641
John Hogan – President 1732 East 47th Street Ashtabula, Ohio 44004 Phone: 440-645-3460 Cell: 440-645-3460 Jhogan82nd@gmail.com	WSA Inc. (Weather Sealco) 4707 State Road Ashtabula, Ohio 44004 Phone: 440-645-3460
Craig McMeechan, CPA - Treasurer 833 Needham Court Macedonia, Ohio 44056 Phone: (330) 285-9611 Craig.mcmeechan@gmail.com	Park Ohio Mayfield Heights, Ohio
Jeremy Graham 1991 State Route 193 Dorset, Ohio 44032 Phone: (440) 813-4955 Jeremy.graham72@gmail.com	Probation Officer
Nick Pizzi 306 East Main Street Geneva, Ohio 44041 Phone: (440) 536-2827 nickpizzisfloors@gmail.com	Pizzi's Flooring

*Preferred Mailing Address

Updated May 2023

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Residential Director

FUNCTION: Supervises all TP treatment related personnel including Residential Counselors, Case Managers, Monitors, Cooks, and Maintenance. Assures services rendered meet or exceed policy standards and guidelines and funding requirements.

TASKS: Supervises and provides services in the following areas: consultation, referral and information services, intervention, training services, outreach, assessments, case management, individual counseling, group counseling, family counseling services, intensive outpatient services, and adjunctive alcohol/drug services. Make recommendations to the Executive Director regarding development of treatment services and related policies and procedures. Responsible for reviewing and approving clinical forms, and reviewing and approving content and format of all new and or revised treatment modalities. Assures cooperative coordination between components. Meets with counselors and treatment consultants on a regularly scheduled basis to staff clients and review treatment plans and case notes. Routinely reviews client records and treatment practices assuring consistent application of program philosophy and policies throughout the agency. Provides public information services as assigned. Provides crisis intervention services on an on-call basis. Routinely appraises the Director of current component activities. Compiles and submits reports as required. May assist the Executive Director in the planning and implementation of related community projects. May supervise non-counseling staff as delegated. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS:

LICDC preferred, LISW or LPCC. Prior paid experience in the field of substance abuse required. Must have an extensive understanding of various substance abuse treatment modalities. Supervisory experience required. Must be willing to participate in training programs and seminars. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

SUPERVISOR:

Executive Director – Clinical Supervisor CS (if applicable ie: not a LICDC)

SUPERVISES:

Residential Counselors, Case Managers, Monitors, Cooks and Maintenance

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RESIDENTIAL COUNSELOR

FUNCTION: Evaluate residents, prepares bi-weekly reports of clients' general progress; provides and documents required individual and group counseling. Is personally responsible for preparation and submission of progress reports, recommendations and evaluations.

TASKS: Dependent upon privileges, develops and implements resident treatment plans in conjunction with other Outpatient Clinical Staff; provides counseling services, both group and individual to assigned clients; maintains records in accordance with LARC client record policy; is responsible for issuance of passes to assigned clients; meets routinely with Turning Point staff and Residential Clinical Supervisor for staffing of clients and discussion of progress notes. May transport clients to (and attend with) activities; supervises residents and maintains house rules in coordination with other Turning Point staff; meets routinely with other Turning Point staff to assure uniform implementation of treatment plans; coordinates work schedule with other personnel assuring integration guidelines; completes and compiles all client related information required for reports, LARC client data, Residential records, service logs, financial and billing information, and demographics as required by the supervisor; provides crisis intervention services on an on-call basis; other related tasks as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Social Sciences preferred or comparable experience in the field of chemical dependency modalities. Must have at least a CDCA. Must be willing to participate in training programs and seminars. Possession of valid driver's license and use of a care on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Meets weekly with the Residential Clinical Supervisor as outlined in the agency employee supervision policy.

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Residential Case Manager

FUNCTION:

- Responsible for recording intake information for admission consideration by the Clinical Supervisor. Maintains "Waiting List"; contacts applicants with admission dates and related information when asked by the Clinical Supervisor. Conducts orientation for new admissions.
- Provides or arranges client transportation for any outside appointments.
- Assists assigned clients in obtaining assistance, including making necessary transportation arrangements, etc.; obtains required medical assistance with the approval of direct supervisor

TASKS:

- Maintains list for appointments with Job & Family Services on weekly sign up day; Brings residents to main office at the appropriate JFS appointment times.
- Provide client admission or discharge reports to the Accounts Receivable Officer, as well as to the Accounts Payable Officer on a daily basis.
- Coordinate client prescriptions with the pharmacy. Responsible for collecting reimbursement from the client or the family or when they receive a check, before they are discharged.
- Coordinate and give necessary support for the weekly medical visits to new clients.
- Responsible to report any immediate maintenance problem(s) to the Clinical Supervisor, filling out the proper Maintenance request form.
- Assists with daily filing in client charts
- Assists in case management functions for residents
- Assists in discharge referrals and planning
- Utilizing the log, communicates with Turning Point staff on a daily basis
- Upon admission, completes initial intake packet; signs releases, consent forms and financial information with residents.
- Coordinates housing, educational and vocational services for clients in order to transition clients back into society.
- Any other tasks as assigned

MINIMUM QUALIFICATIONS:

- Candidate must be at least 18 years of age and possess a high school diploma or equivalency certificate. Associates Degree preferred. Candidate must be familiar with OhioMHAS protocols for levels of care, and complete admission process, as well as all required documentation. Must have a CDCA certification or be in the process of obtaining.

DIRECT SUPERVISOR:

Clinical Supervisor

SUPERVISES:

None

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COOK

FUNCTION: Meal preparation for residential clients. Food purchasing as assigned by supervisor. Menu planning in conjunction with dietician and supervisor.

TASKS: Preparation of meals on a daily basis; may make wholesale and retail food purchases as authorized. Inventory control of food, related supplies and kitchen equipment. Responsible for strict adherence to food budget. Prepares and submits reports as required. Able to work with client population and supervise assigned kitchen helpers, including weekend cook. Meets routinely with treatment staff to discuss client progress as it relates to kitchen chores. All other tasks as assigned.

MINIMUM QUALIFICATIONS

One year commercial experience in meal preparation. High School graduate/GED. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Has daily contact with Residential Clinical Supervisor or as needed.

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WEEKEND COOK

FUNCTION: To assist cook in meal preparation for residential clients on weekends or when regular cook is not available.

TASKS: Meal preparation on weekends or as needed; assisting cook in general upkeep of kitchen, such as inventory control and sanitary and safety maintenance of cooking equipment and cooking areas; responsible for interacting with clients, particularly those assigned to kitchen duty. Other tasks as assigned.

MINIMUM QUALIFICATIONS

Preferably one year experience in meal preparation; High School Diploma/GED; possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

Has contact with the Residential Clinical Supervisor as needed.

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RELIEF MONITOR

FUNCTION: Provides staff coverage to Turning Point during the week, weekends, day, and night

TASKS: Supervises residents and maintains House rules in coordination with other staff; will meet with counseling staff to assure uniform implementation and creation of treatment plans according to ASAM Criteria; will facilitate group treatment sessions as needed; reads and updates facility log; is responsible for routine aspects of physical operation during shift (ie: safety and security - locking doors, bed checks, etc.); supervises activities and projects as planned by Residential Counselors; does routine office work. Other related tasks as assigned.

MINIMUM QUALIFICATIONS:

High School diploma, GED, or equivalent (some college preferred). Have an understanding of substance abuse treatment modalities, background in motivational interviewing, cognitive behavioral therapy, and criminal justice preferred. CDCA preferred, or must be willing to complete the process once hired. Ability to read and write at a high school level. Must be willing to participate in training programs. Possession of a valid driver's license, valid insurance, and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

ADDENEUM: TASK: To fill in for groups for Women's or Men's Residential Counselor would include completing any required documentation. Must have a CDCA.

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Exhibit II

(Budget)

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Attachment C
Provider Budget

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Applicant Budget

Summary

Applicant: Lake Area Recovery Center	
Date From: 10/1/23	**To:** 9/30/24

	Program	Title XX
I. Staff		
A. Salaries	$ 442,787.00	$ 2,809.00
B. Payroll-Related Expenses	$ 148,947.00	$ 969.00
Total Staff Costs	$ 591,734.00	$ 3,778.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ 12,000.00	$ 76.00
E. Other - Miscellaneous	$ 105,000.00	$ 643.00
Total Operational Costs	$ 117,000.00	$ 719.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 708,734.00	$ 4,497.00
IV. Minus Other Program Resources	$ 704,237.00	$ -
Total Program Costs	$ 4,497.00	$ 4,497.00

Budget Computation

Total Operating Expenses	$ 4,497.00	$ 4,497.00
Divided by Total Operating Units	23.67	23.67
= Unit Rate	190.0033801	190.0033801

Unit Rate	$ 190.00	$ 190.00
X number of units purchased	23.67	23.67
= Total Contract Amount	$ 4,497.00	$ 4,497.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Residential Director	$ 64,085.00	Year	33.50%	$ 21,468.00	$ 136.00
Cook	$ 35,360.00	Year	100.00%	$ 35,360.00	$ 224.00
Weekend/Fillin Cook	$ 14,456.00	Year	100.00%	$ 14,456.00	$ 92.00
Maintenance	$ 33,280.00	Year	33.50%	$ 11,148.00	$ 71.00
Men's Counselor 3.5	$ 37,440.00	Year	100.00%	$ 37,440.00	$ 238.00
Men's Counselor 3.5	$ 37,440.00	Year	100.00%	$ 37,440.00	$ 238.00
Men's Case Manager 3.5	$ 31,200.00	Year	100.00%	$ 31,200.00	$ 198.00
Monitors 3.5	$ 114,478.00	Year	100.00%	$ 114,478.00	$ 724.00
Men's Counselor 3.1	$ 37,440.00	Year	67.00%	$ 25,085.00	$ 159.00
Men's Case Manager 3.1	$ 31,200.00	Year	67.00%	$ 20,904.00	$ 133.00
Monitors 3.1	$ 93,808.00	Year	100.00%	$ 93,808.00	$ 596.00
Total Salaries				$ 442,787.00	$ 2,809.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 33,873.00	$ 215.00
Worker's Compensation	$ 2,879.00	$ 7.00
Unemployment Insurance	$ 4,655.00	$ 65.00
Retirement Expenses	$ 6,509.00	$ 41.00
Hospitalization	$ 85,529.00	$ 543.00
Other (*Life & Disabiltiy*)	$ 7,931.00	$ 50.00
Other (*Dental*)	$ 6,343.00	$ 40.00
Other (*Vision*)	$ 1,228.00	$ 8.00
Total Payroll-Related Expenses	$ 148,947.00	$ 969.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:		
Short-Term, Training		
Total Travel and Short-Term Training	$ -	$ -

II. B. Consumable Supplies

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

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic 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	Title XX Program Cost
Turning Point Contract Physician	$ 12,000.00	$ 76.00
	$ -	$ -
Total Contract & Services Costs	$ 12,000.00	$ 76.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
	$ -	$ -
Food	$ 105,000.00	$ 643.00
Total Miscellaneous Costs	$ 105;000.00	$ 643.00

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX 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 Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Ashtabula County MHRS Board	$ 30,000.00	
Food Stamps	$ 22,500.00	
Ohio Medicaid	$ 651,737.00	
Total Other Resources	$ 704,237.00	$ -

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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: **LAKE AREA RECOVERY CENTER**
Date: **9/8/2023 10:41:51 AM**

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

Name/Organization	Address
Lake, Tina	328 Wilkshire 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 **$1,124.25**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Lake Area Recovery Center**.

DocuSigned by:

181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/14/2023

DocuSign Envelope ID: 204C2C17-4FC5-4BF5-9BAE-2B4383FCB9F7

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 between the Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and ACMC Regional Home Health, located at: 2131 Lake Ave., Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 1428, Ashtabula, Ohio 44005-1428) and whose phone number is: 440-992-4663, (hereinafter referred to as the "Subgrantee") to provide Personal Care & Homemaker Services for individuals determined eligible for Title XX Services.

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#93.667, Federal Social Services Title XX Base Funds.

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 **ACMC Regional Home Health**.

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 Sub-Grant 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: **$40,396.17**.

The unit rate is: **$40.40 per hour of service for Personal Care & Homemaker Services** per service code **721-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 2131 Lake Avenue, Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 1428, Ashtabula, Ohio 44005-1428).**

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.

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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

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law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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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:
Susan Shadle
E3F3D64F02CB4DE...
ACMC Regional Home Health

9/19/2023
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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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula Regional Home Health Services

ADDRESS: 2131 Lake Ave. STE #2 Ashtabula, OH 44004

PHONE: 440-992-4663 FAX: 440-992-0687

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1143158

EXECUTIVE DIRECTOR/DIRECTOR: Sue Shadle sue.shadle@acmchealth.org

PROGRAM COORDINATOR: Karen Chech EMAIL: Karen.chech@acmchealth.org

FISCAL CONTACT: Alanna Dames, C.F.O. EMAIL: Alanna.Dames@acmchealth.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: Leonard Stepp SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: President and C.E.O. DATE: 6-25-23

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Attachment B
Program Planning and Development

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Program Planning and Development _ RFP #3-23

Program Description and Proposed Service

ACMC Regional Home Health (ACMC RHH) proposes to provide 1000 units of personal care and homemaker services through Title XX Social Services. Services will be provided by home health aides. All aides at ACMC RHH are Medicare certified. Medicare certified means they have received 80 hours of training and are skill tested. Personal care includes assisting the patient with activities of daily living: bathing, grooming, dressing and application of prosthetic devices. Homemaking includes such tasks as dusting furniture, sweeping, vacuuming, mopping floors, removing trash, window washing from the inside, kitchen care, bedroom and bathroom care, and laundry care. The initial assessment is completed by a registered nurse (RN). The RN evaluates the extent of the clients' functional deficits that create the need for the assistance and develops a plan of care to be followed by the home health aide. The RN visits at least every 60 days for personal care clients and every 90 days for homemaking clients to supervise the aide, assuring that the aide is maintaining service that is within the aide's scope of practice and that service is being provided in a safe manner.

Summary of Service

ACMC RHH proposes to provide personal care in one hour units of service. Clients are typically scheduled for 1-2 units of service per week. Eligibility is determined by Ashtabula County Title XX eligibility guidelines upon entry to the program and then annually in January of each year. Clients will be prioritized by the Title XX Priority Policy.

The program is geared to serving low income clients with functional deficits who do not have the financial resources or family support to assist with their daily living needs. Part of the assessment process is to determine if the client has other possible resources such as Medicaid to provide the care. Title XX is the payer of last resort. The proposed service days and hours available are Monday-Friday 8am to 4:30 pm. The agency is closed on New Year's Day, Memorial Day, and July 4th, Labor Day, Thanksgiving and Christmas. Referrals/requests for service can be mailed, e-mailed, faxed, phoned, or hand delivered. Referrals come from Adult Protective Services, nurses, physicians, social workers, discharge planners, the clients themselves or family members and neighbors. A phone call is made to schedule the initial visit and begin obtaining information to screen for priority and appropriateness. The RN makes a visit to the home to assess the client's functional status and qualifications for service as well as conduct screening using validated evidenced-based scales for fall risk, depression, and mental status exam as needed. The skills of

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a RN are required for this level of scope of practice. The RN is also knowledgeable about community resources and will make appropriate referrals if a need is identified through this screening process. For example, the nurse may call the physician to request skilled care under Medicare or Medicaid programming.

Geographic Service Area

ACMC RHH serves the entire Ashtabula County geographic area.

Gaps in Service

Waiting lists for service may be anticipated depending on funding level and demand for service. Units of service per week may vary depending upon staffing levels.

Limitations in Meeting Conditions of an Agreement

Staff constraints are the primary limitation on meeting the conditions of the service agreement and the proposed units of service. There is a growing staffing shortage since 2020 COVID-19 pandemic. This continues to impact everyone in the home health care industry for personal care aides and personal assistant positions.

It has been evident that additional emergency situations such as with the continuing COVID-19 outbreak can have significant ongoing impacts to programming. Federal and State mandated service restrictions could potentially restrict service as well as the need for infection transmission protocols due to signs/symptoms of illness to protect both staff and clients from illness.

ACMC RHH also acknowledges that it is not without additional vulnerabilities to other natural or man-made disasters that could potentially impact agency operations. These include but are not limited to: weather related events, cybersecurity attacks and additional resource shortages (e.g. fuel). While vulnerabilities exist, ACMC RHH has an Emergency Disaster Plan and an active committee to assess vulnerabilities, to anticipate such events and develop provisions to minimize the impacts of those events.

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Organizational Structure

ACMC RHH was incorporated in June 1974 and operates as a Medicare/Medicaid certified home care agency. The agency is a wholly owned subsidiary of Ashtabula County Medical Center and operates as a separate entity. The agency has two business units. The two business units are skilled care, and non-skilled care. The primary source of support for skilled care is Medicare, Medicaid, Private Insurance, Veteran Association, and Worker's Compensation. Skilled care is about 90% of the overall agency services. Under the non-skilled business unit we provide long term community supported services with funding from United Way, Title XX, Title III and the Senior Services Levy. We also have private pay clients receiving personal care, homemaking, and phlebotomy services. Our clinicians in the field use a geographic team service model to promote continuity and coordination of care. The organizational chart is attached. ACMC RHH employs 63 staff members.

Board of Trustees

The Board of Trustees membership list is attached.

Provider/Staff Qualifications

ACMC Regional Home Health has 49 years of experience providing services in the home and in 2022 provided 26,571 skilled visits and 9449 hours of service in long-term personal care programs.

Job Description of Project Personnel

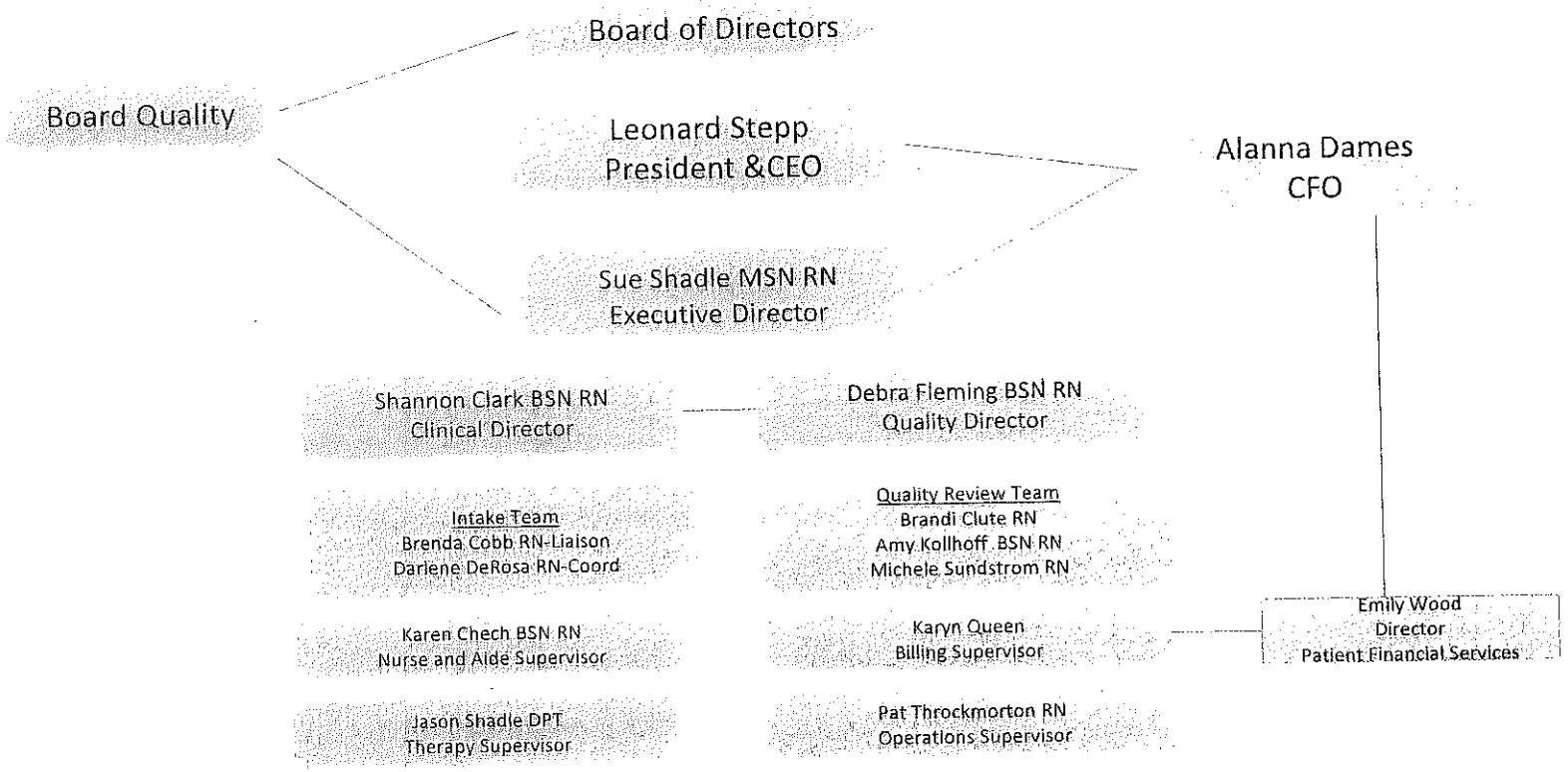
The job descriptions for the Executive Director, Aide Supervisor, Long Term Care Registered Nurse and Home Health Aide personnel are attached.

ACMC Regional Home Health

ACMC Healthcare System

An affiliate of Cleveland Clinic

Organizational Chart 2023



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Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of
Cleveland Clinic

PO Box 1428
Ashtabula, Ohio 44005-1428
(440) 992-4663
FAX (440) 992-0687

2023 Board of Trustees

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Craig Sernik – Chairperson-Elect

Roger Corlett, Secretary/Treasurer

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Richard Parker, DO, Cleveland Clinic Representative

Daniel Keaton, MD, ACMC, Chief of Staff

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Ashtabula Regional Home Health
ACMC Healthcare System

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Ashtabula County Medical Center

NURSING SUPERVISOR

First Name	KAREN
Middle Name	N/A
Last Name	CHECH
Home Address 1	N/A
Home Address 2	N/A
Home City	N/A
Home State	N/A
Home Postal Code	N/A
Home Phone	N/A
Position Code	808
Position Name	NURSING SUPERVISOR
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	SUSAN SHADLE
Hire Date	10/03/2005
Employee Number	82119
FTE	1.000

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities

- Licensed RN
- BSN preferred

Required Length and Type of Experience

- 2 years minimum home health experience
- Minimum 2 years clinical experience in other health care setting as licensed RN.

Required Licensure or Certification

RN

Required Physical and Environmental Demands

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. Customer Service Orientation:

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a. Responds promptly to internal and external customer requests.
b. Interacts with personnel in a supportive, respectful manner.
c. Greets others with a pleasant demeanor; acknowledges presence of others.
d. Acknowledges and respects individual and cultural differences.

4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Oversees daily operations of nursing and aide staff for both acute and non-acute care programs. This includes daily assignment/scheduling and time off requests. Duties include but not limited to payroll, weekend and on call scheduling. Assures compliance with all grant/non-acute care program requirements and record keeping.
2. Supervises, directs, and evaluates the provision of care given by nurse and aide personnel. Provides timely feedback on performance including quality of care, documentation, timeliness, and productivity. Works in cooperation with Clinical Director to guide nursing and aide orientation and ongoing staff development.
3. Participates with agency performance improvement activities. Acts as chairperson for committees as assigned.
4. Interacts with Quality and Clinical Director to assess staff performance and provides feedback as needed.
5. Interacts with IT Manager and Accounting Manager to assess staff performance and provide feedback as needed.
6. Interacts with Therapy Supervisor to promote Coordination of Care. Assists with facilitation of team meetings.
7. Assists with overall agency functions as needed. Provides input into agency planning. Maintains clinical competencies to assist with patient visits as needed.
8. Represents agency in a positive manner. Maintains confidentiality.
9. Promotes a safe work environment. Communicates with a respectful, professional manner. Is punctual and dependable. Abides by dress code /professional appearance.

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Name KAREN CHECH Date 02/05/2021

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Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

NA GRANTS & LTC RN

First Name	KATHLEEN
Middle Name	N/A
Last Name	ALEXANDER
Home Address 1	4755 SCRAMBLING RD
Home Address 2	N/A
Home City	PIERPONT
Home State	OH
Home Postal Code	44082
Home Phone	N/A
Position Code	812
Position Name	NA GRANTS & LTC RN
Department Code	88308
Department Name	Grant
Facility Name	Ashtabula Regional Home Health
Manager Name	KAREN CHECH
Hire Date	11/04/2019
Employee Number	82301
FTE	0.600

Weights - (Total:100%)

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
BSN degree desirable. Excellent communication and teaching skills. Understanding of personal care aide and homemakers

Required Length and Type of Experience
A minimum of 3 years clinical nursing experience. A minimum of 1 year experience in home health nursing or community nursing. Minimum of 1 year experience in management or supervision of HHA in the home setting.

Required Licensure or Certification
R.N. currently licensed in State of Ohio

Required Physical and Environmental Demands
Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records, and provide hands-on care to clients. Requires normal range of hearing to communicate with staff, clients, physicians, and other health care providers. Must be able to lift and carry 25 lbs.

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

80%

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

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2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.

20%

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Establishes criteria for client acceptance into non acute programs in collaboration with funding source and CEO.
2. Screens referrals for appropriateness and makes patient assessment visits: Responds to referrals timely. Notifies clients, if necessary, of any waiting.
3. Keeps current on community resources and makes referrals as appropriate.
4. Establishes a Plan of Care with an emphasis on keeping client at home as independent as possible: Utilizes the Nursing Process. Sets goals with patient/family input. Maintains clinical competency.
5. Supervises HCA working for non acute programs: Makes patient care assignments. Reviews charts. Schedules patient care conferences as needed. Is available to discuss patient care concerns with visit staff.
6. Keeps physician informed of patient status.
7. Keeps statistics and patient information as requested by funding source: Assists with any requested reports by funding source.
8. Overall interdepartmental personnel work relations: Maintains strictest confidentiality of patient, employee, and agency information. Performs related work as required. Effective time management. Cooperative and professional internal and external relationships. Attends more than 80% of meetings. Demonstrates professionalism in appearance and actions. Follows agency policy/procedures including adhering to safety guidelines and reporting any concerns regarding to fraud and abuse issues.
9. Continually strives for excellence in the grant programs: Assists with CQI activities

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
- Completes appropriate unit/department specific competency checklists.
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
- Complies with policies and procedures.
- Conducts monthly departmental meetings with minutes.
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.

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Name **KATHLEEN ALEXANDER** Date **11/07/2019**

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Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic Ashtabula County Medical Center

HOME HEALTH AIDE

Using Non Management Employees Template

Last Published: 3/7/2013

Last Modified: 2/8/2016

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	806
Position Name	HOME HEALTH AIDE
Department Code	88314
Department Name	AC/PD
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

Total Weight = 100%

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities

High school diploma or G.E.D.

Required Length and Type of Experience

Patient care experienced preferred

Required Licensure or Certification

Current Home Health Aide Certification

STNA preferrred

Current drivers license, able to provide independent transportation with proof of ARHH required auto liability.

Required Physical and Environmental Demands

Requires frequent light lifting (less than 10 lbs.), bending, stooping, pushing, pulling, walking, or standing with some heavy lifting (35 pound maximum) for a short time period.

GENERAL SUMMARY

Provide personal and supportive care to clients under a Plan of Care, which optimizes self care and functional abilities. Requires travel to 5 – 6 patients a day in a 60-mile radius in all kinds of weather. Requires accessing a variety of home of all types of structure. Involves dealing with stressful patient and family situations, frequent changes in schedule, demands of productivity expectations.

Frequency Rating Scale:

NA = Not Applicable

NI = Needs Improvement

MM = Meets Most Expectations

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FM = Fully Meets Expectations

EP = Exceptional Performance

80%

I. ORGANIZATIONAL EXPECTATIONS

1. Cleveland Clinic Experience:
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
      ○ NI ○ MM ○ FM ○ EP
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
      ○ NI ○ MM ○ FM ○ EP
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
      ○ NI ○ MM ○ FM ○ EP
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
      ○ NI ○ MM ○ FM ○ EP
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
      ○ NI ○ MM ○ FM ○ EP
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
      ○ NI ○ MM ○ FM ○ EP
2. Employee Engagement:
   a. Participates in employee engagement projects, programs, and action plans.
      ○ NI ○ MM ○ FM ○ EP
   b. Promotes the goals of the organization.
      ○ NI ○ MM ○ FM ○ EP
   c. Communicates ideas in a constructive manner.
      ○ NI ○ MM ○ FM ○ EP
   d. Shares project and process responsibility
      ○ NI ○ MM ○ FM ○ EP
   e. Displays initiative and works to improve skill sets relative to job function.
      ○ NI ○ MM ○ FM ○ EP
3. Customer Service Orientation:
   a. Responds promptly to internal and external customer requests.
      ○ NI ○ MM ○ FM ○ EP
   b. Interacts with personnel in a supportive, respectful manner.
      ○ NI ○ MM ○ FM ○ EP
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
      ○ NI ○ MM ○ FM ○ EP
   d. Acknowledges and respects individual and cultural differences.
      ○ NI ○ MM ○ FM ○ EP
4. Adaptability
   a. Responds to change in a positive manner
      ○ NI ○ MM ○ FM ○ EP
   b. Takes the initiative to assist others when work is completed.
      ○ NI ○ MM ○ FM ○ EP

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c. Shows flexibility in accepting assignments.

○ NI ○ MM ○ FM ○ EP

d. Accepts constructive criticism without defensive response and changes behavior appropriately.

○ NI ○ MM ○ FM ○ EP

5. Efficiency and Effectiveness

a. Manages time effectively and meets established deadlines.

○ NI ○ MM ○ FM ○ EP

b. Completes assignments without prompting.

○ NI ○ MM ○ FM ○ EP

c. Communicates effectively through verbal and written communication.

○ NI ○ MM ○ FM ○ EP

d. Produces quality outcomes.

○ NI ○ MM ○ FM ○ EP

II. TECHNICAL EXCELLENCE

20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. To provide high quality care in a safe and efficient manner: Is timely and reliable in making visits. Establishes and maintains good relationship with patients through use of effective communication techniques. Maintains established productivity levels. Seeks out supervisor and team members to resolve problems to improve delivery of care. Follows Agency Policies and Procedures.

   ○ NI ○ MM ○ FM ○ EP

2. To deliver care using an individual Plan of Care initiated and supervised by RN: Carries up-to-date Plan of Care to patient visits and maintains frequency as ordered. Reads and follows Plan of Care, observes for effectiveness and contacts RN if not meeting patient's needs.

   ○ NI ○ MM ○ FM ○ EP

3. To document care in an appropriate and timely manner: Patient charting is concise and accurate, uses time and attendance system to document visits. Itineraries are turned in preferably every 3 days, at a minimum weekly. Documents for missed or cancelled visits appropriately.

   ○ NI ○ MM ○ FM ○ EP

4. Holds all patient/staff information in confidence and demonstrates ongoing recognition of patients rights and responsibilities: Understands and respects patients desires and concerns and rights. Scheduling and delivery of care are done in an ethical manner. Does not discuss patient/family/staff information inappropriately as evidenced by no complaints of such behavior.

   ○ NI ○ MM ○ FM ○ EP

5. Demonstrates clinical competency: Fulfills annual self-evaluation, goals and 12 in-service requirements for certification. Satisfactory joint evaluation visits with supervisor on yearly basis. Demonstrates skills in providing supervised patient care and by reports from nurses and supervisor.

   ○ NI ○ MM ○ FM ○ EP

6. Represents Agency in a positive manner through appropriate dress, grooming and attitude: Follows Agency dress code policy. Wears Agency ID at all times when visiting patients. All interactions with staff/patients/ family are courteous and cooperative.

   ○ NI ○ MM ○ FM ○ EP

7. Observes Agency attendance policy

   ○ NI ○ MM ○ FM ○ EP

8. Is accountable for agency equipment: Accountable for all agency equipment that has been issued for patient care, patient documentation and personal safety. Maintain equipment following ARHH policy, including infection control policy with aide bag cleaned monthly.

   ○ NI ○ MM ○ FM ○ EP

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III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
  - ◯ Yes ◯ No
- Completes appropriate unit/department specific competency checklists.
  - ◯ Yes ◯ No
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
  - ◯ Yes ◯ No
- Complies with policies and procedures.
  - ◯ Yes ◯ No
- Conducts monthly departmental meetings with minutes.
  - ◯ Yes ◯ No
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.
  - ◯ Yes ◯ No

Overall Performance Rating

OVERALL PERFORMANCE RATING

◯ Needs Improvement ◯ Meets Most Expectations ◯ Fully Meets Expectations ◯ Exceptional Performance

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Ashtabula Regional Home Health
ACMC Healthcare System

An affiliate of Cleveland Clinic

Ashtabula County Medical Center

Executive Director ARHH

First Name	SUSAN
Middle Name	N/A
Last Name	SHADLE
Home Address 1	N/A
Home Address 2	N/A
Home City	N/A
Home State	N/A
Home Postal Code	N/A
Home Phone	N/A
Position Code	800
Position Name	Executive Director ARHH
Department Code	88300
Department Name	Shared
Facility Name	Ashtabula Regional Home Health
Manager Name	MICHAEL HABOWSKI
Hire Date	04/08/1985
Employee Number	81055
FTE	1.000

Weights - (Total:100%)

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities

- Minimum requirement: Bachelor Degree in Business Administration or Healthcare / Master's Degree in business or healthcare preferred
- Demonstrated strong problem solving skills sufficient to resolve complex patient problems
- Excellent analytical skills with ability to gather and present complex information
- Excellent interpersonal and oral communication skills to deal with all levels of the organization and diverse cultures
- Strong basic computer system knowledge

Required Length and Type of Experience
Minimum of 3 years of clinical supervisory experience

Required Licensure or Certification
Current Ohio RN Licensure preferred

Required Physical and Environmental Demands
Requires full range of motion, including manual and finger dexterity and eye-hand coordination. Requires hearing and vision corrected to normal range. Ability to operate office machines with or without adaptive devices. May require walking, standing, and/or sitting for extensive periods of time.

GENERAL SUMMARY

- The Executive Director of home health establishes implements and evaluates goals and objectives for home care services that meet and promote the standards of quality and contribute to the total organization and philosophy.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS

80%

1. Cleveland Clinic Experience:
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving

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outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

20%

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Primary responsibility for the operational and financial performance of Home Health coordinated closely with the Chief Executive Officer and Chief Financial Officer.
2. Responsible for maintaining full regulatory compliance with federal, state, and local codes, regulations, and ordinances.
3. Directly responsible to implement established mission & philosophy, objectives and policies; oversees a plan for achievement of specific objectives and periodically reviews and evaluates that plan.
4. Directly responsible to meet with the ACMC Healthcare System Board regularly to discuss home health's financial status, philosophy and objectives, capital expenditures, management issues, community relations, other.
5. Directly responsible to present periodic reports reflecting professional services and financial activities of home health and hospice and such other reports as may be required.
6. Directly responsible to represent home health in its relationships with other health agencies and organizations and groups in the community; in dealings with outside agencies such as government and other third party payors; and at all top level meetings, national, state, or local.
7. Promote the delivery of safe, high quality, effective home care services.
8. Represent Agency in the community, assist with community needs assessment, stay current with industry trends and changes.
9. Facilitate the delivery of Home Care services by acting as a resource for staff, physicians, referral sources, patients, and other internal and external customers.

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10. Conflict and complaint management and resolution
11. Evaluation of home health services and personnel using measurable outcomes and objectives
12. Other related duties as assigned

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Name SUSAN SHADLE Date 05/10/2018

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Exhibit II

(Budget)

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Applicant Budget

Summary

Applicant: Ashtabula Regional Home Health Services	
Date From: 10012023	9302024

	Program	Title XX
I. Staff		
A. Salaries	$ 20,543.55	$ 20,543.55
B. Payroll-Related Expenses	$ 9,583.56	$ 9,583.56
Total Staff Costs	$ 30,127.11	$ 30,127.11
II. Operations		
A. Travel and Short-Term Training	$ 5,000.00	$ 5,000.00
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ -	$ -
E. Other - Miscellaneous	$ 5,269.06	$ 5,269.06
Total Operational Costs	$ 10,269.06	$ 10,269.06
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 40,396.17	$ 40,396.17
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 40,396.17	$ 40,396.17

Budget Computation

Total Operating Expenses	$ 40,396.17	$ 40,396.17
Divided by Total Operating Units	1,000.00	1,000.00
= Unit Rate	40.39617	40.39617

Unit Rate	$ 40.40	$ 40.40
X number of units purchased	1,000.00	1,000.00
= Total Contract Amount	$ 40,396.17	$ 40,396.17

Unit = Example: 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caregiver/Aide	Varied	Direct Service Time	100.00%	$ 16,624.05
RN Supervision	Varied	Direct Service Time	100.00%	$ 3,919.50
Total Salaries				$ 20,543.55

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

	Entire Program
PERS or Social Security	$ 1,571.58
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	$ 821.74
Hospitalization	
Other fringe benefits(WC/Health Insurance/time off)	$ 7,190.24
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 9,583.56

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Title XX Project Salary	
$	16,624.05
$	3,919.50
$	20,543.55

Title XX Project	
$	1,571.58
$	821.74
$	7,190.24
$	9,583.56

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:.65.5	$ 5,000.00	$ 5,000.00
Short-Term, Training		
Total Travel and Short-Term Training	$ 5,000.00	$ 5,000.00

II. B. Consumable Supplies

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

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
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	$ -	$ -

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Total Contract & Services Costs	$ -	$ -

II. E. **Other-Miscellaneous**

Identify Miscellaneous Expenses	**Entire Program Cost**	**Title XX Program Cost**
Overhead Direct Expenses (0.15)	$ 5,269.06	$ 5,269.06
Total Miscellaneous Costs	$ 5,269.06	$ 5,269.06

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 XX 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 Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
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
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Columbus, OH 43216-1140

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(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 MEDICAL CENTER REGIONAL HOME HEALTH**
Date: **9/8/2023 10:36:58 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 **$10,099.04**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement Amendment** between **Ashtabula County Department of Job & Family Services** and **ACMC Regional Home Health**.

DocuSigned by:
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/19/2023

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 between the 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 SOAR Ohio Project-Housing Services for individuals determined eligible for Title XX Services.

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#93.667, Federal Social Services Title XX Base Funds.

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 Sub-Grant 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: **$ 53,361.09.**

The unit rate is: **$555.84 per SOAR Applicant** per service code **755-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

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6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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.

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ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

G. Accessibility to the Handicapped: The Subgrantee agrees as a condition of this agreement to

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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
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Ashtabula County Board of Commissioners

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Exhibit I

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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023**: one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm.** Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:
Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:
ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:
Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):
Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 **Program Planning and Development:**
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – SSI/SSDI Outreach, Access, and Recovery - SOAR Housing

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: 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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Attachment B
Program Planning and Development

SSI/SSDI Outreach, Access, and Recovery (SOAR) - Housing

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Catholic Charities of Ashtabula County

Request for Proposals
for
Title XX Social Services

SSI/SSDI Outreach, Access, and Recovery
(SOAR) – Housing

ACJFS RFP #3-23

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Section 4.4 – Planning and Development

A. Program description and proposed service – SOAR Ohio Project

Background – SOAR Ohio Project

The SOAR (SSI/SSDI Outreach, Access, and Recovery) Ohio Project is designed to move Ohio's most vulnerable populations into better housing opportunities. A SOAR Ohio Specialist will file an application on behalf of disabled individuals who are homeless, at risk of becoming homeless and/or preparing to exit institutions by helping expedite the SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) application process. Once the SOAR applicant receives their benefits, clients can access safe, decent, affordable housing. The SOAR Ohio Project has adopted the SOAR Model developed by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA). The Coalition on Homelessness and Housing in Ohio (COHHIO) has been administrating the program since 2008.

How does the SOAR OHIO Project Work? SOAR Clients meet with a SOAR Ohio Specialist. These are highly trained caseworkers who use best practices, including the SOAR methodology (SSI/SSDI Outreach, Access, and Recovery), to complete expedited disability applications on behalf of clients. SOAR is a national technical assistance program that helps people who are experiencing or at risk for homelessness to access SSA disability benefits. The Catholic Charites SOAR Ohio Specialist is certified to assist Adult and Children SSI clients.

Through a strong partnership with the Social Security Administration and the Division of Disability Determination, SOAR Ohio Specialists represent clients during the application process from start to finish.

Who is eligible to work with a SOAR Specialist? Individuals who are homeless (living on the streets, shelter or place not meant for habitation etc.), at risk of homelessness (e.g. home in foreclosure or "couch surfing") or exiting a prison, hospital, nursing home, or other institution, and who present with a mental illness and/or physical disability that interferes with their ability to work may be eligible to work with a Specialist. Homeless individuals have historically had a lower rate of approvals for disability benefits due to their inability to fully complete the application and provide all of the necessary documentation. See attached eligibility documents

The Ashtabula County Parole Authority has forecasted during the timeframe of 2023-2024 over 265 individuals being release from the state prison system will return to Ashtabula County. Many of these individuals will be referred to our Agency for re-entry services and support. Most likely those referred for re-entry services will be referred to our SOAR Ohio Specialist for eligibility.

In addition, SSI benefits can be suspended due to the client being incarcerated or hospitalized for a period of less than 12 months. Clients who have been released from incarceration or hospitalization may face barriers that will inhibit their ability to reinstate their SSI Benefits. A SOAR Ohio specialist can assist those clients with getting their SSI benefits reinstated. If benefits are not reinstated by the client within12 months, SSI benefits will be terminated, then the client will need to reapply and start the application process from the beginning. Research has found (Wrenn et al., 2018) that many individuals with serious disabilities such as mental illness who are released from prison often are not aware of the process, find the process confusing and/or do not have the

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cognitive ability to follow through having their own benefits reinstated. In many instances this happens to individuals therefore their benefits are suspended. This unfortunate outcome may increase the risk of homelessness, substance use, lack of medical care/basic needs and recidivism for an individual. The SOAR Ohio Specialist will help ameliorate and/or prevent this potential situation from occurring and will ensure self-sufficiency for the client.

Ultimately, our SOAR Ohio Specialist will help by assisting the individual through the process and help navigate and secure individuals back into the community with the basic essentials for a quality of life: income, health care, and housing. Research has found those with disabilities that have been given attention promotes a healthy community (Ware & Dennis, 2013). As the SSI Specialist works with an applicant, our Agency is well-equipped to refer wraparound services such as housing assistance, basic needs, financial literacy and representative payeeship services to those in need. These services ensure and help promote a healthy and financially stable household.

SOAR Ohio Project Title XX Goal

The SOAR Ohio Project fulfills the following Title XX goals:

A) Preventing neglect, abuse or exploitation – Preventing or remedying neglect, abuse, or exploitation of children or adults unable to protect their own interests.

B) Preserving families – Preserving, rehabilitating, or reuniting families.

Collaboration

Referrals to this program are regularly received from:

- Catholic Charities of Ashtabula County – internal Agency referrals
- Ashtabula County Department of Job and Family Services
- Ashtabula County Mental Health and Recovery Services Board
- Ashtabula County Medical Center Psychiatric Unit
- 211/Community Action information and Referral
- Samaritan House (homeless shelter)
- Nursing homes, and outside county nursing homes
- Mental health agencies and outside of the county mental health treatment facilities
- Adult Parole Authority
- Second Chance Citizen Circle
- Ashtabula County Probation
- Homesafe (domestic violence shelter)
- Recovery homes
- Beatitude House- Transitional housing

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B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Although the majority of assessments take place at the office, the program has a strong emphasis on outreach and engagement with clients, especially individuals who have been traditionally "hard to reach" due to severe mental illness and/or chronic homelessness. As a result, the Specialist has a laptop and is willing to meet clients where they are most comfortable, as long as safety is not compromised.

People who are homeless and disabled face enormous obstacles when applying for or reinstating disability benefits, including long waits, lack of a mailing address, and incomplete medical records. The SOAR Ohio Specialist coordinates people and resources to help remove systemic barriers so more eligible disabled individuals can be awarded benefits.
Also the SOAR Ohio Specialist will assist individuals to reinstate benefits if suspended in an efficient manner.

COVID-19

Catholic Charities of Ashtabula County SOAR Ohio Specialist Program services are available by appointment, and we continue to deliver SOAR Ohio assistance to meet the needs of potential clients in need in Ashtabula County. To ensure ultimate safety for the client, applications can be completed over the phone or in person.

The health and safety of our staff and clients is our main priority. CCAC is requiring the SOAR Ohio Specialist to adhere to the guidelines provided as a directive from the State of Ohio to help prevent the spread of illness.

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CCAC believes that the SOAR Ohio Project has provided valuable benefits to homeless, disabled individuals, and is, therefore, seeking Title XX funds for a full-time SOAR Specialist serving individuals in Ashtabula County.

SSI Statistics

SSI Application Analysis				
	Application Goal	Application Submitted	% approved goal	% approved actual
July 2011 - June 2012	84	74	50%	26%
July 2012 - June 2013	84	72	50%	36%
July 2013 - June 2014	84	72	50%	39%
July 2014 - June 2015	84	75	50-60%	48%
July 2015 - June 2016	84	58[1]	50-60%	52%
July 2016 - June 2017	48[1]	38[2]	50%	38%
July 2017 - June 2018	48	31[3]	50%	40%
July 2018 - June 2019	48	48	50%	58%
July 2019 – June 2020	48	51	50%	58%
July 2020 – June 2021	96***	51[4]	50%	47%
July 2021 – June 2022	96	35[4]	50%	31%
July 2022 – June 2023	96	76	50%	48%
July 2023 – June 2024 Forecast	96	96	50%	50%

[1]Due to a reduction in funding from COHHIO, the position went from full-time to part-time.
[2]Due to the resignation of the caseworker, applications were not taken in June.
[3]Reflects a gap in service between the resignation of one caseworker and the hire and training of the new caseworker.
[4] Pandemic reduced and slowed the referral process.
*** Forecast number reflects 8 per month starting in October 2020 if contract is approved.

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Section 4.3
Documents Used for Eligibility

SSI/SSDI Outreach, Access, and Recovery (SOAR) - Housing

Title XX Social Services Application

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	Other name(s) the applicant is, or has been, known by:	Case Name:
Address:	Social Security Number:	Case Number:
	Date of Birth:	Date Received:
	Telephone Number:	☐ Initial Application ☐ Redetermination

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:

Total Number of Household Members: _____ Total Household, Gross, Monthly Income: _____

APPLICANT RIGHTS & RESPONSIBILITIES:

☒ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	Date:

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THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility **must**:

_____ Enter the name of the contracted provider agency.
_____ Enter the date that the application is received at the contracted provider agency. This is the application date.
_____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
_____ Determine eligibility, and category of eligibility, within 30 days of the application date.
_____ Provide the applicant with a letter of approval or denial of services.
_____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
_____ Complete a Social Service Plan for the applicant.
_____ Sign and date the bottom of the application.

Agency Name/Contracted Provider: Catholic Charities of Ashtabula County	Applicant Name:
Name of Eligibility Determiner: VIRGINIA PUTT	Case Number:

Eligibility Determination:

- ☐ Date application was received at provider agency:_____
- ☐ Action taken: Approved / Denied (circle one) -- Date:_____
- ☐ Number of people in household:_____
- ☐ Residency Verification (attach copy):_____
- ☐ Total Household Income (attach verification): $_____
- ☐ Eligibility Dates: From:_____ To:_____

Eligibility Category
- ☐ Services Provided for Free
- ☐ Services provided for fee – Fee Amount: $_____
- ☐ Services provided without regard to income – APS or I&R (circle one)

Social Service Plan Goal:

Check the box indicating the assigned goal:
5101:2-25-03 (B) (1 – 5)
- ☐ Self Support
- ☐ Self Sufficiency
- ☐ Preventing neglect, abuse, or exploitation
- ☐ Preserving Families
- ☐ Community based care
- ☐ Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
					$
					$
					$
					$
					$
					$
					$
					$
					$

Signature of Eligibility Determiner: _____ **Date:** _____

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Title XX Consumer Rights & Responsibilities

You have the right to apply for services and have eligibility determined within thirty calendar days of the receipt of the application

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

You have the responsibility to report, within ten calendar days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

Effective: 05/31/2012
R.C. 119.032 review dates: 02/02/2012 and 05/01/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 04/25/2012
Promulgated Under: 119.03
Statutory Authority: 5101.46
Rule Amplifies: 5101.46
Prior Effective Dates: 10/01/82, 10/01/90, 08/15/91, 11/01/91 (Emer.), 01/10/92, 08/01/98, 01/01/04, 01/12/07

Signature:_____ ***Date:***_____

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Ohio Department of Job and Family Services

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name:	Assistance Group: N/A	
Street Address:	Case Number: N/A	Program: Guardianship
City, State, and Zip Code:	County: ASHTABULA	Mailing Date:

We approved your Title XX application dated .

Starting _____, you will get SSI OHIO PROJECT SERVICES.

The people affected by this action are: _____.

The reason for this action is: Guardianship

The rules that require this action are: 5101:2-25-07 --- You meet Title XX eligibility.

Caseworker:	Worker I.D.:	Telephone Number:
Virginia Putt	N/A	440-992-2121 ext. 7014

Your Right to a State Hearing

This notice tells you what we are doing on your case.

Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

Ask for a State Hearing if you want to appeal

Ask for a State Hearing if you disagree with what we are doing or think we are making a mistake. At the state hearing, you can explain your reasons. We will explain our reasons. A hearing officer from the Ohio Department of Job and Family Services will make a decision after the hearing.

We must receive your request for a State Hearing by this deadline: _____.

(Note: The deadline is 90 days after the Mailing Date at the top of this page. If a deadline falls on a Saturday, Sunday, or state or federal legal holiday, then the deadline is extended to the next workday.)

Follow the instructions on page 2 of this notice if you want to ask for a State Hearing.

Someone else may help you (a lawyer, social worker, friend, relative, etc....) They may ask for a hearing and go to the hearing for you if they send us your signed authorization.

You can ask your local Legal Aid program for free help with your case. Call the Ohio State Legal Services Association at 1-800-589-5888 (a free call) if you need your local phone number.

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Ag Name:	Case Number:	Mailing Date:

State Hearing Request

If you disagree with what we are doing or think we are making a mistake, you may use this form to ask for a State Hearing.

Step 1 **If you would like to ask for a State Hearing, read, sign, date and fill in your phone number. Another person may sign this for you if they send us your signed authorization.**

I want a State Hearing because I disagree with what you are doing or think you are making a mistake on my case.

Sign:	Date:	Phone:

Step 2 **Optional – You may check boxes and fill in blanks to help us schedule your State Hearing.**

- ☐ I want a State Hearing about:
  - ☐ Checks or case assistance *(OWF, DFA, RSS, Refugee Case Assistance, etc.)*
  - ☐ Medical coverage *(Medicaid, Disability Medical, Alien Emergency Medical, Refugee Medical, etc.)*
  - ☐ Other benefits *(PRC, Child Care, Child Support, Work Allowance, etc.)* _____
- ☐ I want a State Hearing because _____
- ☐ I need an interpreter, a signer, or other assistance, at my State Hearing (explain)_____
- ☐ The days/time I cannot come to a State Hearing are _____
- ☐ I also want a County Conference *(a meeting with County Department of Job & Family Services staff)*
- ☐ This person has agreed to help me with my State Hearing *(my "authorized representative"):*

Name:	Phone:
Address:	Fax:
City, State and Zip Code:	E-mail:

Step 3 **You must choose <u>one</u> of the following ways to send this State Hearing request to us. We must <u>receive</u> this request by the deadline on previous page of this notice. You should keep proof of when and how you sent this hearing request to us.**

- **Mail** – Mail both pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.
- **Fax** – Fax both pages of this notice to ODJFS Bureau of State Hearings at (614) 728-9574.
- **E-mail** – E-mail the ODJFS Bureau of State Hearing at < bsh@jfs.ohio.gov >. In the subject, put "State Hearing Request." In the message, put all the information from the boxes at the top of this page and from Steps 1 and 2.
- **Phone** – Phone the ODJFS Consumer Access Line at 1-866-635-3748. Follow the instructions for State Hearings. Mention this notice.
- **Contact your caseworker** – It is better to send your request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

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Catholic Charities of Ashtabula County

SELF-DECLARATION 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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Catholic Charities of Ashtabula County

SELF-DECLARATION OF HOUSING STATUS

Applicant Name: _____

☐ Household without dependent children (complete one form for each adult in the household)
☐ Household with dependent children (complete one form for household)
Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

☐ I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.

☐ I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next ____ days.

I certify that the information above and any other information I have provided in applying for HHP assistance is true, accurate and complete.

Applicant Signature: _____ Date: _____

Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for HHP 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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SOAR Online Course: Adult Curriculum

This course trains case workers to assist adults (age 18+) who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder to apply for the Social Security Administration's (SSA) disability programs, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

SSI/SSDI Outreach, Access, and Recovery (SOAR) Online Course: Adult Curriculum

About the SOAR Online Course: Adult Curriculum

What you will learn:

- Comprehensive information about SSI/SSDI and SSA's disability determination process
- SOAR *Critical Components* of completing and submitting comprehensive and high quality SSI/SSDI applications

How you will learn it:

- Seven comprehensive classes each include a series of articles and "Try-It" quizzes.
- Apply what you learn by completing a *Practice Case* SSI/SSDI Application Packet for a fictional applicant. We provide the video interviews, medical records, and progress notes you need!
- You will work at your own pace, starting and stopping as you wish.

Who Should Take the SOAR Online Course?

- Anyone who would like to learn more about SOAR and the SSI/SSDI application process is welcome to enroll. There is no cost and no obligation to complete the course once enrolled.
  - *Class 1: The Need for SOAR* provides a broad overview of the SOAR model, often referred to as "SOAR 101." This may be helpful for a*gency administrators and supervisors of SOAR-trained staff.*
- **However,** completion of the entire course and submission of a *Practice Case Application Packet* is geared toward case workers who **will be assisting with SSI/SSDI applications using the SOAR model.**
  - Completion of the course and *Practice Case* takes an estimated 20 hours.
  - *Practice Case Application Packets* are submitted to the SAMHSA SOAR TA Center for individualized review and feedback within 10 business days. Revisions may be requested.
  - Certificate of Completion includes 20 CEUs from the National Association of Social Workers (NASW).
  - Your state may have additional SOAR training/certification requirements. See our State Directory.

Course Access

Log-in or Sign-up for an account to enroll and access courses.

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Course: SOAR Online Course: Adult Curriculum

Exit

Course Overview

This course trains case workers to assist adults (age 18+) who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder to apply for the Social Security Administration's (SSA) disability programs, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Print Page | Acronyms & Quick Facts

Pages in this Course:

- Course Introduction
- 01. The Need for SOAR
- 02. Initiating the Application
- 03. Exploring Basic Eligibility
- 04. Medical Information
- 05. The Link to Functioning

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06. Completing the Application Packet

07. Supporting Resiliency and Recovery

Course Completion

Pages in this Course:

Before you Begin

First Steps

1. You will need Adobe Acrobat Reader to complete the course. Get it free here.
2. Watch this video about navigating the SOAR Online Course Practice Case.

Course Navigation

- This course has seven (7) Classes. **You must proceed through the classes and articles in order.**
  - A grey flag will indicate that you have read an article. A red flag will show next to the last article you visited. You can revisit articles you have read at any time.
- Each Class includes:
  - an introductory **video**
  - a series of **articles** about SOAR and the SSI/SSDI application process
  - **"Try-Its"** to help you gauge your understanding of the material
  - A ***Practice Case*** page designated by a briefcase icon

What is the Practice Case?

The *Practice Case* provides an opportunity to apply what you are learning in the course by completing an SSI/SSDI application packet using SOAR techniques.

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Take Note: Completion of the *Practice Case* portion of the course is geared toward case workers who **will be assisting with SSI/SSDI applications using the SOAR model.**

- Completion of the course and *Practice Case* takes an estimated **20 hours.**
  - You can work at your own pace, starting and stopping as you wish. However, we encourage you to complete the course within 30 days. This will help you retain the information you have already learned and get you connected sooner to your local SOAR initiatives.
- Each *Practice Case* page will provide instructions for completing specific tasks.
- You will *play the role* of a SOAR case worker assisting an assigned *fictional* applicant to apply for SSI/SSDI.
  - You will be introduced to your applicant via video interviews, medical records, and progress notes.
  - Using the information you gather, you will complete **five SSA forms** and write a **Medical Summary Report (MSR)** for your applicant.
- You will submit your application packet to the SAMHSA SOAR TA Center for review.
  - Feedback will be provided *within 10 business days.*
  - If your application packet is complete and without major errors or omissions, you will receive a Certificate of Completion and 20 Continuing Education Units (CEUs) from the National Association of Social Workers (NASW).
  - If there are significant errors/omissions, you will be invited to revise your packet and resubmit it for a second review. You will receive feedback on your revisions *within 5 business days.*
  - If your revised packet does not meet our standards for quality, you will not receive a Certificate of Completion but will be invited to re-take the course and submit an application packet for a different applicant.
- Your state may have additional SOAR training/certification requirements. See our State Directory.

Troubleshooting

- Working with SOAR Online Course Forms
- Viewing Videos in the SOAR Online Course
- If you experience any difficulties throughout the course contact us at soaronline@prainc.com or 518-439-7415 x2.

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SOAR

SAMHSA

SOAR Online Course
Overview and Objectives

Overview

The SOAR (SSI/SSDI Outreach, Access and Recovery) Online Course trains case managers to assist individuals who are experiencing homelessness to apply for the Social Security Administration (SSA) disability programs: Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). The techniques taught in this online course can improve the quality and completeness of any application for SSI/SSDI, however, the label "SOAR" should only be used on SSI/SSDI applications for persons who are homeless or at risk for homelessness.

The SOAR Online Course consists of seven classes, each of which has a series of articles, short quizzes, and a practice case. This practice case provides an opportunity for case managers to apply what they have learned by completing an SSI/SSDI application packet for a fictional applicant using SOAR techniques. Video interviews, medical records, and progress notes provide the information needed to complete five SSA forms and write a Medical Summary Report (MSR) for the applicant. The complete application packet is submitted to the SOAR Technical Assistance (TA) Center for review. Upon approval, the participant will receive a certificate of completion and 20 continuing education (CE) contact hours from the National Association of Social Workers (NASW). There is no charge for this course.

We estimate that it will take about 20 hours to complete the course and participants can work at their own pace, starting and stopping as they wish. However, we encourage students to complete the course within 30 days to retain the information learned and get connected sooner to local SOAR initiatives.

Learning Objectives

Class 1: The Need for SOAR

The Need for SOAR provides an introduction to SOAR, its values, and the roles and responsibilities of key stakeholders, especially case managers.

- Why SOAR is an important tool for case managers to use when assisting people who are experiencing or at-risk of homelessness and who have a mental illness, co-occurring substance use disorder or other disability apply for SSA disability benefits
- What values inform the SOAR process
- Important community organizations and stakeholders necessary for a successful SOAR effort and the roles they play
- An overview of SSA's disability benefit programs, SSI and SSDI
- Key steps in the disability application process

Class 2: Initiating the Application

Initiating the Application describes strategies to engage an applicant in the application process. It also stresses two key components in the SOAR program – becoming the applicant's representative and collecting medical evidence.

- Effective strategies for case managers to use in engaging the applicant they are assisting
- Importance of becoming the applicant's representative
- SOAR strategies for collecting medical evidence
- Ways of establishing the protective filing date and starting the application process

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What is SOAR?

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a program designed to increase access to Social Security Administration (SSA) disability benefits for eligible individuals who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder.

Many people with disabilities who experience homelessness or are at risk of homelessness (e.g., those returning to the community from institutions such as jails, prisons, or hospitals) struggle to access the resources they need. Many suffer from disabling mental illnesses, co-occurring substance use, trauma, and medical issues that impact their ability to work. The path to recovery can be extraordinarily challenging when one is constantly struggling to meet basic needs. Having income and health care benefits is often a critical first step on the road to recovery.

The Social Security Administration (SSA) has two programs that can provide assistance.

- Supplemental Security Income (SSI), a needs-based program, for individuals who are blind, disabled, or elderly, with low income/resources
- Social Security Disability Insurance (SSDI) for blind or disabled individuals who are insured through employee and employer contributions to the Social Security Trust Fund
- In most states, Medicaid and/or Medicare health insurance accompany these benefits for those eligible

Circumstances can impede access to income and health care benefits.

- SSA communicates mainly by mail, which is a challenge when one does not have a permanent, reliable address.
- People who are experiencing homelessness often have sporadic medical care, making it difficult to access medical records to document disability.
- Symptoms can interfere with cognitive functioning, making it difficult to navigate a complex system.
- **SOAR helps to overcome these barriers!**

SOAR = SSI/SSDI Outreach, Access, and Recovery
SOAR is a Best Practice supported by the Substance Abuse and Mental Health Services Administration (SAMHSA)

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- Designed to help states increase access to SSI/SSDI for eligible adults who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder.
- The SAMHSA SOAR Technical Assistance (TA) Center utilizes a three-step approach to assist communities in SOAR implementation:
  1. Strategic planning meetings to bring together key stakeholders to collaborate and agree upon a SOAR process and develop a SOAR action plan;
  2. Training SOAR Leaders through the SOAR Leadership Academy, who coordinate local SOAR initiatives; and
  3. Individualized TA to support action plan implementation, develop quality review procedures, assist with questions about SSA disability applications, and help with tracking outcomes

The SOAR model:

- Encourages a collaborative process;
- Facilitates communication among SSI/SSDI benefit applicants, case managers, SSA, Disability Determination Services (DDS), and community providers;
- Prepares case managers to assume a central role in gathering complete, targeted, and relevant information for SSA and DDS;
- Helps the disability determination process move more smoothly and quickly by providing assistance to SSA and DDS;
- Seeks approval on initial applications, avoiding the need for appeals; and
- Works to increase access to supportive services and employment opportunities

SOAR Works!

- Since 2006, 50 states and the District of Columbia have reported 34,919 approvals on SOAR-assisted initial applications for adults (2017 National Outcomes).
- Applying the SOAR model has resulted in an approval rate of 64 percent in an average of 96 days (2017 National Outcomes).
- A SOAR pilot program for children in Washoe County, NV from 2014 to 2016 reported an approval rate of 62 percent in an average of 129 days.
- Visit https://soarworks.prainc.com/article/soar-outcomes-and-impact for up-to-date information about approval rates using the SOAR model.

Sustainability

- Collecting outcomes is crucial in sustaining both the local and national efforts.
- SOAR provides an Online Application Tracking (OAT) program to at no cost.

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COHHIO
Coalition on Homelessness and Housing in Ohio

Expectations of Participation and Certification in SOAR Ohio:
The SOAR Ohio certification is a two-step process and only those who successfully complete the National SOAR online course and the SOAR Ohio virtual training can submit SSI and/or SSDI applications using the SOAR model in Ohio.

1. The National SOAR Online Course takes approximately 20 hours to complete. Currently, Ohio uses the SOAR Online Course as its approved training method. The SOAR Online Course consists of seven classes, each of which has a series of articles, short quizzes, and a practice case. The SOAR Online Course is free and can be accessed by clicking on the "Online Courses" tab on the National SOAR website https://soarworks.samhsa.gov/content/soar-online-course-catalog. After completing the online course, individuals will be connected to the State Team Lead who will provide ongoing technical assistance and trainings on state specific procedures for SOAR applications.

2. A SOAR Ohio Adult Online Course Review Session and SOAR Ohio virtual training will be offered to those individuals who have successfully completed the National SOAR Online Course: Adult or Child Curriculum. This training will provide policy specifics for Ohio SSA and DDD, a review of the National SOAR online course with hands-on skill set activities, and cover how to submit quality claims with the focus on fidelity to the SOAR model.
A certificate will be provided at the end of the training which provides access to the DDD Expedited Homelessness Unit, that is dedicated to the submission oh SOAR Ohio claims. This training is by invitation only and attendance requires that you have completed the National SOAR Online Course at least two weeks prior to the scheduled training date.

Upcoming training dates:
July 6, 2022
October 5, 2022
January 4, 2023
April 5, 2023

Outcome Tracking:

SOAR Ohio uses the National SOAR Online Application Tracking (OAT) system to report outcomes. All SOAR Ohio certified providers are required to report their outcomes on SOAR assisted claims by submitting SOAR Ohio claimant data into SOAR OAT at https://soartrack.samhsa.gov/login.php in real time with accurate and timely application data entry.
To maintain the SOAR Ohio certification, one is committing to completing and recording outcomes of a minimum of 24 SOAR assisted SSI/SSDI claims per calendar year with a minimum of a 60 percent approval rate in an average of 100 days or less as targeted goal.

COMMUNITY SHARES OF MID OHIO

175 South Third Street, Suite 580, Columbus, Ohio 43215
Ph: 614.280.1984 Fax: 614.463.1060
www.cohhio.org

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Please reach out with any questions to The SOAR (SSI/SSDI Outreach, Assess and Recovery) Team here at COHHIO that provides training, technical assistance and support to all SOAR Specialist throughout Ohio. Social Service and community workers are trained to use evidence-based best practices and methodology to complete expedited disability benefits applications on behalf of clients. SOAR Ohio specialists represent clients during the entire application process. SOAR methodology is the best practice model and is a truly beneficial resource for all agencies serving Ohio's most vulnerable populations.

Thank you,

Candace Talty, BASW
SOAR Ohio and HNHF Director
SOAR Ohio State Lead

COHHIO
175 S Third St. Suite 580
Columbus, Ohio 43215
P:614.280.1984 ext. 137
F:614.463.1060

candacetalty@cohhio.org

Websites: www.cohhio.org
https://cohhio.org/programs/soar-ohio/
https://cohhio.org/housing-now-for-homeless-families-program/

Erica Copley, BSW, LSW
SOAR Ohio T&TA Coordinator

COHHIO
175 S. Third Street, Suite 580
Columbus, OH 43215
Phone: 614.280.1984 ext. 142

ericacopley@cohhio.org

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COHHIO
Coalition on Homelessness and Housing in Ohio

SOAR Ohio
Frequently Asked Questions (FAQ)

1. **What is SOAR Ohio?**
   SOAR Ohio is designed to move Ohio's most vulnerable populations into better housing opportunities and access other needed recourses. SOAR Ohio providers work on behalf of disabled individuals who are homeless or at risk of becoming homeless, preparing to exit institutions and/or a diagnosis of a severe and persistent mental illness by helping them expedite the SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) application process. Once they receive their benefits, clients can access safe, decent, affordable housing.

2. **What is SOAR?**
   SSI/SSDI, **O**utreach, **A**ccess and **R**ecovery is a program designed to increase access to SSI/SSDI for eligible participants who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder. Highly trained SOAR Specialists assist from the start to finish and represent the applicant through the entire application process.

3. **How would it benefit my agency?**
   This would increase stability for the individuals you serve. Not only does this increase their income but links them to Medicaid, and other resources all leading towards increases in future housing stability for all populations of individuals.

- Learning skills to complete quality applications and forms that are approved on **initial** submission
- Direct connection with local SSA work and the SOAR/homeless adjudicating unit- No one waiting hours on the phone or at the offices
- Decision on claims in about 90 days
- Training, technical assistance and consistent support
- Potential to earn 20 C.E.U.'s for free with completion of training
- Notifications to changes in SSA and procedures before general public
- Most important getting income stability to your clients!

COMMUNITY SHARES OF MID OHIO

175 South Third Street, Suite 580, Columbus, Ohio 43215
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4. What if the person recently got diagnosed, will they be eligible for the SOAR Ohio Program?
   Yes, if the person has a medically determinable diagnosis that is expected to last over 12 months, then they will be SOAR eligible.

5. How long will it take to hear a decision on the SSI/SSDI application?
   Ohio is averaging 90 days or less to receive the official SSA decision.

6. What if the person started out homeless but was housed prior to the referral?
   A formally homeless individual has 90 days after signing of the lease to complete an application or if they are living in a temporary housing situation and has no income.

7. What if a person is staying in a permanent supportive housing unit are they eligible?
   Yes, the person is eligible if they are at imminent risk of homelessness, such as their rent may be covered but the tenant may be responsible for the utilities and without income that could get them evicted. Also, their diagnosis is a factor. It's kind of loose around this so it would be more situational of the client's circumstances.

8. How do find a SOAR specialist in my area?
   The community partner agencies are focused on serving the clients most in need within their perspective community settings. Please reach out to SOAR Ohio State Lead team with questions on how to get involved with SOAR Ohio to serve your client benefit needs. Please reach out to us here at COHHIO as we are the SOAR Ohio State Lead team and the program coordinator, Candace Talty with questions on registering for the free SOAR certification course work. candacetalty@cohhio.org

   The SOAR (**SSI/SSDI O**utreach. **A**ssess and **R**ecovery) Team here at COHHIO provides training, technical assistance and support to all SOAR Specialist throughout Ohio. Social Service and community workers are trained to use evidence-based best practices and methodology to complete expedited disability applications on behalf of client. Specialists represent clients during the entire process of the application process. SOAR is a truly beneficial resource for agencies serving some of Ohio's most vulnerable populations

9. How do I or someone from my organization get trained?
   You can sign up and complete a free training through soarworks.prainc.com or by using this link SOAR Works .This also qualifies for 20 hours of Social Work CEU's. You will then need to complete a four-hour virtual SOAR Ohio training to learn the Ohio specific practices.

10. Will I be eligible for Technical Assistance if I complete training?

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Yes, the SOAR Ohio State Lead team provides training and technical assistance for individuals who have passed the online course and completed the four-hour virtual Ohio training through COHHIO.
For all other questions please reach out to the SOAR Ohio Team listed below:

Candace Talty, AAS, BASW
SOAR Ohio and HNHF Coordinator
SOAR Ohio Local Lead

COHHIO
175 S Third St. Suite 580
Columbus, Ohio 43215
P:614.280.1984 ext. 137
F:614.463.1060
candacetalty@cohhio.org
Website: www.cohhio.org

AND

Amy Lamerson, MSW
SOAR Ohio and HNHF Director
SOAR Ohio State Lead

COHHIO
175 S. Third Street, Suite 580
Columbus, OH 43215
P: 614.280.1984 ext. 128
C: (614) 425-9312
F: 614.463.1060
amylamerson@cohhio.org
Website: www.cohhio.org
SOAR Ohio Website: https://cohhio.org/programs/soar-ohio/

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Catholic Charities of Ashtabula County

Providing Help. Creating Hope.

SSI Ohio Project

Are you or a loved one dealing with the hardships of homelessness?
Are you struggling to receive the proper benefits?

We can help!

The SSI Ohio Project works with individuals 18 years or older with disabilities or mental health issues in order to obtain the needed benefits. Through our assistance, we can:

- Expedite the SSI/SSDI application process
- Increase the number of individuals receiving SSI/SSDI benefits the first time
- Increase YOUR chance for stability
- Make the SSA application process easier, quicker, and less overwhelming

For more information please contact us at:

4200 Park Avenue
Third Floor
Ashtabula, OH 44004

Phone:440-992-2121
Fax: 440-992-5974
Toll Free: 888-881-7559

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C. Geographic Service Areas

Catholic Charities of Ashtabula County serves all of Ashtabula County.

Applications since October 2017	
Area	Number served
Ashtabula	203
Conneaut	19
Geneva	17
Jefferson	9
Orwell	3
Pierpont	1
North Kingsville	1
Roaming Shore	1
Rock Creek	2
Austinburg	1
Andover	2
Kingsville	2
TOTAL	**261**

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D. Service Gaps

There are no known service gaps at this time.

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E. Limitations in meeting condition of an agreement

There are no known service limitations at this time.

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F. 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 annual 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, SOAR Ohio 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 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

Diocesan Moderator for Catholic Charities Corporation

BOARD
Board of Directors

Financial 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

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

HALO Christmas Program

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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G. Board of Trustees/Advisory Council

Catholic Charities of Ashtabula County is governed by a volunteer Board of Directors comprised of local Ashtabula County citizens. The board also has several active committees: The Finance and Audit Committee, Programs & Services Committee, Personnel Committee and special Adhoc committees.

The 2023 Board of Directors Roster is included.

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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: lrnschulze@gmail.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: St Mary, Orwell

Michael Geary, Treasurer
153 Maple Street
Jefferson, Ohio 44047
Attorney
Home: 440-576-3873
Office: 440-576-0288 Fax: 440-576-0620
Cell: 440-228-1911
Email: mike@mgearylaw.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: St Joseph Calasanctius, Jefferson

Deacon Michael Gardner, Director
701 Talltrees Drive
Ashtabula, Ohio 44004
Deacon/Community Volunteer
Home: 440-855-1280

Nicholas Perkoski, Vice President
512 Walnut Street
Conneaut, Ohio 44030
Parish Leader
Home: N/A
Office: 440-599-1968
Cell: 330-815-4253
Email: nperkoski@gmail.com
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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H. Job duties of Project Director

The Family and Community Services Supervisor is the program supervisor for the program and has been with the agency for almost over six years. The Program Supervisor has over fifteen years' experience as a service provider working with the homeless and most vulnerable population in Ashtabula County. Additionally, the Supervisor has is trained and has been a direct service SOAR Ohio Specialist.

Job Description of the Family & Community Services Supervisor is included.

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

JOB DESCRIPTION

TITLE: Family and Community Services Program Supervisor

SUPERVISOR: Executive Director

GENERAL STATEMENT:
The Family and Community Services Program Supervisor is a member of the management/administrative team, responsible for the financial, professional and administrative aspects of the Family Services Program area, which includes Basic Needs Assistance, Distribution Services, Housing Counseling, and Financial Literacy Education. The Family and Community Services Program Supervisor will provide the necessary leadership to ensure the implementation and development of the program and services, and that they are executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:
- Oversee, and may participate in, direct service in the Family and Community Services Program, including client assessments.
- Supervise, develop and motivate the Family Services Program staff and volunteers.
- Monitor and document performance of the Family Services Program staff.
- Conduct regular meetings with program staff. Participate in discussion regarding program and Agency policies, procedures, and related matters.
- Evaluate program services and prepare outcomes reports and presentations.
- Review work to evaluate the appropriateness of services provided relative to client needs and relative to established program and Agency goals, objectives, budgets, and work standards.
- Communicate and disseminate Agency information regularly to the program staff.
- Ensure that the Family and Community Services Program operates in an efficient manner and within set productivity guidelines.
- Ensure that the Family and Community Services Program has appropriate standard operating procedures and other required policies in effect.
- Implement Agency and Family and Community Services Program policies and procedures.
- Assist in the development of and compliance with quality assurance standards of the Family and Community Services Program.
- Keep abreast of and focus on continuous quality improvement.
- Explore new funding opportunities, and prepare grant renewals for the Family and Community Services Program.
- Prepare quarterly and annual funding reports for the Family and Community Services Program.
- Protect and grow the Catholic Charities brand and reputation in the community.
- Develop marketing materials for Family and Community Services Program areas and assist with implementation.
- 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.
- Serve on appropriate community committees and initiatives.
- Actively pursue relationships in the community with parishes, businesses and other organizations and possible clients.
- Act with designated authority, in the absence of the Executive Director during an emergency.
- Assist the Executive Director as necessary.
- Other duties as necessary.

EDUCATIONS, EXPERIENCE AND SKILLS REQUIRED:
- Bachelor's Degree in a human services or related field preferred.
- A minimum of five years of professional experience, including experience supervising/managing programs and personnel.
- Authentic affinity for the mission of Catholic Charities, and experience working with a diverse population.
- Possess valid Ohio driver's license, acceptable driving record and own, reliable transportation with insurance.
- Ability to lift 25 pounds, unassisted.
- High proficiency with Microsoft Office tools (e.g. Outlook, Word, Excel, and PowerPoint,) client management systems, and current social media outlets.
- Strong written and spoken English language skills.
- Efficiently manage time and resources.

STATUS: Full Time; Exempt

SALARY RANGE: $35,000 - $45,000 / FTE

Developed: January 2019

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I. Job Description of project personnel

The current SOAR Ohio Specialist has been at CCAC for less than one year; however, she previously worked for 12 years working with the vulnerable population in Ashtabula County. The SOAR Specialist is trained and certified to assist Adults and Children in the SOARS system and has a master's in social work degree.

Job Description for the SOAR Ohio Specialist (Family Services Caseworker) is included.
Certifications attached.

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

SOAR Ohio Specialist

Position Title:	SOAR Ohio Specialist
Immediate Supervisor:	Family Services Supervisor
FLSA Status*:	Non-exempt
Positions Supervised:	Yes

Position Summary: The SOAR Ohio Program is a model that helps individuals experiencing or at risk of homelessness who have a serious mental illness, medical impairment, and/or developmental delays apply for Social Security disability benefits. The SOAR Ohio Specialist is responsible for ensuring the implementation of the program, and is executed with respect to the vision and mission of the Agency.

Duties and Responsibilities:

- Develop, build, and work with referral sources and community partners to identify applicants through team meetings, outreach, and referrals. Also with those that may assist in the SSA Case.
- Complete Intake Interview with client to determine the client's appropriateness based on the SOARS model to apply or to be reinstated.
- Complete SSI/SSDI application: meet with individual, gather medical records.
- Complete function report: gather work history and other forms needed.
- Follow SOAR Ohio methodology and Social Security Administration policies and procedures.
- Notify individual of appointments to: Social Security Administration, medical doctors, psychiatrists, case management services that were scheduled during the intake process.
- After submission, keep in contact to update SSA concerns, new diagnosis, or other medical evidence.
- Demonstrate strengths-based approaches, principles of self-determination and person-centered planning with client.
- All client documentation requirements completed in an accurate and timely manner.
- Attend required meetings, which may include evening and weekends as well as overnight travel.
- Attend events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- Other duties as necessary.

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.

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- Ability to balance multiple tasks simultaneously
- Must be able to adjust to the environment of the target population including making visits to nursing homes, shelters, and personal living environments when needed
- 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 mental illness, substance abuse, and/or homelessness

Education and/or Experience:

- Associate's degree in Social Work, or a related field, or/and two years' experience preferably in the human services or behavioral health field. LSW or LISW is a plus.

Certificates and Registration:

- Successful completion of BCI/FBI background screening
- Successful completion of Exclusion Checks
- Successful completion of a 20 hour SOARS training, to be done after hire.

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)

Walden University

Having completed the studies and satisfied the requirements prescribed by the Board of Directors of Walden University,

Virginia Ann Putt

is conferred the degree of

Master of Social Work

and to all rights, privileges and honors pertaining thereto.
In Testimony Whereof, this diploma is conferred at Minneapolis, Minnesota, on this twelfth day of February, two thousand seventeen.

Paula R. Singer
Chair of the Board of Directors

Jonathan G. Kaplan
President

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Kaplan University

Upon the Recommendation of the President and Faculty and by the authority of the Board of Trustees, Kaplan University has conferred upon

Virginia Putt

The degree of

Bachelor of Science in Human Services

with a concentration in

Child and Family Welfare

Summa Cum Laude

with all the honors and privileges appertaining thereto.
In testimony, whereof, the Board of Trustees has granted this diploma bearing the seal of the University.
Given in this month of October in the year 2013

KAPLAN 1937 1971 UNIVERSITY

Provost

President

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TRI-STATE BUSINESS INSTITUTE

ERIE, PENNSYLVANIA

is pleased to certify that

Virginia Pratt

has earned the

Degree of Associate In Specialized Business

for successfully fulfilling all requirements prescribed in the

Business Administration/Accounting

1984

and is hereby presented this award as an
acknowledgement of the achievement to all concerned.

September 24, 2008
DATE

PRESIDENT

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TRI-STATE BUSINESS INSTITUTE

ERIE, PENNSYLVANIA

is pleased to certify that

Virginia A. Putt

has earned the

Degree of Associate In Specialized Business

for successfully fulfilling all requirements prescribed in the

Business Administration/Marketing and Management

and is hereby presented this award as an
acknowledgement of the achievement to all concerned.

February 13, 2009
DATE

PRESIDENT

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SOAR WORKS

SAMHSA
Substance Abuse and Mental Health Services Administration

CERTIFICATE *of* COMPLETION

THIS ACKNOWLEDGES THAT

Virginia Putt

HAS SUCCESSFULLY COMPLETED THE

SOAR ONLINE COURSE: ADULT CURRICULUM

Format: Online Course

MAY 25, 2023

This program is Approved by the National Association of Social Workers (Approval #886500698-5028) for 20 continuing education contact hours.

SAMHSA SOAR Technical Assistance Center
Policy Research Associates, Inc. | Delmar, New York
518-439-7415 - soar@prainc.com - https://soarworks.samhsa.gov

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Certificate of Completion

Presented to:

Virginia Putt

For Successfully Completing a 24 Hour Course In

Pre-Purchase Counseling Training

On March 18, 2023

Presented by:

NEJAC NACA'S ECONOMIC JUSTICE & ADVOCACY CENTER
Neighborhood Stabilization Corporation

A HUD Approved Training Organization

Lea Watterson
Lea Watterson
Training Director

JLDFKKDJHF-BHWVTCWZ-YDBWQGQRSD

March 24, 2023

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Certificate of Continuing Education

Introduction to Motivational Interviewing for Care Coordinators

This is to certify that Virginia Putt 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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NationalCPRFoundation™

Provider Card

Student: Virginia Putt

The mentioned individual is now Certified in the mentioned Course by demonstrating proficiency by successfully passing the Examination in accordance with the Terms and Conditions of National CPR Foundation (NCPRF). Valid for 2 Years.

(Infant - Child - Adult) ID#: FDFD4C

Certificate: CPR / AED / First-Aid Date: 12/28/2022

Course administered by National CPR Foundation in Accordance with the 2020 ECC/ILCOR and AHA© guidelines

NationalCPRFoundation™

The Smarter Way!

www.NationalCPRFoundation.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: 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/weekend meetings as well as overnight travel.
- Participate in meetings and events sponsored by the Diocese of Youngstown or area Catholic parishes.
- Participate in public speaking engagements.
- Assist Executive Director as necessary.
- Other duties as necessary.

QUALIFICATIONS:
- Associate's degree in Social Work, or a related field and two years' experience preferable in the behavioral health field.
- Ability to work with a diverse population.
- Possess valid Ohio driver's license, acceptable driving record and own, reliable transportation with insurance.
- May include working evenings/weekend as well as overnight travel.
- Work up to an eight-hour day and ability to lift 25 pounds unassisted.
- Training and/or experience with population served.
- Ability to obtain required certifications within 6 months of hire.
- Proficient in the use of technology and basic computer literacy.
- Willing to submit at background check.

STATUS: Full-time, program Non-exempt

SALARY RANGE: $26,000 - $35,000

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SOAR WORKS

SAMHSA
Substance Abuse and Mental Health Services Administration

Sample SOAR Benefits Specialist Job Description

Position Title: SOAR Benefits Specialist
Classification: Case Manager II

Position Summary

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that helps individuals experiencing or at risk of homelessness who have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder apply for Social Security disability benefits.

Responsibilities of the SOAR Benefits Specialist include but are not limited to the following:

The SOAR Benefits Specialist will report to the Case Management Supervisor. The SOAR Benefits Specialist must be able to work in the community and meet individuals experiencing homelessness where they are, including in the woods, under bridges, and in abandoned houses. This position requires at least 2 years of experience working directly with individuals experiencing homelessness who have a serious mental illness and/or co-occurring substance use disorder; evidence of ongoing training and education in related areas such as mental illness, substance abuse, and/or homelessness; an ability to work in non-traditional settings and unstructured environments; and a valid state driver's license with a clean driving record. SOAR training is a plus. The position requires someone who is organized and has an ability to prioritize tasks quickly. The SOAR Benefits Specialist will also attend any trainings/certifications as required by the state.

Position Responsibilities

- Work with referral sources and community partners to identify applicants through team meetings, outreach, and referrals
- Complete interviews with individuals to gather information to complete SSI/SSDI applications
- Gather medical records and other information to complete SSI/SSDI applications
- Write SOAR Medical Summary Reports for individual applications
- Accompany individuals to appointments at the Social Security Administration
- Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for the application
- Coordinate case management services with partners and help with providing case management services to individuals when needed
- Assist the team with administrative tasks as needed

Position Qualification Requirements

- Excellent interpersonal and communication skills
- Ability to prioritize multiple tasks and meet frequent deadlines
- Superior organizational skills and attention to detail
- Computer experience, including troubleshooting and problem solving and proficiency in MS Office applications (Word, Excel) and database management
- 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

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Helpful Experience

- A Bachelor's degree in a related field, or certification as a Peer Specialist
- Evidence of ongoing training and education in related areas such as mental illness, substance abuse, and/or homelessness
- Lived experience of homelessness or mental illness
- Familiarity with Social Security Administration's Listings of Impairments
- Cursory knowledge of medical and psychiatric terminology and ability to write using same
- Experience with providing outreach and successful engagement to a diverse population, includes working with clients, developing trust, and conducting interviews in non-traditional settings and unstructured environments

Position Work Conditions, include but are not limited to:

- Frequent travel by foot, car, or other means appropriate to making contact with population
- Overtime when necessary to meet project deadlines
- Must be able to adjust to the environment of the target population including making visits to encampments, shelters, and personal living environments when needed
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
- Physically able to participate in training sessions, presentations, and meetings
- Travel for the purpose of meeting with clients, training, collaborating with stakeholders, or off-site personnel/management

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Section 4.3 (E)
Documents Used for Monitoring Goals and Outcomes

SSI/SSDI Outreach, Access, and Recovery (SOAR) - Housing

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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 so that we can provide the best possible services. We are asking your assistance in completing this short survey. Please return it in the enclosed envelope. Thank you for your input.

Client Satisfaction Survey

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/counselor?
   - ☐ Yes
   - ☐ No

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

4. Please tell us how our services have helped you/your family.

   _____

   _____

   _____

5. What could we have done differently?

   _____

   _____

6. As a result of your visit(s), please indicate any lifestyle changes that you will make.

   _____

   _____

   _____

7. Would you recommend our services to someone else?
   - ☐ Yes
   - ☐ No

8. How do you think our services can be improved?

   _____

   _____

Name (optional): _____

TITLE XX - HOUSING CLIENT DATA SHEET

COUNTY NAME/NO.
Ashtabula / 04
STATE - ASSIGNED CONTRACT NUMBER
23-2005-XX
INVOICE PERIOD
6/1/23 - 6/30/23

Client Name	New Client	New Client	M/F	Ethnicity	Veteran	Public Assistance	Township	Case Manager	Adjudicator	Appeal	Approved or Denied	Amount of Back Award
Last, First	18-64	65-older			Y/N	Y/N				Y/N	A/D	

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SOAR

Hiring and Supervising SOAR Case Workers

A Toolkit for Managers and Leads

A SOAR (SSI/SSDI Outreach, Access, and Recovery) case worker will assist eligible individuals who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder apply for Social Security Disability benefits. Due to the unique nature of the position, the following are helpful suggestions and key considerations when hiring and supervising SOAR case workers.

SAMHSA SOAR TA Center

soar@prainc.com

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SOAR WORKS

SAMHSA
Substance Abuse and Mental Health Services Administration

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Successful SOAR Case Workers 3
Evaluating Candidates 4
Supervising SOAR Case Worker Positions 6
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Skills Assessment: Writing Functional Descriptions 14
Skills Assessment: Completing Forms 15
Skills Assessment: Interviewing SOAR Applicants 16

Special thanks to the SAMHSA SOAR Expert Panel Hiring and Supervision Workgroup and SOAR Leads who helped shape this toolkit and provide examples from their programs: Caroline Bolas, Ashley Blum, Emily Carmody, Kascadare Causeya, Jordan Durrett, Amy Lamerson, Ashley Moore, and Cindy Schwartz.

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Exhibit II

(Budget)

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Applicant Budget

Summary

Applicant:	Catholic Charities of Ashtabula County - Housing Services - Title XX
Date From: October 2023	To: September 2024

	Program	Title XX
I. Staff		
A. Salaries	$ 34,299.00	$ 34,299.00
B. Payroll-Related Expenses	$ 14,592.00	$ 14,592.00
Total Staff Costs	$ 48,891.00	$ 48,891.00
II. Operations		
A. Travel and Short-Term Training	$ 364.00	$ 364.00
B. Consumable Supplies	$ 350.00	$ 350.00
C. Occupancy Costs	$ 2,889.09	$ 1,889.09
D. Contract and Professional Services	$ 1,447.00	$ 1,247.00
E. Other - Miscellaneous	$ 620.00	$ 620.00
Total Operational Costs	$ 5,670.09	$ 4,470.09
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 54,561.09	$ 53,361.09
IV. Minus Other Program Resources	$ 1,200.00	$ -
Total Program Costs	$ 53,361.09	$ 53,361.09

Budget Computation

Total Operating Expenses	$ 53,361.09	$ 53,361.09
Divided by Total Operating Units	96.00	96.00
= Unit Rate	555.8446875	555.8446875

Unit Rate	$ 555.84	$ 555.84
X number of units purchased	96.00	96.00
= Total Contract Amount	$ 53,361.09	$ 53,361.09

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Caseworker	$ 32,136.00	Year	100.00%	$ 32,136.00	$ 32,136.00
Program Supervisor	$ 52,100.00	Year	2.00%	$ 1,042.00	$ 1,042.00
Grants/Payroll Administrator	$ 49,971.00	Year	1.00%	$ 500.00	$ 500.00
Fiscal Clerk	$ 31,071.00	Year	2.00%	$ 621.00	$ 621.00
Total Salaries				$ 34,299.00	$ 34,299.00

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

	Entire Program	Title XX Project
PERS or Social Security	$ 2,624.00	$ 2,624.00
Worker's Compensation	$ 343.00	$ 343.00
Unemployment Insurance	$ 343.00	$ 343.00
Retirement Expenses	$ 1,715.00	$ 1,715.00
Hospitalization	$ 9,192.00	$ 9,192.00
Other (*identify*)	$ 375.00	$ 375.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 14,592.00	$ 14,592.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:	$ 189.00	$ 189.00
Short-Term, Training	$ 175.00	$ 175.00
Total Travel and Short-Term Training	$ 364.00	$ 364.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 345.00	$ 345.00
Cleaning Supplies		
Other *(identify)*	$ 5.00	$ 5.00
Other *(identify)*	$ -	$ -
Total Consumable Supplies	$ 350.00	$ 350.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 2,721.09	$ 1,721.09
Usage allowance/depreciation @ rate of original acquisitio cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 25.00	$ 25.00
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	$ 124.00	$ 124.00
Sewer		
Other Alarm	$ 19.00	$ 19.00
Other *(identify)*		
Total Occupancy Costs	$ 2,889.09	$ 1,889.09

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Technology	$ 800.00	$ 600.00
Auditor	$ 287.00	$ 287.00
Other Contract Service Fees	$ 360.00	$ 360.00
Total Contract & Services Costs	$ 1,447.00	$ 1,247.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Postage & Shipping	$ 173.00	$ 173.00
Advertising & Printing	$ 10.00	$ 10.00
Other Technological	$ 67.00	$ 67.00
Computer Software Training & Support	$ 360.00	$ 360.00
Dues & Other Misc. Expenses	$ 10.00	$ 10.00
Total Miscellaneous Costs	$ 620.00	$ 620.00

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX 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 Title XX
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
Catholic Charities	$ 1,200.00	
Total Other Resources	$ 1,200.00	$ -

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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:

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 **$13,340.27,** and free from any previous encumbrances.

Agreement Title: A **Title XX 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

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Title XX Sub-Grant Agreement

This Sub-grant Agreement is entered into on the **1st** day of **October 2023** between the **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 Ave, Third Floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121**, (hereinafter referred to as the "Subgrantee") to provide **Guardianship** for individuals determined eligible for **Title XX Services**.

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#93.667, Federal Social Services Title XX Base Funds.

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 Sub-Grant 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: **$ 48,126.00**.

The unit rate is: **$78.00 per hour of service** per service code **776-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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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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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 **Confidentiality and Security:**
Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:
ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:
Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):
Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – **Guardianship**

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: Bill Daywalt EMAIL: billd@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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Attachment B
Program Planning and Development

Guardianship

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Section 4.4 – Planning and Development

A. Program description and proposed service - Guardianship

The Guardianship Program of Catholic Charities of Ashtabula County is the only program in Ashtabula County providing Guardian of Person (GOP) services to vulnerable, frail community members age 60 and over as well as adults with severe and persistent mental illness under the age of 60. The program's clients typically suffer from forms of dementia, brain trauma, or mental health issues so severe they are unable to speak on their own behalf or have been a victim of abuse, exploitation, or neglect. The Guardianship program has staff guardianship caseworkers and also recruits for volunteer guardians in the community to serve as Guardians of Person for Ashtabula County residents. The program referrals generally come from Adult Protective Services (APS), nursing homes, social service agencies, mental health agencies, hospitals, and community members.

The process for guardianship includes several steps starting with a staff assessment for the client's program eligibility, followed by seeking the right guardian match for the client (staff or volunteer), and contacting a volunteer attorney for representation on the case. The guardianship appointment is ordered under the Ashtabula County Probate Court Judge, Honorable Judge Albert Camplese along with Magistrate Richard Dana and the support of Probate Court Administration. This order creates a legal relationship between the GOP and the ward. The GOP is legally responsible to make medical, mental health, and housing decisions that are in the best interest of the ward. The appointment of a Guardian of Person insures physical safety, improved or better-maintained health, and enhances the client's quality of life. Local attorneys support the program by volunteering their time pro-bono filing Guardianship legal paperwork with the Ashtabula County Probate Court.

CCAC provides two guardianship services: (1) Guardian of Person, consisting of a staff guardianship caseworker or volunteer ward match; and/or (2) Guardian of Estate which is coordinated by a staff caseworker under the Agency name. All applications for guardianship are prepared by Catholic Charities staff and filed by one of the program's volunteer Pro-Bono attorneys. Volunteer guardians are not involved with Guardianships of Estate.

Challenging guardianship cases that involve complicated family dynamics and/or legal issues are facilitated by staff guardianship caseworkers, as these cases may be time-intensive and complex for a volunteer's involvement. Catholic Charities of Ashtabula County ensures the proper administration of guardianship cases facilitated by the program.

The Guardianship Program has been known to greatly improve the quality of life for Ashtabula County seniors and allow them to live their final years with dignity and respect. The program reduces the number of seniors who are exploited, neglected, or abused.

Title XX Target Population

Funds from Title XX will support the efforts to maintain the services of those that are 60 years or older in the Guardianship Program. Title XX funding targets the frail elderly who are diagnosed with Alzheimer's, dementia, conditions related to long-term alcohol abuse, and/or other physical and mental disabilities. In addition, clients typically have a history of, or are in

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danger of exploitation, neglect and/or abandonment, and do not have the ability to make quality of life decisions. See enclosed eligibility forms.

What is Guardianship?

Guardianship is a legal relationship established by the Probate Court between two parties; one being the guardian and the other being the ward. If, after a thorough investigation and hearing, the Court finds a person incapable of managing his or her own person, it will appoint a legal guardian.

The guardian protects and oversees the ward's day-to-day maintenance, which includes food, shelter, clothing, healthcare and other necessities. The guardian is the voice and decision-maker for the ward. The presence of a guardian increases accountability from care staff and medical professionals and provides protection from exploitative individuals or family in the ward's life. Guardians monitor their ward's medical, physical, emotional, material and environmental well-being.

The Role of Volunteers in the Guardianship Program:

Volunteer Guardians are utilized in the program to become legal guardians of person through the Ashtabula County Probate Court. Volunteers are trained and monitored by the Protective Services Supervisor and the Guardianship Caseworker to ensure that wards receive quality service.

Volunteer attorneys play an important role to the program, as they and their staff provide countless hours of "pro-bono" services by advising cases, filing guardianship applications to the Probate Court, and representing the program and volunteer guardians at the Probate Court hearings.

Guardianship Application & Assessment process

Client Intake

The Guardianship Program has an in-depth and detailed initial client intake and assessment process. The Protective Services Supervisor or Guardianship Caseworker accepts all referrals to the program. Individuals are evaluated at intake to ensure that:

- guardianship is the least restrictive alternative that will still effectively meet the individual's needs;
- the level of guardianship is appropriate to the individual's assessed capacity; and
- there is no appropriate family member or friend who could assume the guardianship role.

When determining its capacity to serve as guardian, the organization considers the:

- current staff workloads;
- appropriateness of the court order/referral; and
- qualifications and skill level of staff.

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Referrals and Waiting List:

All referrals will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

Categories of referrals

- 60 years or older: All referrals will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

- Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Any referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend. Majority should be referred by a Mental Health agency and or is receiving case management services.

Prioritization Policy (60 years of age):

The waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Guardianship Program.

All clients referred to a waiting list will be managed by the program supervisor and discussed and reviewed weekly with guardianship staff. The waiting list will record referral date and its referral source such as Adult Protective Services, Ashtabula County Probate Court, Medical provider and/or Living institution.

Additionally, monthly meetings and/or an immediately meeting with Adult Protective Services and Ashtabula County Probate Court will assist with the prioritization of the wait list based on the greatest level of need for services.

The Protective Services Supervisor or Guardianship Caseworker schedules and conducts the assessment for the prospective client. The prospective client assessment involves the following actions:

- Meet with referral contact(s) and discuss the client's situation and reason(s) for possible guardianship.
- Meet with the prospective client to assess their cognitive abilities and living conditions. Multiple visits may be necessary.
- Review prospective client's medical, financial and personal situation.
- Research current family involvement, all Next of Kin, if any, and the reasons why family is not involved with prospective client's immediate care.
- Assess the need for services, appropriateness for program, and ensure that all other options for the prospective client have been considered and/or implemented.

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Once the assessment is completed, a qualifying client will be matched with the appropriate guardianship caseworker or volunteer guardian. Volunteers are matched based upon their location, availability and comfort level with the prospective client's level of care. Until the prospective client is matched with a guardian, the Protective Services Supervisor and Guardianship Caseworker will regularly reassess his or her need for guardianship. At times, a prospective client may have a change in his or her status where guardianship may not be pursued by the program. For example, a suitable family member or friend may be available to become the guardian for the prospective client, or the client moves out of the service area. If a prospective client is in immediate need of a guardian, a staff guardian will apply for Emergency Guardian of Person.

Need

In 2019, Governor Mike DeWine issued a resolution noting that by 2030 Ohioans age 60 and older will make up more than a quarter of the population in 81 Ohio counties (2019, jfs.ohio.gov). According to the Ashtabula County 2022 Community Health needs Assessment, 19.8% of the population is age 65 and older, versus the state average of 17.5%.

In Ohio from July 1, 2020 through June 30, 2021 Adult Protective Services received 34,996 reports of abuse, neglect, and exploitation for adults 60 and over. (ODJFS APS Data Fact Sheet for SFY 2021) Of that number 5,343 were referrals reporting of abuse cases comprising of emotional, physical or sexual abuse and 20,449 were reporting referrals of self-neglect and neglect by others. Ashtabula County Adult Protective Services received 304 reports of alleged abuse, neglect, or exploitation in SFY 2022. Of these reports, 74 reports were of exploitation, and 74 reports of Self- Neglect.

The Alzheimer's Association reports 1 in 3 seniors dies from Alzheimer's/Dementia. It is the 6th leading cause of death in the United States, killing more seniors than breast cancer and prostate cancer combined. The National Center on Elder Abuse reported: 9.5% of the elderly population experience some type of abuse, the most common being psychological and financial. Statistics report that in nursing homes 27.4% are physically abused and 13.8% are financially taken advantage of.

The National Center on Elder Abuse reported the following statistics from the Bureau of Justice 07.07.14 report:

a. 1 in 10 of the elderly population experience some type of abuse
b. 36% of nursing homes have been in violation of elder abuse laws
c. 91% of nursing homes lack adequate staff to properly care for patients

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Monitoring

The Guardianship Program maintains confidential records for each client and volunteer in a secure filing cabinet. All volunteer guardians and staff guardians have a file in their name documenting the completion of training and program requirements. Reporting and documentation of all clients are maintained electronically; status of volunteer involvement with ward and any activity of the ward included.

Volunteers are expected to complete and submit monthly contact reports, which provide a visitation log with comments summarizing the ward's status. The Protective Services Supervisor monitors the information contained within the monthly contact reports and provides feedback and visitation as necessary. The Protective Services Supervisor will also try to make a visitation to every ward annually. The Protective Services Supervisor and the Guardianship Caseworker are available to all volunteer guardians to discuss any guardianship issues, attend meetings with healthcare providers, visit in emergency situations and provide support with end of life situations. The Protective Services Supervisor is also responsible for motivational and recognition activities. Volunteers are remembered in special ways upon placement as a guardian, for birthdays, and upon the death of their ward. The Protective Services Supervisor represents the program and the volunteers at health fairs, community outreach workshops, and civic meetings.

The Guardianship Program surveys our volunteer guardians to find out the status of our ward's health, safety and welfare. From our 2021 survey, our volunteer guardians reported:

- 100% of our guardians agree or strongly agree that their ward is in a safe protective environment.
- 87% agree or strongly agree that their ward's quality of life has improved.
- 518% of guardians agree or strongly agree that their ward's health has improved.
- 100% of guardians agree or strongly agree that their ward's plan of care meetings have been effective.

Client and volunteer file audits are conducted to maintain the integrity of the ward and the volunteer guardianship files. Volunteers are reviewed on an annual basis when the Protective Services Supervisor and volunteer meet to complete the Guardian's Report for the Probate Court, and the Ward Outcomes Survey for the Agency (see attached). An Annual Guardianship Program Satisfaction Survey is sent to all volunteer guardians by the program supervisor. The Protective Services Supervisor attempts to make contact with all volunteers quarterly, either in person, over the telephone, via U.S. mail or e-mail. Volunteer contact is tracked, documented and monitored.

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Training

All guardians are required to attend and complete guardianship training. The Supreme Court mandates training for all guardians in the State of Ohio which is a requirement to participate in our program. The Supreme Court and the Agency both require annual professional development. The National Guardianship Association (NGA) provides best practices to guide the Agency and the guardian's decision-making.

The Protective Services Supervisor coordinates all trainings of the Volunteer Guardianship Program. Every potential volunteer must take part in a Volunteer Orientation, which provides an overview of the program and of Catholic Charities.

All trained volunteers are required to participate in an interview with the Protective Services Supervisor. This interview will help the supervisor understand the volunteer's availability to serve geographically in the county and to get to know their strengths and weaknesses before being paired with an alleged incompetent. Three references are obtained regarding the volunteer.

The Agency also makes available on-going training opportunities throughout the year for all who are accepted as a volunteer guardian. These trainings will provide expert information on issues frequently dealt with by the volunteer guardian. As part of the on-going training process the Protective Services Supervisor must ensure the pertinence of the topic, develop the program and schedule the participants/presenters, amenities and provide all necessary follow up.

Once a volunteer guardian has met all training requirements of the program, they are ready to be matched with a potential ward of the program. The Protective Services Supervisor or Guardianship Caseworker coordinates meetings with the volunteer guardian and introduces them to the potential ward. Once the volunteer agrees to be the guardian to a potential ward, the Protective Services Supervisor or Guardianship Caseworker will start the guardianship application process and coordinate a volunteer attorney to represent and file the guardianship application.

As part of the application process, the Protective Services Supervisor is responsible for the following actions:

- Ensuring the guardian completes a background investigation in accordance with the Ohio Administrative Code 3701-60.
- Ensuring that the guardian completes drug testing in compliance with Agency policy and Title XX Social Services RFP
- Coordinating additional meetings with the potential guardian and ward.
- Preparing the guardianship application.
- Submitting the application to the volunteer attorney.
- Notifying the guardian of the court hearing date.
- Involvement with the court investigation.
- Attending the court hearing.
- Obtaining letters of guardianship and issuing documents to the volunteer guardian.

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The Protective Services Supervisor will ensure that the volunteer has met with the ward and is familiar with the Probate Court Process prior to the hearing date. Once the guardianship is ordered by the Ashtabula County Probate Court, the Protective Services Supervisor will continue to work with the guardian to review the ward's needs and answer any questions pertaining to the guardianship and the program.

The Protective Services Supervisor or Guardianship Caseworker prepares the new Volunteer Guardian with useful tools to assist with their duties, including the National Guardianship Association handbook; nursing home post (Guardian's rules); outline of tasks required; and the date that the annual report to the probate court is due.

Program Service Collaboration:

The Guardianship Program is the only guardianship program in Ashtabula County. The Volunteer Guardianship program coordinates its services with the following programs, services, funding sources and providers in the area

Adult Protective Services:

APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of his or her inability to make appropriate decisions. Usually there is no family or lack of appropriate family. APS works to place the alleged incompetent person in a protective environment with the necessary services and refers to the Guardianship Program. However, there are situations when the alleged incompetent is not voluntary with APS offered services and there is a concern for the person's welfare. APS may pursue a protective order through the Ashtabula County Probate Court and request Catholic Charities to apply for guardianship to the alleged incompetent. VGP and APS meet monthly to review open and/or prospective case.

Ashtabula County Probate Court:

The Probate Judge or Magistrate may find an alleged incompetent in the need of a guardian and will order the Volunteer Guardianship Program to be the guardian. A typical order for the court usually has competing applications or an unfit applicant for an alleged incompetent. The Ashtabula County Probate Court may find that there is a need for a neutral party to look out for the best interest of the ward.

Ashtabula County Mental Health and Recovery Services:

The Mental Health and Recovery Services Board provides funding and support for our services to provide assistance to adults with severe and persistent mental illness. The executive director, Miriam Walton serves as a member of the Guardianship Advisory Committee.

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Ashtabula County Board of Developmental Disabilities

Service and Support Administrators (SSA) provide case management and coordinate services for some wards that live in the community. SSAs consult with and update the guardian about wards of the GP program ward's current progress and provides community case management support for the ward.

Ashtabula County Hospitals, Health Care Services and Establishments:

Hospitals, assisted living facilities, nursing homes, and home-based services, refer prospective clients that they feel are unable to make medical and personal decisions for themselves. Usually there is no family or suitable family available to ask or answer questions of providers, protect the ward, monitor quality of care, attend care-planning meetings, visit, advocate, arrange special need items for the ward, or fill the role of representative.

B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Employees and volunteer guardians in the program are available to receive telephone calls regarding their wards 24 hours/day – 7 days/week. The Protective Services Supervisor and staff guardians are available to serve as a temporary backup to volunteer guardians. Additionally, all volunteer guardians have 24/7 access to program staff.

The Volunteer Guardianship Program has an in-depth client intake and assessment process. In keeping with National Guardianship Association, the Protective Services Supervisor evaluates and ensures referrals fall within program criteria. Every referral source must submit a program referral form accompanied by a Statement of Expert Evaluation, which is a physician assessment of the client stating his/her opinion on the need for a guardianship. All referrals are scheduled for assessment within thirty days of initial receipt. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services, with a majority of clients meeting the Title XX Priority Policy.

Monthly, the Protective Services Supervisor will advise the Executive Director of any assessments not completed within the 30-day time period, and provide a plan and timeline for completion. The Protective Services Supervisor will contact the referral source to advise the timeline as to when an assessment will be conducted.

Guardians are responsible for:

- Monthly ward visits.
- Attending quarterly plan of care meetings to assess ward's medical and personal status and needs.
- Providing monthly contact reports to the Protective Services Supervisor.
- Communicating with the Protective Services Supervisor of any changes in the ward's medical and/or personal needs.

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- Meeting annually with the Protective Services Supervisor or the Guardianship Caseworker to conduct the Probate Court's Annual Guardian's Report and Volunteer Guardian assessment of ward report.
- Advocating for his or her ward and ensuring dignity and respect.

Guardianship Statistics

Statistic	2021	2023 projection
Unduplicated Clients Served	137	150
Volunteer Hours	211	300

- **Decrease in client and volunteer hours are due to the interruption of volunteer direct service activity during the pandemic.**

COVID-19

The health and safety of our staff, volunteers and clients is our main priority. The GP requires all staff and volunteers to adhere to the federal, state and local health guidelines to help prevent the spread of illness if in person with a ward of the court.

Catholic Charities of Ashtabula County will follow the CDC mandates for the State of Ohio.

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C. Geographic Service Areas

Catholic Charities of Ashtabula County serves all of Ashtabula County.

Service Area	Unduplicated clients served 2021 under age 60*	Unduplicated clients projected 2023 under age 60	Unduplicated clients served 2021 age 60-75	Unduplicated clients projected 2023 age 60-75	Unduplicated clients served 2021 age 76 +	Unduplicated clients projected 2023 Age 76 +
Andover	1	1	0	1	2	2
Ashtabula	12	28	37	41	13	23
Austinburg	0	0	3	4	1	2
Conneaut	0	2	2	5	3	6
Geneva	3	6	14	15	7	7
Jefferson	0	1	3	3	7	5
Kingsville	0	0	1	4	6	8
Orwell	1	1	2	2	0	0
Williamsfield	0	0	1	0	0	1
Other	13	9	4	5	2	1
TOTAL	**30**	**48**	**66**	**80**	**41**	**55**

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Section 4.3
Documents Used for Monitoring Goals and Outcomes

Guardianship

Title XX Social Services Application

Section I – **Identifying Information:**

Agency Use Only:

Applicant Name:	**Other name(s) the applicant is, or has been, known by:**	**Case Name:**
Address:	**Social Security Number:**	**Case Number:**
	Date of Birth:	**Date Received:**
	Telephone Number:	☐ **Initial Application** ☐ **Redetermination**

Section II – **Household and Income Information:**

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:

Total Number of Household Members: 1 **Total Household, Gross, Monthly Income:** $0.00

APPLICANT RIGHTS & RESPONSIBILITIES:

☒ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	**Date:**

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THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility **must**:

_____ Enter the name of the contracted provider agency.
_____ Enter the date that the application is received at the contracted provider agency. This is the application date.
_____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
_____ Determine eligibility, and category of eligibility, within 30 days of the application date.
_____ Provide the applicant with a letter of approval or denial of services.
_____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
_____ Complete a Social Service Plan for the applicant.
_____ Sign and date the bottom of the application.

Agency Name/Contracted Provider: CCAC	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

- ☐ Date application was received at provider agency:_____
- ☐ Action taken: Approved / Denied (circle one) -- Date:_____
- ☐ Number of people in household:_____
- ☐ Residency Verification (attach copy):_____
- ☐ Total Household Income (attach verification): $_____
- ☐ Eligibility Dates: From:_____ To:_____

Eligibility Category
- ☐ Services Provided for Free
- ☐ Services provided for fee – Fee Amount: $_____
- ☐ Services provided without regard to income – APS or I&R (circle one)

Social Service Plan Goal:

Check the box indicating the assigned goal:
5101:2-25-03 (B) (1 – 5)
- ☐ Self Support
- ☐ Self Sufficiency
- ☐ Preventing neglect, abuse, or exploitation
- ☐ Preserving Families
- ☐ Community based care
- ☐ Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
				Guardianship	$0.00
					$
					$
					$
					$
					$
					$
					$
					$

Signature of Eligibility Determiner: **Date:**

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Title XX Consumer Rights & Responsibilities

WARDS NAME

You have the right to apply for services and have eligibility determined within thirty days of the receipt of the application.

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to a state hearing as described in division level designation 5101:6 of the Administrative Code.

You have the responsibility to report, within ten days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

Effective 01/01/2007
R.C. 119.032 review dates: 09/22/2006 and 01/01/2012
Certification: CERTIFIED ELECTRONICALLY
Date: 12/11/2006
Promulgated Under: 119.03

☐ **Initial Application**

☐ **Redetermination**

Signature: _____ **Date:** _____

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Ohio Department of Job and Family Services

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name:	Assistance Group: N/A	
Street Address:	Case Number: N/A	Program: Guardianship
City, State, and Zip Code:	County: ASHTABULA	Mailing Date:

We approved your **Guardianship** application dated .

Starting _____, you will get **guardianship services**.

The people affected by this action are: _____.

The reason for this action is: **Guardianship**

The rules that require this action are: **5101:2-25-07 --- You meet Title XX eligibility.**

Caseworker:	Worker I.D.:	Telephone Number:
Jennifer Ransom	N/A	**440-992-2121 ext. 7033**

Your Right to a State Hearing

This notice tells you what we are doing on your case.

Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

Ask for a State Hearing if you want to appeal

Ask for a State Hearing if you disagree with what we are doing or think we are making a mistake. At the state hearing, you can explain your reasons. We will explain our reasons. A hearing officer from the Ohio Department of Job and Family Services will make a decision after the hearing.

We must receive your request for a State Hearing by this deadline: _____.

(Note: The deadline is 90 days after the Mailing Date at the top of this page. If a deadline falls on a Saturday, Sunday, or state or federal legal holiday, then the deadline is extended to the next workday.)

Follow the instructions on page 2 of this notice if you want to ask for a State Hearing.

Someone else may help you (a lawyer, social worker, friend, relative, etc....) They may ask for a hearing and go to the hearing for you if they send us your signed authorization.

You can ask your local Legal Aid program for free help with your case. Call the Ohio State Legal Services Association at 1-800-589-5888 (a free call) if you need your local phone number.

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Ag Name:	Case Number:	Mailing Date:

State Hearing Request

If you disagree with what we are doing or think we are making a mistake, you may use this form to ask for a State Hearing.

Step 1 **If you would like to ask for a State Hearing, read, sign, date and fill in your phone number. Another person may sign this for you if they send us your signed authorization.**

I want a State Hearing because I disagree with what you are doing or think you are making a mistake on my case.

Sign:	Date:	Phone:

Step 2 **Optional – You may check boxes and fill in blanks to help us schedule your State Hearing.**

- ☐ I want a State Hearing about:
  - ☐ Checks or case assistance *(OWF, DFA, RSS, Refugee Case Assistance, etc.)*
  - ☐ Medical coverage *(Medicaid, Disability Medical, Alien Emergency Medical, Refugee Medical, etc.)*
  - ☐ Other benefits *(PRC, Child Care, Child Support, Work Allowance, etc.)* _____
- ☐ I want a State Hearing because _____
- ☐ I need an interpreter, a signer, or other assistance, at my State Hearing (explain)_____
- ☐ The days/time I cannot come to a State Hearing are _____
- ☐ I also want a County Conference *(a meeting with County Department of Job & Family Services staff)*
- ☐ This person has agreed to help me with my State Hearing *(my "authorized representative"):*

Name:	Phone:
Address:	Fax:
City, State and Zip Code:	E-mail:

Step 3 **You must choose <u>one</u> of the following ways to send this State Hearing request to us. We must <u>receive</u> this request by the deadline on previous page of this notice. You should keep proof of when and how you sent this hearing request to us.**

- **Mail** – Mail both pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.
- **Fax** – Fax both pages of this notice to ODJFS Bureau of State Hearings at (614) 728-9574.
- **E-mail** – E-mail the ODJFS Bureau of State Hearing at < bsh@jfs.ohio.gov >. In the subject, put "State Hearing Request." In the message, put all the information from the boxes at the top of this page and from Steps 1 and 2.
- **Phone** – Phone the ODJFS Consumer Access Line at 1-866-635-3748. Follow the instructions for State Hearings. Mention this notice.
- **Contact your caseworker** – It is better to send your request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

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Catholic Charities of Ashtabula County

SELF-DECLARATION OF HOUSING STATUS

Applicant Name: _____

☐ Household without dependent children (complete one form for each adult in the household)
☐ Household with dependent children (complete one form for household)
Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

☐ I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.

☐ I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next ____ days.

I certify that the information above and any other information I have provided in applying for HHP assistance is true, accurate and complete.

Applicant Signature: _____ Date: _____

Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for HHP 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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Catholic Charities of Ashtabula County

SELF-DECLARATION 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 HHP 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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Volunteer Guardianship Program

Patrick Sorohan Volunteer Guardianship Program

The Guardianship Program at Catholic Charities trains and utilizes community volunteers who agree to serve as guardians of person to county residents who are 60 or older, indigent, and lack available, appropriate family.

Contact us to learn more about:

- **What is Guardianship of Person?**
- **What is the responsibility of a Guardian?**
- **How you can help an elderly person in your community?**
- **How does an individual become a volunteer guardian through Catholic Charities?**

Contact us for more information on this rewarding volunteer opportunity. You can use the QR code provided to place an application of interest to become a volunteer guardian.
Or call 440-992-2121 Ext. 7011
billd@doyccac.org
nicoler@doyccac.org

Catholic Charities of Ashtabula County
Providing Help, Creating Hope
4200 Park Avenue, 3rd Floor
Ashtabula, Ohio 44004

Funding & support provided in part

Ashtabula Job & Family Services

United Way

YES for Seniors

Ashtabula County Probate Court

Catholic Charities

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

Patrick A. Sorohan Ashtabula County Volunteer Guardianship Program

Informational Meeting

Catholic Charities of Ashtabula County

MISSION STATEMENT

Patrick Sorohan Ashtabula County Volunteer Guardianship Program will recruit, train and supervise volunteers to serve as guardians for persons, primarily the frail elderly, with little or no financial resources and/or no family or other support system to fulfill the role of surrogate decision- maker

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VOLUNTEER GUARDIANS
OUR HISTORY

The concept of the Volunteer Guardianship Program began in 1992 when the Catholic Service Lea Executive Director, Patrick Sorohan, stepped forward to become the legal guardian to a number of nee disabled elderly in our community.

Following his death in 1994, a community task force was formed through the Senior Care Network (a consortium of Ashtabula County organizations serving the elderly) that devoted themselves to developin what is now *The Patrick Sorohan Ashtabula County Volunteer Guardianship Program.*

It was modeled after a well-established and nationally recognized program in Cleveland known as The Volunteer Guardianship Program; a program of the Lutheran Metropolitan Ministry Association.

This model coupled with Catholic Charities experience and community orientation worked to build a stro and successful program for Ashtabula County.

The program was successfully started in 1996 with one part-time employee, one volunteer, and o the court and today has grown to three full-time staff, over forty volunteers, and currently se wards of the court.

PROGRAM OBJECTIVES

- To provide guardianship services to incompetent older adults
  - residing in Ashtabula County
  - no financial resources;
  - no family capable or appropriate to handle guardianship responsibilities
- To provide training and support to volunteer guardians
  - to ensure and enhance the ward's quality of life
  - make all decisions in the best interest of the ward
  - uphold their dignity and respect their personal religious values

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PROGRAM SUPPORT

- The Honorable Judge Albert S. Camplese, Magistrate Michael Hamper, a court investigator, and Probate Court staff are key supports to the development and growth for the program.
- Volunteer Guardians.
- Volunteer Attorneys donate their professional time and services assisting in the legal process. The attorney files the legal application with the Probate Court and represents Catholic Charities and the volunteer at the hearing.
- A Program Advisory Board made up of representatives from different community organizations meets on a quarterly basis and provides advice, counsel, and support for the program. Judge Albert S. Camplese is an active member of the advisory board.

PROGRAM SUPPORT

The Patrick Sorohan Ashtabula County Volunteer Guardianship Program is associated with

National Guardianship Association

Ohio Guardianship Association

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PROGRAM FUNDING

Patrick A. Sorohan Ashtabula County Volunteer Guardianship Program is funded by:

- ❑ Catholic Charities of Ashtabula County
- ❑ The United Way of Ashtabula County
- ❑ Ashtabula County Senior Services Levy
- ❑ Title XX
- ❑ Ashtabula County Probate Court
- ❑ Foundations and Private Donations

GUARDIANSHIP

- ✓ ***guardianship*** is "...a relationship created by state law, in which a court gives one person (the guardian) the duty and power to make personal decisions for another (the ward or incapacitated person)." In this country, a guardian is appointed when a judge determines that an adult lacks the capacity to make decisions regarding his or her own life. For a vulnerable older person, guardianship can be a valuable tool in securing his/her physical safety.*
- ✓ The Probate Court will appoint a legal "***guardian***", after a thorough investigation and a hearing, to make decisions on the person's behalf. The court will have found the person, referred to as a "***ward***," incapable of managing his or her own person and/or affairs.
- ✓ Guardianship is a ***fiduciary**** relationship of trust, wherein the guardian must put the needs of the ward first.

* **Fiduciary**: in law, a person who is obliged to discharge faithfully a responsibility of trust toward another

Guardianship For The Elderly: Protecting The Rights And Welfare of Seniors With Impaired Capacity. United States Senate; Issued By: Senators Gordon H. Smith and [illegible]

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REFERRAL SOURCES

Community Referral

- Home Health
- Hospital
- Courts/ Attorneys
- APS/ Board of DD
- Relatives Community

Facility Referral

- Nursing Home Social Worker
- Assisted Living Director
- Mental Health

WHO WE SERVE

- Age 60 or older
- Frail, elderly
- Indigent
- Current resident of Ashtabula County
- Person lacks available or appropriate family and/or friend support system
- Person found to be alleged incompetent by a licensed physician or psychiatrist who completes a *Statement of Expert Evaluation* (Sup. R. 66 & R.C. 2111.49, form 17.1)

NOTE: ONLY A PROBATE COURT JUDGE CAN DEEM A PERSON INCOMPETENT AND ORDER A GUARDIANSHIP

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ETHICAL PRINCIPLES

1. A guardian treats the person with dignity. (Standard 3)
2. A guardian involves the person to the greatest extent possible in all decision making. (Stand
3. A guardian selects the option that places the least restrictions on the person's freedom and r
   (Standard 8)
4. A guardian identifies and advocates for the person's goals, needs, and preferences. (Standard 7)
5. A guardian maximizes the self-reliance and independence of the person. (Standard 9)
6. A guardian keeps confidential the affairs of the person. (Standard 11)
7. A guardian avoids conflicts of interest and self-dealing. (Standard 16)
8. A guardian complies with all laws and court orders. (Standard 2)

YOUR ROLE AS A GUARDIAN TO YOUR WARD

- A Voice/Advocate
- Decision Maker
- Not Always the Good Guy
- Person Centered
- Eyes and Ears
- Confidentiality
- Ward Participation
- Ward Support

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RESPONSIBILITIES ONE YOU AR ASSIGNED A WARD

- ALL VOLUNTEER GUARDIANS WILL FILE FOR GUARDIANSHIP OF PERSON O
- THERE ARE NO FINANCIAL OR ESTATE ISSUES.

- Establish a relationship that meets the needs of the ward
- Work with CCAC supervisor and/or staff regarding the wards affairs
- Complete monthly visit with your ward and reporting sheet
- Complete annual reports with CCAC staff for your ward
- Protect the wards rights
- Make decisions in the wards best interest of the ward

YOU ARE NOT EXPECTED TO SPEND PERSONAL FUNDS ON YOUR WARD

CONFLICT OF INTEREST

"In no case shall the guardianship of a person be assigned to a person or agency who provides services to the person. The rationale for this provision is that it would be impossible for a person who is providing services to also be an effective advocate against the service provider."

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QUALIFICATIONS

- Be self motivated
- Training or experience working with the elderly desired but not mandatory
- Time and ability with the hope to commit to being a guardian for the ward's lifetime
- Current resident of Ashtabula County
- Consent to background check
- Consent to mandatory Drug Screening Test

VOLUNTEER APPLICATION PROCESS

Part I

- Informational Meeting & Application

Part II

- Personal interview
- Background investigation and drug screening
- Fundamentals of Adult Guardianship training
- Start monthly volunteer reports

Part III

- Meet potential ward
- Complete Probate Court application with CCAC staff

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VOLUNTEER GUARDIAN TRA G

All guardians must complete the *Fundamentals of Adult* Guardianship 6 hour trainin

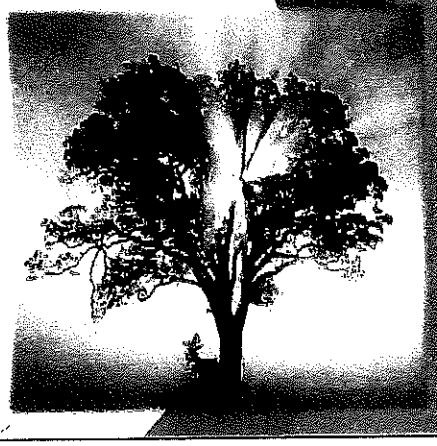
The training is facilitated by the Ohio Supreme Court
http://www.supremecourt.ohio.gov/Boards/judCollege/default.aspx .

Completion of the Fundamentals of Adult Guardianship course is mandatory and must completed prior to filing your guardianship application with the court.

An additional 3 hours are required each year thereafter, through the Ohio Supreme C

"My beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain."

Cor. 15:58



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D. Service Gaps

While referrals are eligible from any part of the Ashtabula County community, it is at times more of a challenge to find a volunteer guardian in the less densely populated areas of the county and/or with wards that present with higher personal and/or medical needs and challenges. The Guardianship Program focuses on outreach efforts of recruiting in those areas in order to find a suitable volunteer guardian.

The current guardianship program at CCAC now serves those over 60 and individuals under 60 with disabilities and severe and persistent mental health diagnoses. The under 60 group of wards is supported by the Ashtabula County Mental Health and Recovery Services Board. The service gap is that the program is limited to the number of wards one caseworker can manage.

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E. Limitations in meeting condition of an agreement

There are no known service limitations at this time.

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F. 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 annual 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.

2023 The Organizational Chart 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 Cleveland/CCAC
Catholic Charities
Corporation

CCAC
Board of Directors

Finance Director
DCYCCC

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

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

Jill Valentic, MSSA
Education

Jennifer Brockway FT
Payeeship Caseworker

Nancy Peskar PT
Payeeship Caseworker

Kelly Peck FT
Payeeship Caseworker

Carrie Artman FT
Executive Admin Assistant &
Agency Services Coordinator
Supervisor

Letitia Pettway FT
Agency Service
Coordinator

Agency Volunteers

HALO Christmas
Program

Guardianship
Volunteers

Jennifer White PTL
Opening Doors

Estelle Tomasio FT
Hispanic Outreach and
Getting Ahead

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G. Board of Trustees/Advisory Council

Catholic Charities of Ashtabula County is governed by a volunteer Board of Directors comprised of local Ashtabula County citizens. The board also has several active committees: The Finance and Audit Committee, Programs & Services Committee, Personnel Committee and special Adhoc committees.

The 2023 Board of Directors Roster is included.

Catholic Charities maintains a Guardianship Advisory Board that meets quarterly. The Advisory Board membership includes representatives from the Ashtabula County Probate Court, Adult Protective Services and other various organizations, programs, and services throughout Ashtabula County.

The 2023 Guardianship Advisory Board Roster is included.

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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: lrnschulze@gmail.com
Second Term begins: 01/01/2021
Second Term ends: 12/31/2023
Parish: St Mary, Orwell

Michael Geary, Treasurer
153 Maple Street
Jefferson, Ohio 44047
Attorney
Home: 440-576-3873
Office: 440-576-0288 Fax: 440-576-0620
Cell: 440-228-1911
Email: mike@mgearylaw.com
Second Term begins: 01/01/2022
Second Term ends: 12/31/2024
Parish: St Joseph Calasanctius, Jefferson

Deacon Michael Gardner, Director
701 Talltrees Drive
Ashtabula, Ohio 44004
Deacon/Community Volunteer
Home: 440-855-1280

Nicholas Perkoski, Vice President
512 Walnut Street
Conneaut, Ohio 44030
Parish Leader
Home: N/A
Office: 440-599-1968
Cell: 330-815-4253
Email: nperkoski@gmail.com
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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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNSGTOWN CATHOLIC CHARITIES CORPORATION

PATRICK SOROHAN ASHTABULA COUNTY VOLUNTEER GUARDIANSHIP PROGRAM ADVISORY BOARD

The Honorable Albert S. Camplese (2/4/2015)
Judge
Ashtabula County Probate Court
25 W Jefferson St
Jefferson, OH 44047-1027
PHONE (440) 576-3451
ASCamplese@ashtabulacounty.us

Lucinda Bruno (4/25/06)
3137 Lake Rd W
Ashtabula, OH 44004-2306
PHONE (440) 997-6660
lu.bruno@acmchealth.org

Kerry Gerken (2/22/05)
743 N. Nearing Circle
Geneva, OH 44041
PHONE (440) 466-4478
kerry.gerken@acmchealth.org

Carmen Hamper (12/7/2017)
Attorney at Law
P.O. Box 2834
Ashtabula, OH 44005
(440)789-9991
champer@hamperlaw.com

Bill Daywalt
Protective Services Supervisor
Catholic Charities of Ashtabula County
4200 Park Ave, 3rd Floor
Ashtabula, OH 44004-6887
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Mary Pepperney (6/15/04)
4477 Hayes Road
Dorset, OH 44032
mpepperney1@gmail.com

Julie Tenney (1/7/2021)
Adult Protective Services Supervisor
Dept. of Job & Family Services
2924 Donahoe Dr.
Ashtabula, OH 44005
PHONE (440) 994-2029
Julie.tenney@jfs.ohio.gov

Miriam E. Walton
Ashtabula County MHRS Board
4817 State Rd., Suite 203
Ashtabula, OH 44004

Monica Offensend (9/7/2017)
752 Morgan Rd.
Jefferson, OH 44047

Amy Piotrowski (03/15/2021)
Court Investigator
PHONE (440) 855-2615
Amy.piotrowski@cccohio.com

Jill Valentic, MSSA
Executive Director
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Ashtabula, OH 44004-6887
jillv@doyccac.org

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H. Job duties of Project Director

The Protective Services Supervisor is responsible for overseeing all aspects of the program and supervising the Guardianship Caseworker. The supervisor also provides direct service by serving as a staff guardian. The program supervisor has a Bachelor's in Arts degree in Education and has extensive background in mental health and case management experience. Protective Services Supervisor started with CCAC on October 15, 2018 as a guardianship caseworker for the mental health program.

The Protective Services Supervisor coordinates the volunteer recruitment for the Volunteer Guardianship Program; provides the necessary community education and public awareness activities about the service and its volunteer opportunities. The Protective Services Supervisor will give presentations, make direct contact and solicit interest for volunteer candidates; will present at least 2-3 volunteer guardianship trainings a year with 6-8 participants per training.

Job Description of the Protective Services Supervisor is included.

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER – DRUG FREE WORKPLACE

JOB DESCRIPTION

TITLE: Protective Services Supervisor

SUPERVISOR: Executive Director

GENERAL STATEMENT:
The Protective Services Supervisor is responsible for the financial, professional and administrative aspects of the Protective Services program areas (the Program), which includes Guardianship and Payeeship. The Protective Services Supervisor will provide the necessary leadership to ensure the implementation and development of the program and services, and that they are executed with respect to the vision and mission of the Agency. The Protective Services Supervisor will possess sensitivity to cultural differences, which may include specific cultural and ethnic groups, religious differences, various socio-economic groups and those living alternative lifestyles.

RESPONSIBILITIES:
- Develop productive working relationships with Program staff, Probate Court, APS, Board of DD, Social Security Administration, nursing homes, and providers of service.
- Manage a caseload of the most complex and difficult guardianship cases; assume care, control, and protection of ward.
- Provide supervision, development, evaluation, and motivation of the Program staff.
- Cultivate, train, and provide support and professional development opportunities for volunteers.
- Be available, via cell phone, 24 hours/day, seven days/week.
- Conduct assessments of the need for guardianship on new referrals and explore other options as less restrictive alternatives.
- Communicate all major life decisions regarding wards to supervisor, prior to acting on the decisions.
- Prepare and maintain, through a data base, a record of all work-related activities and contacts performed on behalf of clients.
- Ensure that the Program has appropriate standard operating procedures and other required policies in effect.
- Assist in the development of and compliance with quality assurance standards of the Program area.
- Assist in the preparation of the annual budget for the Program.
- Assist with grant renewals for the Program.
- Ensure the appropriate Agency accreditation and licensing for Program and if necessary, the licensing of individual staff members.
- Serve as contact person for information and referrals and attend community information meetings.
- Develop marketing materials for the Program and assist with implementation.
- 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.
- Actively pursue relationships in the community with parishes, businesses and other organizations.
- Act with designated authority, in the absence of the Executive Director and Assistant Director.
- Assist the Assistant Director and Executive Director as necessary.
- Other duties as assigned that support the mission of the Program/Agency.

QUALIFICATIONS:
- Bachelor's degree in health and human services, or related discipline, and/or equivalent experience. Advanced degree preferred.
- Training and/or experience in administration and supervision.
- Proficient in the use of technology and basic computer literacy.
- Able to effectively communicate, both verbally and in writing.
- Light physical demands, including carrying and lifting up to 15 pounds.
- Must be able to get into and out of buildings which may not be handicap accessible.
- Must be able to work under stress of meeting deadlines and changing priorities.
- Ability to problem-solve and multi-task.
- Experience working with elderly and disabled populations.
- Must have own, reliable vehicle and valid automobile insurance.
- Ability to become a Nationally Certified Guardian within 30 months of employment with Agency.

STATUS: Full Time Administrative; Exempt

SALARY RANGE: $28,000 - $48,000 / FTE

Revised: July 2015

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I. Job Description of project personnel

Guardianship Caseworker- Part-time, employed with Catholic Charities August 2015. Holds a Bachelor's degree in Non-profit Management from Cleveland State University and has over 20 years of experience at a domestic violence shelter. Additionally holds a Paralegal Certificate. The current part-time caseworker was the previous supervisor of the Guardianship Program

.

Guardianship Case Worker- Full time employee with Catholic Charities in 2022. Brings over 15 years of Nursing Home experience working with the elderly and vulnerable population.

Guardianship Mental Health Case Worker –Full Time employment at Catholic Charities on April 30, 2021. Brings a background of working with the Developmental Disabled population and has past experience working with homeless and diverse populations,

Job Description for the Caseworker is included.

Job Description of the Volunteer Guardian is included.

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Guardianship Caseworker

Position Title:	**Guardianship Caseworker**
Immediate Supervisor:	**Protective Services Supervisor**
FLSA Status*:	**Non-exempt – Full Time**
Positions Supervised:	**Yes**

Position Summary: This position is responsible for all aspects of the day-to-day functions associated with the Guardianship Program. The Caseworker for the Guardianship Program is responsible to the Guardianship Supervisor for the delivery of direct services necessary to fulfill the Guardianship Program. The Caseworker will serve as a Guardian of Person for multiple wards of the Ashtabula County Probate Court. The Caseworker is responsible for ensuring the execution of the mission of the Agency as it relates to the implementation and development of the Guardianship Program.

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

- Responsible for direct services as directed by the Guardianship Supervisor.
- Responsible for delivering quality services and all appropriate reporting.
- Implement Guardianship policies and procedures as appropriate to the program.
- Document all client activity in a timely manner.
- Represent as a liaison of CCAC by promoting and educating the Guardianship program in the community.
- Serve as a contact person for information and referrals, perform client assessments and attend community information meetings.
- Attend required meetings/trainings, which may include evening/weekend meetings as well as overnight travel.
- Participate in Volunteer recruitment activities and Advisory Board meetings.
- The Caseworker will be a positive and active participant in the planning, goal setting, and evaluation of the programs services.
- Communicate to the Guardianship Supervisor the fiscal, personnel, mechanisms and environmental needs/concerns for program maintenance and development.
- Work in conjunction with the Ashtabula County Probate Court, Adult Protective Services, and Volunteer attorneys
- The Caseworker will assist the Guardianship Supervisor, and/or Executive Director as necessary.
- Begin the process of becoming a National Certified Guardian after completing two years of being a Guardian of Person.
- Other duties as necessary.

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Qualification Requirements:

- Successful completion of background check and screenings according to ORC
- Work up to an eight-hour day
- Ability to lift 25 pounds unassisted
- Training and/or experience working with the vulnerable population.
- be proficient with various technology applications including Excel, Word and electronic management databases
- Possess valid Ohio driver's license, acceptable driving record and own, reliable transportation with insurance.
- Successful completion of drug screening.

Education and/or Experience:

- Associate's degree in Social Work, or a related field or and two years' experience preferable in the human services or behavioral health field.

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**)

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION

PATRICK SOROHAN ASHTABULA COUNTY
VOLUNTEER GUARDIANSHIP PROGRAM

Title: Volunteer Guardian
Supervisor: Protective Services Supervisor

GENERAL STATEMENT:
A guardianship is a relationship established by the Probate Court between two parties, one being the guardian and the other being the ward. The court, after a thorough investigation and a hearing, will have found the ward unable to care for him or herself and will appoint a guardian. The guardian is responsible for acting in an ethical, professional way upholding the Agency's mission.

RESPONSIBILITIES:
- ❑ Abide by the Code of Ethics promulgated by Catholic Charities USA, adopted by Catholic Charities of Ashtabula County.
- ❑ The Volunteer Guardian is responsible to establish a relationship that meets the needs of the ward.
- ❑ The Volunteer Guardian is responsible to make medical decisions in the best interest of the ward.
- ❑ The Volunteer Guardian is responsible for ensuring the best living conditions for the ward.
- ❑ The Volunteer Guardian is responsible to protect the ward's rights.
- ❑ The Volunteer Guardian is responsible for ensuring that the remainder of the ward's life is upheld with dignity, respect and value.
- ❑ The Volunteer Guardian is responsible for being in contact with the ward at <u>least one hour each and every month</u> by way of one personal visit and phone contacts with direct service providers of the ward as needed.
- ❑ The Volunteer Guardian is responsible for communicating and working with the Guardianship Supervisor and/or support in planning for the care and treatment of the ward.
- ❑ The Volunteer Guardian is responsible for communicating and working with the Guardianship Supervisor and/or support staff if the ward is being moved to another facility.
- ❑ The Volunteer Guardian is responsible for communicating and working with the Guardianship Supervisor and/or support if the ward has major medical issues and/or is considered terminally ill by a licensed medical doctor and is being recommended for hospice care.
- ❑ The Volunteer Guardian is responsible for keeping an accurate record of time spent on behalf of the ward and agency and for <u>*submitting monthly notes*</u> to the Guardianship Supervisor, including all legal filings.
- ❑ The Volunteer Guardian is responsible for being an active and positive participant in all required trainings and in as many In-Services, educational, and informative meetings as possible to keep abreast of issues relating to being a guardian to the frail elderly.
- ❑ The Volunteer Guardian is responsible for adhering to the policies, practices and procedures pertinent to their position.
- ❑ The Volunteer Guardian is responsible for communicating any changes in their personal contact information.
- ❑ The Volunteer Guardian is responsible, with the aid of a funeral director, to plan funeral arrangements for the ward and to advise the program manager of the ward's death.
- ❑ The Volunteer Guardian is responsible to meet with the Protective Services Supervisor and / or support staff to complete the Guardian's Report as required <u>*annually*</u> by the Probate Court.

QUALIFICATIONS:
- ❑ A self motivated individual
- ❑ Free of felony
- ❑ Training and/or experience working with the frail elderly and/or as volunteer is desired and helpful
- ❑ Time and ability to commit to being a guardian to a ward's lifetime
- ❑ Current resident of Ashtabula County
- ❑ Consent to mandatory BCI & I and/or FBI Background Check
- ❑ Consent to mandatory Drug Screening Test

_____ _____
Name Date

BHJ 6/11

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Exhibit II
(Budget)

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Applicant Budget

Summary

Applicant:Catholic Charities of Ashtabula County-Guardianship Services -Title XX	
Date From: October 2023	To: September 2024

	Estimated Amount for Entire GUARDIANSHIP Program	Estimated Amount for Title XX
I. Staff		
A. Salaries	$ 163,348.00	$ 24,550.00
B. Payroll-Related Expenses	$ 43,930.00	$ 10,002.91
Total Staff Costs	$ 207,278.00	$ 34,552.91
II. Operations		
A. Travel and Short-Term Training	$ 3,825.00	$ 1,110.29
B. Consumable Supplies	$ 1,705.00	$ 837.53
C. Occupancy Costs	$ 16,418.00	$ 4,633.87
D. Contract and Professional Services	$ 8,636.00	$ 4,005.62
E. Other - Miscellaneous	$ 12,024.00	$ 2,985.78
Total Operational Costs	$ 42,608.00	$ 13,573.09
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 249,886.00	$ 48,126.00
IV. Minus Other Program Resources	$ 201,760.00	$ -
Total Program Costs	$ 48,126.00	$ 48,126.00

Budget Computation

Total Operating Expenses	$ 48,126.00	$ 48,126.00
Divided by Total Operating Units	617.00	617.00
= Unit Rate	78.00	78.00

Unit Rate	78.00	78.00
X number of units purchased	617.00	617.00
= Total Contract Amount	$ 48,126.00	$ 48,126.00

Unit = Example: 1 meal, 1 hour 1 Hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Program Supervisor	$ 44,147.00	Year	70.00%	$ 30,902.00	$ 7,725.00
Caseworker 1	$ 31,071.00	Year	100.00%	$ 31,071.00	$ 7,767.00
Caseworker 2	$ 31,071.00	Year	100.00%	$ 31,071.00	$ 7,767.00
Grant/Payroll Administrator	$ 49,971.00	Year	3.00%	$ 1,499.00	$ 374.00
Fiscal Support	$ 42,861.00	Year	3.00%	$ 1,285.00	$ 321.00
Fiscal Clerk	$ 31,071.00	Year	5.00%	$ 621.00	$ 155.00
Front Desk Support	$ 35,350.00	Year	5.00%	$ 1,767.00	$ 441.00
Executive Admin Assistant	$ 46,800.00	Year	4.00%	$ 1,872.00	
Caseworker LPT	$ 23,873.00	Year	100.00%	$ 23,873.00	
Caseworker - Mental Health	$ 39,387.00	Year	100.00%	$ 39,387.00	
Total Salaries				$ 163,348.00	$ 24,550.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 12,496.00	$ 1,878.00
Worker's Compensation	$ 1,633.00	$ 245.00
Unemployment Insurance	$ 1,633.00	$ 245.00
Retirement Expenses	$ 8,167.00	$ 1,227.00
Hospitalization	$ 19,003.00	$ 6,190.91
Other (*identify*) Life & Disb. Ins.	$ 998.00	$ 217.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 43,930.00	$ 10,002.91

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II. A. Travel and Short-Term Training

	Entire Program	XX Project
Mileage Reimbursement rate per mile: $ 0.44	$ 2,825.00	$ 535.22
Short-Term, Training	$ 1,000.00	$ 575.07
Total Travel and Short-Term Training	$ 3,825.00	$ 1,110.29

II. B. Consumable Supplies

Type	Program Consumable Supplies	XX Consumable Supplies
Office Supplies	$ 1,645.00	$ 812.53
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*		$ -
Other *(identify) Other Supplies*	$ 60.00	$ 25.00
Total Consumable Supplies	$ 1,705.00	$ 837.53

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 14,688.00	$ 4,000.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 160.00	$ 32.20
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	$ 1,410.00	$ 581.67
Sewer		
Other *(identify) Alarm*	$ 160.00	$ 20.00
Other *(identify)*		
Total Occupancy Costs	$ 16,418.00	$ 4,633.87

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

Identify Each Contract of Service	Entire Program Cost	XX Program Cost
Auditor	$ 2,006.00	$ 1,003.00
Technology	$ 1,530.00	$ 765.00
Other Contract Service Fees	$ 5,100.00	$ 2,237.62
Total Contract & Services Costs	$ 8,636.00	$ 4,005.62

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	XX Program Cost
Postage & Shipping	$ 706.00	$ 353.00
Advertising & Printing	$ 544.00	$ -
Other Technological	$ 624.00	$ 29.41
Volunteer Development		$ 127.20
Computer Software Training & Support	$ 3,700.00	$ 936.17
Dues & Other Misc. Expenses	$ 450.00	$ 400.00
Other Spec. Assistance	$ 6,000.00	$ 1,140.00
Total Miscellaneous Costs	$ 12,024.00	$ 2,985.78

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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 XX 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 XX services
Caseworker Laptops			
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for XX services
Ashtabula County Mental Health & Recovery Services Board	$ 88,826.00	
Senior Service Levy	$ 35,000.00	
Catholic Charities	$ 37,802.00	
Probate Court	$ 11,132.00	
United Way	$ 4,000.00	
Guardianship of Estate Billing	$ 25,000.00	
Title III		
Total Other Resources	$ 201,760.00	$ -

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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:

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 **$12,031.50**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement Amendment** between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County**.

DocuSigned by:
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 between the Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Country Neighbor Program, Inc., located at: 39 South Maple Street, P.O. Box 212, Orwell, Ohio 44076 and whose phone number is: 440-437-6311, (hereinafter referred to as the "Subgrantee") to provide Home Delivered Meals for individuals determined eligible for Title XX Services.

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#93.667, Federal Social Services Title XX Base Funds.

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 **Country Neighbor Program, 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 Sub-Grant 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: **$ 60,780.00**.

The unit rate is: **$8.68 per meal** per service code **720-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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,

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ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 39 South Maple Street, P.O Box 212, Orwell, OH 44076**.

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.

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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

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negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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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:
Barbara Klingensmith
9AC9C4BA074947A...
Country Neighbor Program, Inc.

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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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 **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.

2.3 **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(s).

2.4 **Proposal Cost:**
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 **Provider Representative's Signature:**
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 **Delivery of Proposals:**
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm.** Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. **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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. **Stage 2 Review:**

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:
The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:
Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:
ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:
Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):
Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 **Program Planning and Development:**
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 **PROPOSAL FORMAT:**

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

ADDRESS: 39 South Maple Street, PO Box 212, Orwell, OH 44076

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Tresa Neely-Bell EMAIL: tresa.neely@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.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: Barbara Klingensmith SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 12, 2023

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ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Program Planning and Development Documents
From Section 4.4
Attachment B

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HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC.

PROGRAM PLANNING AND DEVELOPMENT

A. Program Description and Proposed Service

Country Neighbor proposes to provide 7,000 hot home delivered meals year for 35 unduplicated individuals throughout the southern 15 townships of Ashtabula County at a unit rate of $8.68 per meal for a total contract cost of $60,840. The unit rate is approximately a 3.95% increase over last year due to the rising cost of operations (food, packaging, utilities, insurance, etc.) and the need to offer competitive wages to attract and retain qualified employees.

We propose to use Title XX to serve home delivered meals for income eligible individuals with a verified need.

All the meals are home cooked and prepared at our Orwell facility, Monday through Friday. Country Neighbor has four routes which cover the southern three tiers of townships.

Throughout the southern half of Ashtabula County, the only funding source for home delivered meals is the Ashtabula County Senior Services Levy and Title XX. Generally, we use Title XX for individuals under the age of 60 which is the only funding source CNP has to serve them.

All meals are packaged in a plastic type tray which is dual oven approved, either microwave or conventional oven. The tray is also freezer safe. It is not hot to the touch unlike the aluminum trays. The lidding is a clear plastic that is heat sealed with a special machine. The participants have expressed a great deal of satisfaction with our delivery system.

The home delivered meal program does more than "just" meet the client's nutritional need. It provides daily contact with individuals who, often times do not have anyone else to check on them. It also provides a warm, friendly smile and conversation in many lonely, isolated lives of our south county neighbors. Over the years, our drivers have found clients who have fallen, suffered a serious illness, or even passed on.

B. Summary of Service

Hot, home delivered meals are delivered throughout the southern 15 townships in Ashtabula County, 5 days per week. All meals are prepared and packaged at the Orwell Country Neighbor, 39 South Maple Street. Upon referral and after completed assessment, clients can usually expect service to begin within 24 to 48

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hours.

Country Neighbor Food Service kitchen staff operate in graduated shifts beginning at 6:00 a.m., with the last person ending their day at 3:00 p.m. Drivers begin delivering meals at approximately 9:15 a.m. Office hours for Country Neighbor are 7:00 a.m. to 5:00 p.m.

Country Neighbor proposes to provide a total of 7,000 Title XX meals for 35 unduplicated individuals. Client needs, likes and dislikes are considered when planning the menu. All menus are approved by a licensed dietician. We contract with Ashtabula County Community Action Agency for the dietician. All meals are labeled with production date, ingredient label and "special" meals have the client's name so the driver knows where each meal goes.

Prior to starting services, a complete Service Intake and Assessment tool is completed by the Assessor via face-to-face contact. The Intake Assessment is more in depth and includes name, address, telephone number, date of birth, demographics, financial information, ADL/IADL, service plan, and emergency protocol. All clients will be requested to sign a Release of Information and HIPPA Form. Home delivered meal service will begin within 24 to 48 hours of completed assessment.

Upon assessment, all clients are assigned a priority number based on a point system from a Nutritional Risk Checklist. Copy of Home Delivered Meal Checklist is included in our RFP packet. Priorities range from Level 1 which is of the greatest need to Level 5 which is the lowest priority.

When clients are on a waiting list, the Supervisor tracks by spreadsheet the individual's name, date of assessment, priority level, birth date and township. Clients of greatest need are the first ones off the waiting list. Referrals from Adult Protective are put into service immediately. Country Neighbor tries to move individuals off the waiting list as soon as a slot becomes available.

Our experience with all In-Home Services is that the health of our participants is more frail with frequent hospitalizations. Sometimes these become extended with rehabilitation stays or institutionalization (long term or short term). Therefore, the units of services in these programs tend to fluctuate.

C. Geographic Service Area

Country Neighbor serves the southernmost 15 townships in Ashtabula County, east to west to include Windsor, Orwell, Colebrook, Wayne, Williamsfield, Andover, Cherry Valley, New Lyme, Rome, Hartsgrove, Trumbull, Morgan, Lenox, Dorset, and Richmond.

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D. Gaps in Service

At this time, the only funding source for individuals under the age of 60 in "south county" for home delivered meals is Title XX. Funding limitations create the gap.

E. Limitations in Meeting Conditions of An Agreement

I do not believe that there will be limitations in Country Neighbor meeting the conditions of an agreement.

F. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is help people remain independent by providing supportive services thus enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, summer meals for children, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, wellness education, and activities.

Our service area consists of the southern most 15 townships in Ashtabula County and the northern most 15 townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 24 emergency food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2022, we distributed over 1.3 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, the Trumbull County Senior Services Levy, the Ashtabula County Department of Job & Family Services, and United Way of Ashtabula County.

(An Organizational Chart is attached.)

G. Board of Trustees

Country Neighbor is governed by a thirteen-member Board of Directors who meet one time per month, generally the last Monday of each month.

(Board Roster attached)

H. Job Duties of Project Director

In Home Services Supervisor: Responsible for overall Intake and

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Assessment duties when clients are referred for home delivered meals, the ongoing monitoring of each client, client contact, and quality assurance of the meals. Also, to assist the Executive Director with overall administration of the program in day-to-day operations of the agency.

I. Job Description of Project Personnel

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project. She has been with the organization since 1983.

Assistant Director: Assist with the oversight, assessment and referral process of the program. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting. This position supports the Executive Assistant.

Receptionist: Perform all clerical responsibilities, answers telephone, directs clients, and filing of records of central filing system.

Back up Receptionist/Data Support Specialist: Covers the desk and telephone when the receptionist is not available. Responsible for the daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the data base, run daily delivery sheets for drivers, review of daily service delivery sheets

Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen and facility.

Home Delivered Meal Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Supervisor: Her responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, and assist with quality assurance.

Food Service Assistants: Assist the Food Service Manager with the daily preparation of meals.

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ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Program Planning and Development Documents
Client Intake Tools

Title XX Social Services Application

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	Other name(s) the applicant is, or has been, known by:	Case Name:
Address: _____ (street) _____, OH _____ (city) (zip code)	Social Security Number:	Case Number:
	Date of Birth:	Date Received:
	Telephone Number: ( ) area code	☐ Initial Application ☐ Redetermination

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:

Total Number of Household Members: _____ Total Household, Gross, Monthly Income: $_____

APPLICANT RIGHTS & RESPONSIBILITIES:

☐ You have the RIGHT to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are RESPONSIBLE to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are RESPONSIBLE to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	Date:

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THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility must:

_____ Enter the name of the contracted provider agency.
_____ Enter the date that the application is received at the contracted provider agency. This is the application date.
_____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
_____ Determine eligibility, and category of eligibility, within 30 days of the application date.
_____ Provide the applicant with a letter of approval or denial of services.
_____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
_____ Complete a Social Service Plan for the applicant.
_____ Sign and date the bottom of the application.

Agency Name/Contracted Provider:	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

☐ Date application was received at provider agency:_____
☐ Action taken: Approved / Denied (circle one) -- Date:_____
☐ Number of people in household:_____
☐ Residency Verification (attach copy):_____
☐ Total Household Income (attach verification): $_____
☐ Eligibility Dates: From:_____ To:_____

Eligibility Category
☐ Services Provided for Free
☐ Services provided for fee – Fee Amount: $_____
☐ Services provided without regard to income – APS or I&R (circle one)

Social Service Plan Goal:

Check the box indicating the assigned goal:
5101:2-25-03 (B) (1 – 5)
☐ Self Support
☐ Self Sufficiency
☐ Preventing neglect, abuse, or exploitation
☐ Preserving Families
☐ Community based care
☐ Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
					$
					$
					$
					$
					$
					$
					$
					$
					$

Signature of Eligibility Determiner: _____ Date: _____

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Title XX Consumer Rights & Responsibilities

You have the right to apply for services and have eligibility determined within thirty calendar days of the receipt of the application

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

You have the responsibility to report, within ten calendar days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

Effective: 05/31/2012
R.C. 119.032 review dates: 02/02/2012 and 05/01/2017
Certification: CERTIFIED ELECTRONICALLY
Date: 04/25/2012
Promulgated Under: 119.03
Statutory Authority: 5101.46
Rule Amplifies: 5101.46
Prior Effective Dates: 10/01/82, 10/01/90, 08/15/91, 11/01/91 (Emer.), 01/10/92, 08/01/98, 01/01/04, 01/12/07

*Signature:*_____ *Date:*_____

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COUNTRY NEIGHBOR PROGRAM, INC.

CONSUMER SUMMARY

ASSESSMENT DATE: STAFF INITIALS:

NAME:

ADDRESS:

CITY: ZIP:

TOWNSHIP: STATE: Ohio

PHONE:

DATE OF BIRTH:

HAS CONSUMER HAD SERVICE IN THE PAST ? YES NO

IF YES WHEN ?

SERVICE REQUESTED

		START DATE	STAFF INITIALS
ASHTABULA COUNTY PERSONAL CARE			
ASHTABULA COUNTY HOMEMAKER			
ASHTABULA COUNTY HOME DELIVERED MEALS			
ASHTABULA COUNTY CHORE (HANDY MAN) circle one: LAWN - SNOW - HANDY-MAN - SMOKE DETECTOR			
PRESCRIPTION ASSISTANCE			
ASHTABULA COUNTY TRANSPORTATION (ADVISE CLIENT *HE / SHE* HAS TO MAKE *INITIAL* CALL TO JOB AND FAMILY SERVICES)			
ASHTABULA COUNTY SUPPORTIVE SERVICE			

		START DATE	STAFF INITIALS
TRUMBULL COUNTY PERSONAL CARE			
TRUMBULL COUNTY HOMEMAKER			
TRUMBULL COUNTY HOME DELIVERED MEALS			
TRUMBULL COUNTY SUPPORTIVE SERVICE			

PASSPORT PERSONAL CARE			
PASSPORT HOME DELIVERED MEALS			
PASSPORT HOMEMAKER			

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Basic NAPIS Intake

1. General Information

1.A. Assessment Information (Date, type, etc.)

1. What is the date of the assessment?

_____/_____/_____

2. Specify the type of assessment, or the reason for the assessment.

- ☐ 1 - Initial assessment
- ☐ 2 - Reassessment

3. What is the name of the person conducting this assessment?

4. What is the name of the agency the assessor works for?

1.B. Client Identification

1.a. Enter the client's name prefix/salutation.

1.b. What is the client's last name?

1.c. What is the client's first name?

1.d. What is the client's middle initial?

1.e. Enter the client's name suffix.

2. Enter the primary local client identifier for the client.

3.a. Enter the client's 'also known as' first name.

3.b. Enter the client's 'also known as' last name.

3.c. Enter the client's 'also known as' middle initial.

4. Enter the client's telephone number.

5. What is the client's Pension/Social Security Number?

_____-_____-_____

6. What is the client's date of birth?

_____/_____/_____

7. Enter the age of the client in years.

8. What is the client's gender?

- ☐ M - Male
- ☐ F - Female

9.a. Enter the client's mailing street address or Post Office box.

9.b. Enter the client's mailing city or town.

9.c. Enter the client's mailing state.

9.d. Enter the client's mailing ZIP code.

10.a. Enter the client's residential street address or Post Office box.

10.b. Enter the client's residential city or town.

Enter the client's state of residence.

Enter the client's residential zip code.

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11. Describe how to get to the client's home.

1.C. Contact Information

1.a. What is the name of the client's primary care physician?

1.b. What is the work phone number for the client's primary care physician?

1.c. What is the home phone number for the client's primary care physician?

1.d. What is the address of the client's primary care physician?

2.a. Name of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.b. Relationship of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.c. Enter the address of person to contact in an emergency.

2.d. Work Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.e. Home Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

3.a. What is the name of a key relative or friend (#1) of the client?

3.b. What is the work phone number of the key relative or friend of the client?

3.c. What is the home phone number of the key relative or friend of the client?

2. Demographics

2.A. Demographics and Indicators (Incl. ethnicity, poverty, etc.)

1.a. What is the client's ethnicity?

- [ ] 1 - Hispanic or Latino
- [ ] 2 - Not Hispanic or Latino
- [ ] 3 - Refused

1.b. What is the client's race?

- [ ] American Indian/Native Alaskan
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic
- [ ] White
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Other
- [ ] Refused

1.c. Specify the client's primary language.

- [ ] A - American Sign Language
- [ ] B - English
- [ ] C - French
- [ ] D - German
- [ ] E - Italian
- [ ] F - Japanese
- [ ] G - Korean
- [ ] H - Mandarin
- [ ] I - Portuguese
- [ ] J - Spanish
- [ ] K - Spanish speaking, reads English
- [ ] L - Vietnamese
- [ ] M - Other

2. Select the client's current marital status.

- [ ] 1 - Single
- [ ] 2 - Married
- [ ] 3 - Separated
- [ ] 4 - Widowed
- [ ] 5 - Divorced
- [ ] 6 - Unavailable

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3. Indicate the type of residence that the client currently resides in.

- [ ] 1 - House/mobile home
- [ ] 2 - Private apartment
- [ ] 3 - Private apartment in senior housing
- [ ] 4 - Residential care home
- [ ] 5 - Nursing home
- [ ] 6 - Unavailable
- [ ] 7 - Other

4. How long has the client lived in her/his current residence?

- [ ] 1 - Less than 12 months
- [ ] 2 - 1-3 years
- [ ] 3 - 3 years or more

5. Select the client's current living arrangement.

- [ ] 1 - Lives Alone
- [ ] 2 - With spouse/partner
- [ ] 3 - Lives with spouse and child
- [ ] 4 - With child/children
- [ ] 5 - Information unavailable
- [ ] 6 - With others

6. What is the name of the client's spouse/partner?

_____

_____

_____

_____

7. Is the client currently employed?

- [ ] 1 - Yes - full/part time not specified
- [ ] 2 - No

8.a. Is the client participating in any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

8.b. Does the client want to apply for any of the following services or programs?

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

9.a. How many people are there in the client's household?

- [ ] 1 - One person
- [ ] 2 - Two people
- [ ] 3 - Three people
- [ ] 4 - Four or more people

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9.b. Specify the client's monthly income.

$

10. Is the client's income level below the national poverty level?

- [ ] 1 - Yes
- [ ] 2 - No

11. Is the client disabled?

- [ ] 1 - Yes
- [ ] 2 - No
- [ ] 3 - Don't know

12. How many prescription medications does the client take?

2.E. Nutrition

1. Has the client made any changes in lifelong eating habits because of health problems?

- [ ] 1 - No
- [ ] 2 - Yes

2. Does the client eat fewer than 2 meals per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. Does the client eat fewer than five (5) servings (1/2 cup each) of fruits or vegetables every day?

- [ ] 1 - No
- [ ] 2 - Yes

4. Does the client eat fewer than two servings of dairy products (such as milk, yogurt, or cheese) every day?

- [ ] 1 - No
- [ ] 2 - Yes

5. Does the client sometimes not have enough money to buy food?

- [ ] 1 - No
- [ ] 2 - Yes

6. Does the client have trouble eating well due to problems with chewing/swallowing?

- [ ] 1 - No
- [ ] 2 - Yes

7. Does the client eat alone most of the time?

- [ ] 1 - No
- [ ] 2 - Yes

8. Without wanting to, has the client lost or gained 10 pounds in the past 6 months?

- [ ] 1 - No
- [ ] 2 - Yes

9. Is the client not always physically able to shop, cook and/or feed themselves (or to get someone to do it for them)?

- [ ] 1 - No
- [ ] 2 - Yes

10. Does the client have 3 or more drinks of beer, liquor or wine almost every day?

- [ ] 1 - No
- [ ] 2 - Yes

11. Does the client take 3 or more different prescribed or over-the-counter drugs per day?

- [ ] 1 - No
- [ ] 2 - Yes

3. ADL's/IADL's

3.A. Activities of Daily Living (ADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform BATHING (include shower, full tub or sponge bath, exclude washing back or hair)?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Requires assistance sometimes
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform DRESSING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TOILET USE?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

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4. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSFER?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Minimal assistance required
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

5. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform EATING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Unknown

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform WALKING IN HOME?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3.B. Instrumental Activities of Daily Living (IADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MEAL PREPARATION?

- [ ] 0 - Independent
- [ ] 1 - Sometimes dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MANAGING MEDICATIONS?

- [ ] 0 - Independent
- [ ] 1 - Needs reminders
- [ ] 2 - Somewhat dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

3. Specify the client's ability to manage money.

- [ ] 0 - Completely independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Completely dependent
- [ ] 4 - Activity does not occur

4. Specify the client's ability to perform heavy housework.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

5. Specify the client's ability to perform light housekeeping.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform SHOPPING?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

7. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSPORTATION?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Unknown

8. Rank the client's ability to use the Telephone.

- [ ] 0 - Independent
- [ ] 1 - Able to perform but needs verbal assistance
- [ ] 2 - Can perform with some human help
- [ ] 3 - Can perform with a lot of human help
- [ ] 4 - Cannot perform function at all without human help
- [ ] 5 - Paramedical services needed

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Title :

Date

Title :

Date

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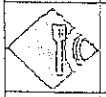
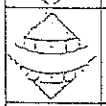
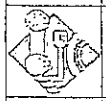
Print Form

Form
ODA0010
(Rev. 05/28/2009)
Ohio Department of Aging

Determine Your Own Nutritional Health

What you eat does affect your health. Use this checklist to find out if you or someone you know is at nutritional risk.

Instructions: For each question, answer "yes" or "no". Then circle the number that appears in the appropriate column. Add the circled numbers to determine your total score.

Nutrition Checklist		Yes	No
	1. Have you made any changes in lifelong eating habits because of health problems?	2	
	2. Do you eat fewer than two (2) meals a day?	3	
	3. Do you eat fewer than five (5) servings (1/2 cup each) of fruits and vegetables every day?	1	
	4. Do you eat fewer than two (2) servings of dairy products (such as milk, yogurt, or cheese) every day?	1	
	5. Do you sometimes not have enough money to buy food?	4	
	6. Do you have trouble eating well due to problems with chewing/swallowing?	2	
	7. Do you eat alone most of the time?	1	
	8. Without wanting to, have you lost or gained ten (10) pounds in the past six (6) months?	2	
	9. Are you not always physically able to shop, cook, and/or feed yourself (or to get someone to do it for you)?	2	
	10. Do you have three (3) or more drinks of beer, liquor, or wine almost every day?	2	
	11. Do you take three (3) or more prescription or over-the-counter drugs per day?	1	
	Total Score Today		

Total your score from the Nutrition Checklist. If it's:

0 - 2.... **Good!** Recheck you nutritional score in six (6) months.

3 - 5.... **You are at moderate nutritional risk.** See what you can do to improve your eating habits. Your office on aging, senior nutrition program, senior citizens center, health department and/or physician can help. Recheck your score in three (3) months.

6 or more.... **You are at high nutritional risk.** Talk with your doctor, dietitian or other qualified health or social service professional about any problems you may have. Ask for help to improve your nutritional health.

Adapted from the Determine Your Nutritional Health Checklist developed by the Nutrition Screening Initiative, Washington, DC.

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
HOME DELIVERED MEALS INFORMATION SHEET
DIET NEEDS

Allergies to Food or Medication: _____

_____

_____

Diabetic? _____ Yes _____ No _____

Special Diet? _____ Yes _____ No _____

Explain Diet _____

_____

Foods that can't be take with certain medications _____

_____

Food Dislikes: _____

Assessor Recommendation Temporary? No Yes

Recommended length of time _____

Comments: _____

_____

_____

_____

LPN Signature _____ Date: _____

RN Signature _____ Date: _____

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
HOME DELIVERED MEALS PRIORTIZATION CHECKLIST

TOTAL PRIORITY POINTS _____/_____ EQUALS _____ PRIORITY LEVEL _____

Consumers no PASSPORT, Hospice, or adult protective services receives 20 points _____

Consumers who live alone, are home bound, and high level (12 or more) nutrition risk, receives 15 points _____

Consumers who live alone, are homebound, and have moderate (level 8-11) nutrition risk receive 10 points _____

Consumers with a high nutrition risk and some family or community support, receive 5 points _____

TOTAL _____

Have you had to make changes in lifelong eating habits due to illness or medical condition?	No_____	Yes_____	2
Do you eat fewer than 2 meals each day?	No_____	Yes_____	2
Do you eat fewer than 5 ½ cup servings of each of fruits and vegetables each day?	No_____	Yes_____	2
Do you eat fewer than 2 servings of dairy products each day?	No_____	Yes_____	1
Do you have 3 or more drinks of beer, wine, or liquor each day?	No_____	Yes_____	1
Are you significantly visually impaired or legally blind?	No_____	Yes_____	3
Do you have tooth or mouth problems which make it difficult to chew or swallow?	No_____	Yes_____	2
Do you take 3 or more prescriptions or over the counter medications each day?	No_____	Yes_____	3
Are you sometimes unable to shop for groceries?	No_____	Yes_____	2
Are you sometimes unable to prepare meals?	No_____	Yes_____	2
Do you eat alone most of the time?	No_____	Yes_____	1
Without wanting to, have you lost or gained ten (10) pounds in the past 6 months?	No_____	Yes_____	2

TOTAL _____

Comments: _____

_____

_____

_____

LPN Signature _____ Date: _____

RN Signature _____ Date: _____

COUNTRY NEIGHBOR PROGRAM, INC.

MEDICATION SHEET

MEDICATION	DOSE	FREQUENCY	USAGE/CLIENT UNDERSTANDING
			ALLERGIES:

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COUNTRY NEIGHBOR PROGRAMS, INC

Client Case Notes

NARRATIVE

DATE	STAFF INITIALS	CLIENT NAME
		Signatures:
		Client:
		Staff:
		Supervisor:
		CNP Staff reporting to Case Manager:
		Name of Case Manager:
		Date and time:

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CLIENT COMPLAINT POLICY

POLICY

Country Neighbor takes seriously any complaint that is received from a client as a result of unsatisfactory service and/or atmosphere within our facilities. This policy provides an avenue for each client to have their complaint heard by the company.

PROCEDURE

CLIENT COMPLAINT PROCEDURE

Clients who are unhappy with the service they have received or are made uncomfortable while at the company's facility, have the right to file a complaint with the company; either in verbal or written form. In the event the complaint is made verbally to a staff member, it is the responsibility of that employee to document the complaint and give the original document to the Executive Director and a copy to their immediate supervisor.

All written complaints will be filed with the Executive Director. The immediate supervisor for the area that is discussed in the complaint will retain a copy of the complaint. Clients have the choice of hand delivering the complaint or sending it to: Country Neighbor, attn: Executive Director, P.O. Box 212, Orwell, Ohio 44076.

COMPANY PROCEDURE

All complaints will initially be investigated by the supervisor that is responsible for the service area. The appropriate supervisor will conduct a one-to-one interview with the client to gather relevant information about the problem. If possible, the supervisor will provide a resolution to the problem that is satisfactory to the individual who had filed the complaint. If a resolution cannot be reached that is

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satisfactory to the client then the complaint is turned over to the Executive Director.

The Executive Director will conduct a formal investigation of the problem. Individual interviews with all parties and/or service areas will be conducted.

Documentation of all conversations will be kept by the Executive Director. Upon completing the meetings with all involved parties, the Executive Director will take the appropriate action required to rectify the situation. The solution to the problem will be documented and retained in the "incident" file concerning the complaint.

All complaints will be investigated and a resolution suggestion made within 30 days of the complaint.

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COUNTRY NEIGHBOR PROGRAM
(CNP)
NOTICE OF PRIVACY PRACTICES
EFFECTIVE APRIL 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ THIS NOTICE CAREFULLY.

The Health Insurance & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "HIPPA", CNP has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

HOW CNP MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

When you become a client of CNP, we will use your health information with CNP and disclose your health information outside CNP for the reasons described in this Notice. The following categories describe some of the ways that we will use and disclose your health information.

Care: CNP may use your health information to coordinate or manage your care within the Agency and with other individuals outside of the Agency involved in your care, such as your attending physician and other health care professionals. For example, certain service providers involved in your care need information about your medical condition in order to deliver appropriate services.

To Obtain Payment: CNP may include your health information in invoices to collect payment from third parties for the care you receive through CNP. For example, some health information is transmitted to the Ohio Department of Aging and the Ohio Department of Job and Family Services when billing transactions are conducted.

Operation: We may use your health information for our operations. These uses and disclosures help us operate and improve services. For example, we may use your health information to review the care you received and to evaluate the performance of our staff in caring for you. We may also combine health information about many clients to identify new services to offer, what services are not needed, and whether certain services are effective. We may also disclose information for learning and quality improvement purposes. We may remove information that identifies you so people outside CNP may study your data without knowing who you are.

Appointment Reminders: We may use and disclose information to schedule appointments for you as a reminder that you have an appointment.

Legal Matters: We will disclose information about you outside CNP when required to do so by federal, state, or local law, or by the court process. We may disclose health information to help control the spread of disease or to

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notify a person whose health or safety may be threatened. We may disclose health information to a health oversight agency for activities authorized by law, such as for adults, investigations, inspections and licensure.

Report Abuse, Neglect, or Domestic Violence: CNP is allowed to notify government authorities if CNP believes a client is the victim of abuse, neglect, or domestic violence. CNP will make this disclosure only when specifically required or authorized by law or when the client agrees to the disclosure.

Worker's Compensation: CNP may release your health information for worker's compensation or similar programs.

AUTHORIZATIONS FOR OTHER USES AND DISCLOSURES

As described above, we will use your information to provide services and evaluate effectiveness of services.

YOUR RIGHTS REGARDING HEALTH INFORMATION

Right to Accounting: You may request an accounting, which is a listing of the entities or persons (other than yourself) to whom CNP has disclosed your health information without your written authorization. The accounting would not include disclosures for CNP services. Your request for an accounting of disclosures must be in writing, signed and dated. It must identify the time period of the disclosures for which you are requesting the accounting. We will not list disclosures made before April 14, 2003, or those made earlier than 6 years before your request. Your request should indicate the form in which you want the list (for example, on paper or electronically). You must submit your written request to CNP. We will respond to you within thirty (30) days if the requested information is maintained and accessible on site, within sixty (60) days if the requested information is maintained off site. CNP charges a reasonable, cost-based fee for copying, labor, and supplies (for instance, paper, computer disks, postage).

Right to Amend: If you feel that information we have about you is incorrect or incomplete, you have the right to ask us to amend your records. Your request for an amendment must be in writing, signed and dated. It must specify the records you wish to amend and the reason for your request. CNP will respond to you within sixty (60) days. We may deny your request; if we do we will tell you why and explain your options.

Right to Inspect and Obtain Copy: You have the right to inspect or obtain copy of your completed records. Your request to inspect or obtain a copy of the records must be submitted in writing, signed and dated, to the records department of the CNP service that maintains the records. We may charge a fee for processing your request. If CNP denies your request to inspect or obtain a copy of your records, you may appeal the denial.

Right to Request Restrictions: You have the right to ask us to restrict the uses or disclosures we make of your health information, but we do not have to agree. You also may ask us to limit the health information that we use or disclose about you to someone who is involved in your care and submitted to CNP. Again, we do not have to agree. The request must be signed and dated, and should also describe information you want restricted, say whether you want to limit the use or the disclosure of the information, or both, and tell us who should not receive the restricted information. You must submit your request in writing to the records department of CNP. We will tell you if we agree with your request or not. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

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Right to Request Confidential Communications: You have the right to request that we communicate with you about your health in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. Your request for confidential communications must be in writing, signed and dated. It must identify how or where you wish to be contacted. You need not tell us the reason for your request and we will not ask. You must send your written request to the records department of CNP. We will accommodate all reasonable requests.

Right to a Paper Copy of This Notice: You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time.

CHANGES TO THIS NOTICE

CNP may change this Notice at any time. Any changes in the Notice could apply to medical information we already have about you, as well as any information we receive in the future. We will post a copy of the current Notice at each of our facilities. The effective date of the Notice is on the first page.

To File a Complaint: You or your representative have the right to express complaints to CNP and to the Secretary of DHHS if you or your representative believe that your rights have been violated. Any complaints to CNP should be in writing to Julie Hooser, listed below. CNP encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, D.C. 20201 or call 1-877-696-6775

Contact Person: CNP has designated Julie Hooser as its contact person for all issues regarding client privacy and your rights under the Federal privacy standards. You may contact Julie Hooser at Country Neighbor Program, Inc., P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076. Telephone number is (440) 437-6311.

I authorize release of any or all information pertaining to my service(s).

The Notice of Country Neighbor Program, Inc. Privacy Practices has been discussed/read/explained to me.

Client Signature _____ Date

Witness Signature/Relationship _____ Date

Provider Signature _____ Date

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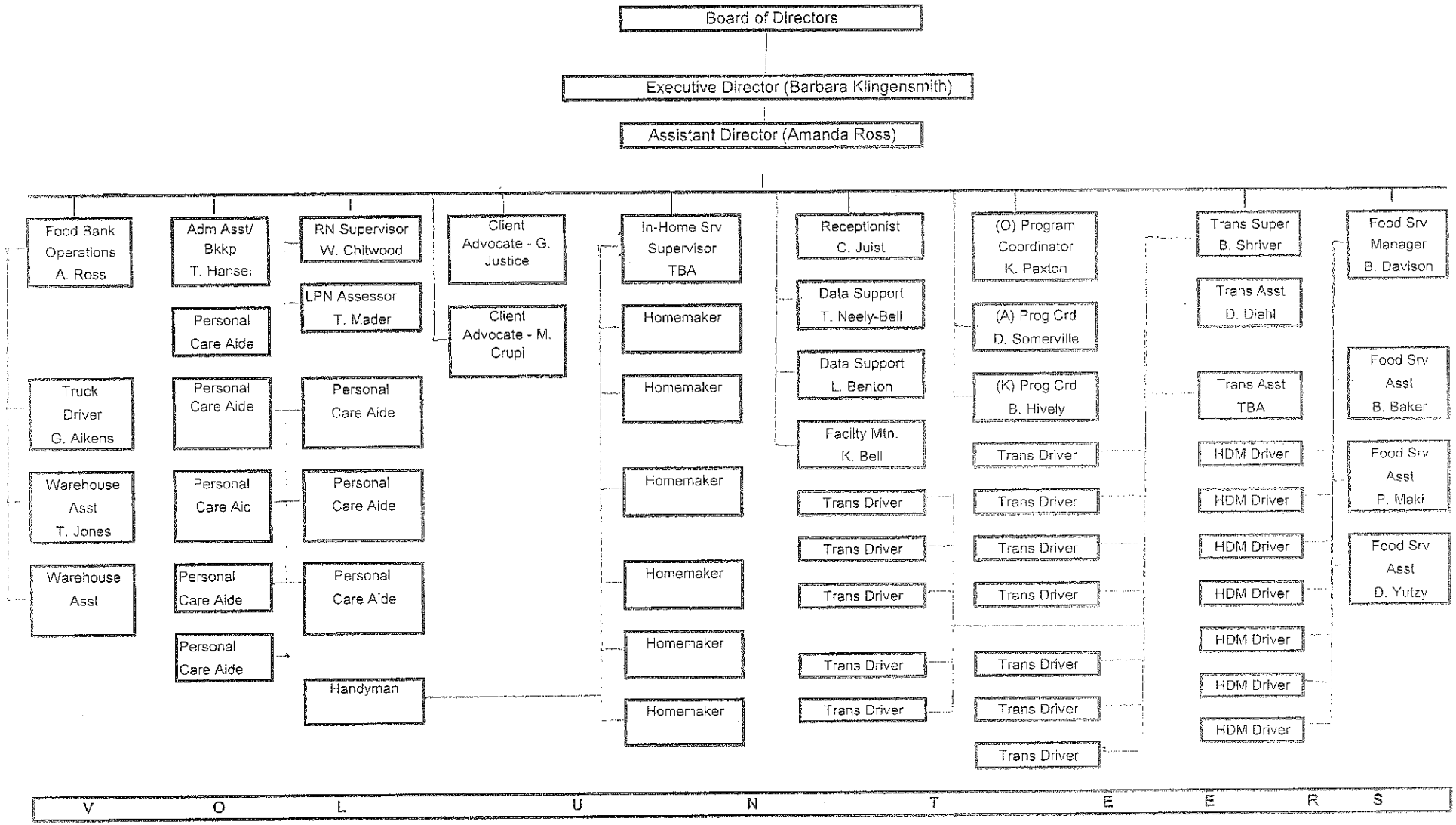
ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Program Planning and Development Documents
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



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ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Program Planning and Development Documents
Board of Directors Roster

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COUNTRY NEIGHBOR PROGRAM, INC.
2023 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: February, 2021
Term Ends: January, 2024
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Jim Long, Secretary/Treasurer
300 Elruth Ct, Apt. 102
Girard, OH 44420
Middlefield Bank Branch Manager
Cell: 330-719-6603
Office: 440-437-7200
Term Begins: February, 2022
Term Ends: January, 2025
Date Elected: September 27, 2021
Email: OhioJim.Long@gmail.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: May 24, 2021
Term Ends: January, 2024
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Rick Huffman
5901 Route 6
Hartsgrove Twp, OH 44085
Home: 440-474-9042 c: 440-990-9532
Contractor/Business Owner
Term Begins: February, 2022
Term Ends: January, 2025
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Dan Reel, Vice-President
12350 Winchell Road
Concord Township, OH 44024
Reel's Auto Sales
Work: 440-437-5893
Mobile: 440-319-1247
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: March 30, 2015
Email: dan@reelsauto.com

Carolyn Turk, EEO Officer
PO Box 101
Orwell, OH 44076
Molded Fiberglass Company
Home: 440-437-6126
Term Begins: February, 2022
Term Ends: January, 2025
Date Elected: May 11, 2009
Email: cjturk75@yahoo.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February 10, 2023
Term Ends: January, 2026
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447
Alternate: 440-437-6368
Term Begins: February, 2022
Term Ends: January, 2025
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

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Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: February, 2022
Term Ends: January, 2025
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: May 24, 2021
Term Ends: January, 2024
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: February, 2021
Term Ends: January, 2024
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Randy Gentry
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: September 28, 2015
Email rlgentry97@gmail.com

Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

Member Emeritus:

Carl Plickert
87 Staley Road
Orwell, OH 44076
Retired (Kennametal)
Date Elected: January, 1997

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ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Program Planning and Development Documents
Job Descriptions

DocuSign Envelope ID: 61A7AE5A-A382-40C3-9982-63BD4300C2D3

COUNTRY NEIGHBOR PROGRAM, INC.

JOB DESCRIPTION

POSITION: IN HOME SERVICES SUPERVISOR

REPORTS TO: EXECUTIVE DIRECTOR

SUPERVISES: HOME HEALTH AIDES (WITH RN)
HOMEMAKERS
HEALTH EDUCATION OUTREACH SPECIALIST

RESPONSIBILITIES: Include but not limited to:
Schedule and monitor all homemaker aides and home health aides providing services in the home. Act as liaison between client, CNP direct staff, CNP assessor, finding agency and CNP administration. Work closely with the Registered Nurse for the client assessment and supervision of the hone health aides. Schedule appointments for RN and Homemaker Assessment staff. Refer client to appropriate services whether provided by CNP or other appropriate agency. Schedule trainings, per service specifications. Assure all reports are filed in an accurate and timely manner. Utilize the required data base for documentation of services for all clients. Assist with hiring and employee disciplinary actions for homemakers and home health aides. Attend meetings as requested and preform all other job related duties as assigned.

QUALIFICATIONS: High School Diploma
Ability to pass criminal background check
Ability to pass physical and drug test

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

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COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

TITLE: Executive Director LOCATION: CNP Administrative Office

REPOPRTS TO: Board of Directors SUPERVISES: All Staff

BASIC FUNCTIONS: Under policy supervision of the Board of Directors. Directs and supervises agency programs, fiscal policy, public contacts, obtains and administers grants, and helps to develop resources for community programs. The Executive Director is responsible for administering the Country Neighbor Program, Inc. in southern Ashtabula County and coordinate its effort with other social service agencies. This individual should have a knowledge of the service area, be concerned with the well-being of its residents, and be able to relate to local residents in stressful situations on an individual basis. This position involves planning program and supervising staff for total CNP function, and Executive Director must be willing to work irregular hours when needed.

RESPONSIBILITIES:
Approx. % Of Time

30%	Supervise and evaluate staff. Employ and discharge staff. Fix compensation within the budget approval by the Board of Directors. Ensure staff development. Conduct staff meetings.
20%	Participate in planning and coordination efforts at county and state level, inform other agencies and organizations, and the public about CNP services and objectives.
40%	Prepare, review, and process grant applications. Research potential grant sources and regulatory requirements. Assume administrative responsibility for grant implementation.
5%	Attend all Board of Directors meetings and give an Administrative report and update. Attend committee meetings as requested.
5%	Perform other duties consistent with the intent of the Country Neighbor Program, Inc. as defined by the Board.

MINIMUM REQUIREMENTS: Associate college degree or two years credits. Administrative experience preferred.

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ASSISTANT DIRECTOR
JOB DESCRIPTION

POSITION: Assistant Director

REPORTS TO: Executive Director

SUMMARY: Assistant Director duties and responsibilities include providing administrative support to ensure efficient operation of the organization including agency fiscal and human resource management. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Assistant Director duties are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain bookkeeping system and accounting procedures
- Assist in preparation and review of budget, process payroll, accounts payable and receivable, process and prepare required reports for funding sources, prepare financial statements
- Perform complex clerical duties, type a variety of complex materials, proofread material, correct grammar and spelling
- Assist in establishing and maintaining an effective and efficient records management system
- Complete understanding and implementation of the agency data base for data collection and reporting of services
- Work closely with the Executive Director in employee relations, employee benefits, hiring/firing, implementation of the employee governing policies as set forth in the handbook and adopted by the Board of Directors
- Be familiar with all federal, state, and local laws directly affecting the employment of individuals and ensure Country Neighbor's adherence to all such laws as applicable
- Complete all reports as required by federal, state, and local employment laws in a timely and accurate manner
- Implement and ensure safety plan as required by the Ohio Bureau of Workers Compensation
- Prepare and sort source documents, and identifies and interprets data
- Process various forms
- Assist in the preparation of regularly scheduled reports, as assigned
- Contribute to a team effort and accomplish related results as required
- Maintain confidential information
- Become knowledgeable and familiar with the social service industry and the organization's services and funding source requirements
- Attend all meetings, as requested
- Perform other job-related duties as assigned.

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures

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- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Maintain professionalism
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Excellent time management skills
- Follow instructions furnished in verbal and written format
- Complete all job duties in a neat, accurate and manner
- Attention to detail and problem solving

QUALIFICATIONS:
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must pass physical, criminal background check and drug screen.

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.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

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ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

POSITION: Administrative Assistant/Data Support

REPORTS TO: Executive Director

SUMMARY: Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the organization. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the data entry management for accuracy, efficiency, and timeliness based on all funding requirements in the organization's operations
- Prepare and sort source documents, and identifies and interprets data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Assist in the preparation of regularly scheduled reports, as assigned
- Contribute to a team effort and accomplish related results as required
- Maintain confidential information
- Become familiar with the organization's services and funding source requirements
- Perform general clerical duties such as word processing, answering telephone, etc.
- Perform other job-related duties as assigned.

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Professionalism P
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Excellent time management skills
- Follow instructions furnished in verbal and written format
- Attention to detail and problem solving

QUALIFICATIONS:
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must pass physical, criminal background check and drug screen.

PHYSICAL DEMANDS:

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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.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

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COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION: Receptionist/Clerical Support SUPERVISES: No One

REPORTS TO: Executive Assistant/Executive Director

PURPOSE: The Receptionist is responsible for providing secretarial and clerical support in order to ensure that services are provided in an effective and efficient manner.

RESPONSIBILITIES: Answer multi-line telephone, route calls/visitors to appropriate staff, take messages accurately, greet visitors in a professional and courteous manner, operate and maintain office equipment. CNP mail dropped off and picked up at the post office daily. Monitor and maintain office supply inventory, complete necessary documentation in a timely manner. Must be able to communicate effectively and professionally with all age groups and identify needs of clients, provide and communicate accurate information.

Must become knowledgeable of the social service industry in Ashtabula and Trumbull Counties. Maintain entry/front/meeting room in an organized and professional manner. Knowledgeable of Microsoft Office and computer operations. Responsible for accurately completing "field" employee time cards on a daily basis and time clock operations for all other employees.

Perform other clerical related duties, as assigned. Attend all meetings as requested.

SKILLS: Team building, analytical and problem-solving skills, decision making skills, effective verbal and listening communication skills, stress management, organizational and time management skills.

QUALIFICATIONS: Free of substance abuse, professional manner and presentation, able to pass a criminal background check. Must be able to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests for services. Must be customer focused. Adhere to all CNP policies and procedures.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

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DATA ENTRY/OFFICE ASSISTANT
JOB DESCRIPTION

POSITION: Data Support/Office Assistant REPORTS TO: Executive Director

SUMMARY: Receive, review, and enter data into computer system or tracking database according to established procedures. Ensures accuracy of all data recorded and performs database maintenance functions, support Country Neighbor Program, Inc.'s vision, mission and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keep track of received data and source documents
- Prepare and sort source documents, and identifies and interprets data to be entered
- Contacts preparers of source documents to resolve questions, inconsistencies or missing data
- Confirm accuracy of data
- Process various forms
- Assist in establishing and maintaining an effective and efficient records management system
- Generate reports, as assigned
- Contribute to a team effort and accomplish related results as required
- Maintain confidential information
- Perform general clerical duties such as word processing, answering telephone, etc.
- Perform other job related duties as assigned.

COMPETENCY: (To perform the job successfully, an individual should demonstrate the following competencies)

- Knowledge of records management procedures
- Ability to operate various work-processing software, spreadsheets and database programs
- Maintain confidentiality
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Communicate efficiently and effectively both verbally and in writing
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal and written format
- Detail oriented

QUALIFICATIONS:
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must pass physical, criminal background check and drug screen.

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.

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EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

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Country Neighbor Program, Inc.

JOB DESCRIPTION

POSITION: Prescription Assistance Outreach Advocate/Assessor

REPORTS TO: Executive Director

RESPONSIBILITIES: Assess client's prescription needs, research existing/potential prescription insurance coverage, research possible pharmaceutical companies who might offer assistance programs for each client's maintenance medications, determine client's potential eligibility for those programs, educate and assist the client with the completion of assistance program applications and/or other program applications such as MEDICAID, make appropriate referrals if other needs are identified or if this particular program is not appropriate for him/her, communicate with necessary people of companies to expedite the process (i.e. physicians, pharmacists, nurses, insurance companies, social service agencies, etc.) document all facets of the assessment and follow up, assure that the client apples for the renewals at the appropriate time, become and stay familiar with available Medicare Par D Prescription Supplemental Plans each year, assist the individuals with researching and evaluating the best Medicare Part D Prescription Supplemental plans appropriate for their situation, attend meetings as requested.

REQUIREMENTS: Must have good communication skills, be familiar with the social service network, compute literate, able to provide independent transportation, adhere to agency's confidential policy, able to pass criminal background check and drug screen, valid Ohio Driver's License, promote a positive, professional image to the community.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Administrative Staff Signature Date

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COUNTRY NEIGHBOR PROGRAM, INC.

JOB DESCRIPTION

POSITION: Facility Maintenance

SUPERVISES: No One

REPORTS TO : Executive Director

RESPONSIBILITIES: (Include but not limited to the following)

Sweep and mop floors, (dining room, kitchen, halls, etc.)
Vacuum carpeted areas, (front reception areas, throw rugs, offices, etc.)
Shampoo carpeted areas as needed
Clean bathrooms, (commodes, sinks, etc.)
Stock hygiene supplies as necessary.
Wash windows in front reception areas as required.
Empty trash, (outside waste can, offices, etc.)
Wash transportation vehicles, as assigned.
Attend meetings as designated by Country Neighbor.
Perform other duties as assigned.

QUALIFICATIONS:

Ability to Pass Criminal Background Check, Drug Screen, and Physical Exam.
Ability to Lift up to 25 pounds on occasion.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE_____ DATE _____

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COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

JOB TITLE: HOME DELIVERED MEAL DRIVER

REPORTS TO: Home Delivered Meal Supervisor SUPERVISES: No One

BASIC RESPONSIBILITIES: Deliver home delivered meals as scheduled, per regulations. Responsibilities to include, but not be limited to: completing time and temperature log, client delivery logs, and pre-trip inspection sheets. Gas and insure cleanliness of vehicles. All paperwork must be completed in an accurate and timely fashion. Attendance at all mandatory trainings and meetings as Required.

QUALIFICATIONS: Valid Ohio Driver's License
Good driving record
Ability to pass physical
Ability to pass hearing test
Ability to pass eye exam
Ability to pass a drug screen
Able to pass criminal background check
Able to lift 25 pounds

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

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COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

POSITION: Food Service Supervisor

SUPERVISES: Volunteers, Food Service Assistants

REPORTS TO: Administrative Assistant
Executive Director

RESPONSIBILITIES: Include but not limited to, ensuring all health department regulations are followed and accurately executed, including time and temperature logs, proper food handling and food safety precautions are implemented, accurately completed documentation of meals provided for purposes of reporting and billing to funding sources, ensure all funding sources regulations are implemented, complete home visits for purpose of client intake assessments, plan well balanced and nutritious menus, per funding requirements, assist with maintaining financially balanced budget, FIFO method of inventory control, purchase supplies for meals program, which include variety of different sources i.e. to store locations, and/or deliveries, attend all trainings and meetings as requested, supervise all kitchen staff including assisting with hiring of kitchen staff and evaluations. Due to the nature of the business, on occasion, hours may include evenings or weekends depending upon special events. Perform other duties as assigned.

QUALIFICATIONS: Ability to pass physical with doctor approval
Ability to lift up to 40 pounds
Free of substance abuse
Ability to pass criminal background check
Aware of food safety regulations, per the health department
Valid driver's license
Own transportation

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COUNTRY NEIGHBOR PROGRAM, INC.
JOB DESCRIPTION

JOB TITLE: Food Services Assistant

REPORTS TO: Executive Assistant SUPERVISES: No One

GENERAL PURPOSE:

Under the supervision of the Executive Assistant, responsible for assisting with the Center's food service program which includes clean-up, serving, and food preparation as assigned.

EXAMPLES OF DUTIES:

- Under the general instruction of the Executive Assistant, performs general kitchen duties in the preparation, serving and clean-up of the Center's meals
- Insures compliance with federal, state, and local health and safety regulations
- Food shall be prepared meeting the daily nutritional guidelines and shall be appetizing and delicious. Meals must be prepared and served in accordance with the home delivered meal route schedules, including the served meals onsite.
- All preparations shall be done in a cost effective, efficient and food safe manner
- Operates and cleans a variety of specialized food service equipment, i.e. coffee maker, automatic dishwasher, commercial ovens and mixer, meat slicer and steam table
- Responsible for cleaning and general maintenance of the kitchen, with emphasis in the area of cleanup during the meal preparation and after the meal has been served
- Perform other related duties as assigned
- Attend all staff meetings, as requested

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.

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While performing the duties, the employee is frequently required to reach with hands and arms, stand, talk, hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit, climb or balance, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is moderately loud and can be hectic.

MINIMUM QUALIFICATIONS:

Ability to pass criminal background check and drug testing. Knowledge of safety precautions common to food service trade, knowledge in regard to hygiene and sanitary precautions common to the food service trade. Must have or acquire the Food Serve Safe Certification.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

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ACJFS #3-23

Country Neighbor Program, Inc.
Home Delivered Meals
Section 4
Provider Budget
Attachment C

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Exhibit II

(Budget)

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Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc.	
Date From: October 1, 2023	To: September 30, 2024

	Program	Title XX
I. Staff		
A. Salaries	$ 147,847.00	$ 26,080.00
B. Payroll-Related Expenses	$ 15,054.00	$ 2,618.00
Total Staff Costs	$ 162,901.00	$ 28,698.00
II. Operations		
A. Travel and Short-Term Training	$ 1,225.00	$ 225.00
B. Consumable Supplies	$ 118,600.00	$ 25,755.00
C. Occupancy Costs	$ 7,293.00	$ 1,657.00
D. Contract and Professional Services	$ 9,105.00	$ 2,005.00
E. Other - Miscellaneous	$ 11,756.00	$ 2,500.00
Total Operational Costs	$ 147,979.00	$ 32,142.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ 750.00	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ 750.00	$ -
Sub- Total of All Costs	$ 311,630.00	$ 60,840.00
IV. Minus Other Program Resources	$ 5,360.00	$ 60.00
Total Program Costs	$ 306,270.00	$ 60,780.00

Budget Computation

Total Operating Expenses	$ 306,270.00	$ 60,780.00
Divided by Total Operating Units	36,400.00	7,000.00
= Unit Rate	$8.41	$8.68

Unit Rate	$ 8.41	$ 8.68
X number of units purchased	36,400.00	7,000.00
= Total Contract Amount	$ 306,270.00	$ 60,780.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Executive Director	$ 83,000.00			$ 4,465.00	$ 1,245.00
Assistant Director	$ 55,500.00			$ 3,670.00	$ 415.00
Administrative Assistant/Bkkp	$ 36,500.00			$ 2,405.00	$ 730.00
In Home Services Supervisor	$ 31,200.00			$ 1,664.00	$ 156.00
Receptionist	$ 24,960.00			$ 620.00	$ 125.00
Data Support/Backup Recepts	$ 53,040.00			$ 2,283.00	$ 535.00
Assessor	$ 24,960.00			$ 5,174.00	$ 312.00
Facility Maintenance	$ 8,500.00			$ 2,170.00	$ 170.00
Home Delivered Meal Drivers	$ 116,640.00			$ 59,720.00	$ 11,940.00
Food Services Supervisor	$ 33,280.00			$ 22,048.00	$ 3,328.00
Food Service Assistants	$ 71,240.00			$ 43,628.00	$ 7,124.00
Total Salaries				$ 147,847.00	$ 26,080.00

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

	Entire Program	Title XX Project
PERS or Social Security	$ 11,310.00	$ 1,995.00
Worker's Compensation	$ 2,496.00	$ 365.00
Unemployment Insurance	$ 743.00	$ 143.00
Retirement Expenses	$ 350.00	$ 90.00
Hospitalization	$ -	$ -
Other (Life Insurance)	$ 155.00	$ 25.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 15,054.00	$ 2,618.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: IRS: .655	$ 1,000.00	$ 200.00
Short-Term, Training	$ 225.00	$ 25.00
Total Travel and Short-Term Training	$ 1,225.00	$ 225.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 930.00	$ 205.00
Cleaning Supplies	$ 170.00	$ 50.00
Other *(Fuel)*	$ 15,000.00	$ 3,000.00
Other *(Food/Nonfood)*	$ 102,500.00	$ 22,500.00
Total Consumable Supplies	$ 118,600.00	$ 25,755.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 1,620.00	$ 420.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 350.00	$ 50.00
Utilities (if not included in rent) must be itemized		
Heat	$ 1,380.00	$ 180.00
Electric	$ 2,100.00	$ 600.00
Water	$ 625.00	$ 125.00
Telephone	$ 780.00	$ 204.00
Sewer		
Other *(Garbage)*	$ 438.00	$ 78.00
Other *(identify)*		
Total Occupancy Costs	$ 7,293.00	$ 1,657.00

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Audit	$ 1,750.00	$ 250.00
Technology & Software	$ 2,400.00	$ 600.00
D&O Insurance	$ 425.00	$ 75.00
Employee Testing	$ 275.00	$ 75.00
Contract Labor	$ 130.00	$ 30.00
Cyber Insurance	$ 50.00	$ 50.00
Liability Insurance	$ 675.00	$ 175.00
Vehicle Insurance	$ 3,400.00	$ 750.00
Total Contract & Services Costs	$ 9,105.00	$ 2,005.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Licensure	$ 325.00	$ 75.00
Advertising	$ 50.00	$ -
Dues & Subscriptions	$ 50.00	$ -
Equipment Maintenance	$ 500.00	$ 150.00
Vehicle Maintenance	$ 10,750.00	$ 2,250.00
Miscellaneous Expense	$ 81.00	$ 25.00
Total Miscellaneous Costs	$ 11,756.00	$ 2,500.00

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX 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 Title XX
Delivery Bags (Hot)	6	$ 300.00	$ -
Delivery Bags (Cold)	5	$ 200.00	$ -
Additional Packaging Equipment		$ 250.00	$ -
Total Small Equipment Purchases		$ 750.00	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		$ -	$ -

IV. **Other Program Resources**

Source	Amount Entire Program	Amount for Title XX
Participant Donations	$ 5,000.00	$ -
Rebates	$ 360.00	$ 60.00
Total Other Resources	$ 5,360.00	$ 60.00

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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: **COUNTRY NEIGHBOR PROGRAM, INC.**
Date: **9/8/2023 10:39:59 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lawrence County Educational Service Center	304 N. 2nd Street
Lawrence County Schools Council of Governments	304 N. 2nd Street
Lucas County Republican Party	10 S. Superior St
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

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 **$15,195.00,** and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.**

DocuSigned by:
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/13/2023

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2023** between the **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: **440-997-5936** , (hereinafter referred to as the "Subgrantee") to provide **Information & Referral Services** for individuals determined eligible for **Title XX Services**.

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#93.667, Federal Social Services Title XX Base Funds.

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 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 Sub-Grant 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: **$ 9,000.00.**

The unit rate is: **$ 3.77 per call** per service code **701-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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

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of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its

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subgrantee(s) with Subgrant 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. Subgrantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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.

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ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH, AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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;

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3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 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.

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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

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law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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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
634A1D69D24B4E6...
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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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

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1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

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2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

   Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

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- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 Program Planning and Development:
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
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): 2-1-1 Ashtabula County – State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

PROGRAM COORDINATOR: Alissa Holdson EMAIL: aholdson@accaa.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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2-1-1 Ashtabula County Information & Referral

Ashtabula County Community Action Agency
ACJFS-RFP #3-23

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Ashtabula County Community Action Agency
2-1-1 Ashtabula County / Information and Referral
4.4 Program Planning and Development

1. Program Description and Proposed Service

The 2-1-1 Ashtabula County Information and Referral service provides people with one place to call to find all of the services or programs available to help meet their specific need. Access to information is vital to the empowerment of individuals and families working to achieve and/or maintain self-sufficiency. Now, more than ever, with people experiencing the continued impacts of the Coronavirus, connection to resources is critical. When an individual encounters a problem, they need to know what services are available, whether or not they may be eligible, and how to apply or access the specific assistance to alleviate their needs. Determining this information on their own can be complicated; agency names do not indicate all the services an agency provides, or the terms for qualifying and using those services. Calling agencies without knowing their services can be frustrating, and often those most in need give up and never receive the assistance they require. 2-1-1 Ashtabula County, the Information and Referral (I&R) Service operated by Ashtabula County Community Action Agency (ACCAA), collects, maintains, and provides this necessary information to any inquirer to assist in locating available and appropriate services. 2-1-1 Ashtabula County can match the services to the needs, so the individual can get started taking the necessary steps to solve the problem more quickly and alleviate further crisis.

The majority of our service is still delivered via telephone, and we encourage this. ACCAA has operated the information and referral service in the county for over two decades. During that time we have not only provided the service successfully, but we have worked diligently to improve the quality of our service and create greater access to citizens of our County. For the past twenty years, we have served as the officially designated 2-1-1 call center for Ashtabula County (we were designated on July 21, 2003). This easy-to-remember, three-digit number has improved the access to the 2-1-1 Ashtabula County I&R service, and ease of use continues to be of great importance. In addition to the actual inquiry, there are many behind the scene activities and requirements involved with maintaining our status as the designated comprehensive 2-1-1 provider and ensuring quality information and referral. We will discuss these in the following paragraphs.

The 2-1-1 Ashtabula County staff are knowledgeable of all community resources, have experience with the utilization and maintenance of computer databases and have been specifically trained in the area of customer assessment. The level of service provided depends on the individual inquirer's needs. In some cases, the caller is requesting a specific agency's phone number or address. However, the majority of callers to the service are in need of additional assistance. These inquirers are not aware of the various resources that may be available and require some degree of assessment by the staff person to determine the appropriate referrals that are needed. And, as we frequently find, there is seldom just one need.

Having an accurate, well functioning database is critical to the viability of the service. We utilize the iCarol Information and Referral Software. The software is industry approved and the resources are catalogued using nationally accepted taxonomy specific to the information and

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referral field. It is designed to retrieve the information using that taxonomy to ensure that all programs and services available to meet the specific need are displayed to the 2-1-1 Community Resource Specialist (CRS) to offer to the caller. It is particularly important that the taxonomy search method be used in case new services become available or existing services have changes to availability. The database must be continuously updated; a function performed on an ongoing basis by 2-1-1 Ashtabula County staff. We request formal updates annually to ensure our data is accurate and up-to-date. In conjunction with the formal updates, the staff read the newspapers, listen to the radio, attend meetings, informational forums and health fairs, follow and verify social media, and stay in contact with frequently referred to resources in order to ensure the most accurate information to provide referrals. Our goal is to have the most comprehensive up-to-date collection of service data in the County.

Outreach is another component of 2-1-1 Information and Referral Program. If people do not know that the 2-1-1 Information & Referral Program is here to serve them they will struggle unnecessarily in finding resources and assistance. Due to the size of our county geographically and the transportation issues present in the rural areas, we know it is sometimes hard for people to travel to various places to learn about 2-1-1 and the many services available. We also conduct outreach to bring the information out to them. These on-site events throughout our more rural areas offer a chance for individuals and families to learn about valuable services that may be available to them, their family, or friends. During normal operations the staff are out in the community offering these outreach events, attending local health fairs and community events, as well as making presentations to area groups and organizations. Coupled with our goal to have the most comprehensive up-to-date collection of service data in the County, we also wish to make that data available to assist community leaders in addressing the needs of their constituents or clients. As such, 2-1-1 Ashtabula County provides real-time data to other social and health and human service providers and funding sources highlighting the needs and concerns. The "2-1-1 Annual Summary" (included in Section 2. 4.3 (E)- Monitoring) has become a regular tool distributed to community leaders. In addition, to further inform the social and human service network, as well as the public, a new newsletter was created. The "4-1-1 on 2-1-1" is a weekly e-newsletter carrying timely, important resources, programs and news about community services and events. Distributed to our existing group email list and through social media the newsletter has been very well-received as another tool to connect residents to available assistance. A copy of the newsletter is included in this section.

As mentioned earlier, 2-1-1 Ashtabula County was officially designated as the 2-1-1 Call Center for Ashtabula County. This has required us to become accredited through the Alliance of Information & Referral Systems (AIRS), a process similar to the ISO 9000 process in industry. AIRS is the national organization of information and referral providers. AIRS Accreditation is the only credential specifically geared for programs engaged in the specialized field of I&R. It measures a program's organizational compliance with expected practices within the field as defined by the AIRS Standards and Quality Indicators for Professional Information and Referral. All organizations that are seeking accreditation or re-accreditation need to complete the following core elements: a consultative review, a community survey, a resource database review, a call review, and an onsite review. Whether an I&R program is national or local in scope, comprehensive or specialized in nature, or offered in non-profit, for-profit or government settings, AIRS Accreditation is the best way to demonstrate the overall quality and effectiveness

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of an I&R service. We successfully achieved our third Re-Accreditation in June 2022, it is effective for five (5) years.

The quality of our information and referral service is totally dependent on our knowledgeable, experienced staff. They are the core of our service. The 2-1-1 Ashtabula County operators receive continual training to enhance their assessment, communication and technical skills. All direct 2-1-1 staff are Certified Community Resource Specialists (CRS. Certificates provided in Section 2- 4.3 (D)). This requires taking a national standard test administered by AIRS which must be renewed every two years and requires continuing education classes. Our Director of Community Development and Community Resources Manager have expertise in resource management (or the entry, cataloguing, and maintenance of our database) which also has a national certification. This requires a separate test which is also administered by AIRS. The Community Resources Manager also holds this separate designation: Community Resource Specialist-Database Curator (CRS-DC. Certificate also provided in Section 2- 4.3(D)).

Our local staff answers the 2-1-1 Ashtabula County lines Monday through Friday during our business hours (8:00 am- 4:30 pm). Presently, we are able to meet the requirements to be 24 hour/7 day live answer operation through a partnership with Help Network of Northeast Ohio (formerly Help Hotline Crisis Center) in Youngstown who answers our calls after hours. They are the designated 2-1-1 call center for Mahoning, Trumbull and Columbiana Counties and adhere to the same national standards. We do not have the resources to operate around the clock services at this time. We continue to explore opportunities to bring more hours of operation in-house, so that citizens receive answers from someone local after hours as well, but as yet this has not been feasible.

A diagram illustrating the Key Components of the 2-1-1 Ashtabula County Information & Referral Service discussed here is included in this section.

2. Summary of Service

For the purpose of the Title XX program, assistance provided will be billed by the number of inquiries answered on a monthly basis. As in the past, inquiries for information and referrals will be provided at no cost to the customer without regard to income. The 2-1-1 Ashtabula County operators have answered 10,828 inquiries from January 1, 2022- December 31, 2022 and provided 13,542 referrals for the same period. We saw an 11% increase in inquiries from 2021 to 2022, proving the continued need of our 2-1-1 service and our growth thanks to additional inquiry methods such as texting, online, and email. During 2022, our website and online resource portal also received 10,281 unique visitors.

One of the principles of I&R is that a caller may remain anonymous and still receive the information they need. With our software, we are able to record calls and referrals based on zip code and age. This has affected the data that we can offer as statistics in the demographic arena. We can state that the majority of our callers are between the ages of 25 and 65 (75% from January 1, 2022- December 31, 2022), with nearly a third of total callers 60 years and older. The average age of an inquirer in 2022 was age 53. These stats continue to reflect the need for new communication channels to reach younger populations, such as texting, email, and website.

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These channels have been increased significantly over the last few years at 2-1-1 Ashtabula County. The composition of calls from 2022 is 77% female. 60% of the callers reported as calling from Ashtabula, 10% from Conneaut, 10% from Geneva, 4% from Jefferson, and the remaining callers were scattered over the remaining townships and villages. While we have less data that can be specifically attributed to an individual caller, the tracking of only basic demographics has made our service more user friendly to the customer. We feel this makes our service more effective in handling the various levels of complexity presented in the calls.

One of the Standards of Information and Referral dictates that follow-up must be done. It is performed when it appears to the operator that the caller may not have the ability to follow-through with the referrals provided. The 2-1-1 Community Resource Specialists performance is evaluated and monitored on a regular basis. Quality of service follow-up is also done on a random basis to ascertain service satisfaction and helpfulness. Sample survey and monitoring tools used for the follow-up are included in Section 2.4.3(E).

We have an enhanced component of information and assistance for senior citizens through the Ashtabula County Senior Services levy. Due to the structure of that grant, the senior I&R units are described differently. Therefore, that budget and those units are no longer included in the Title XX application. Though it compliments the basic Information & Referral service, it is considered to be an entirely separate program.

Community Action has a strong commitment to the 2-1-1 Information & Referral program, as it views the benefit to Ashtabula County residents as invaluable. Even with all of our publicity and outreach we know there are people who are not familiar with our service and we still continue to hear "I wish there was one place to call where you could find out all the assistance available." As noted earlier, we spread the word whenever possible, in as many ways as possible, to create greater awareness. The ability for individuals to have access to accurate, quality information to assist with the need they present at the time of the call cannot be overstated. The state association, Ohio Alliance of Information and Referral Services (Ohio AIRS) is in the process of identifying areas that do not have an information and referral service; or have a service that is not able to meet the 2-1-1 call center specifications. They are assigning larger city or organization 2-1-1 services to provide the coverage for those areas. We believe that no out-of-county organization will be able to provide the same level of service that we, as a community based, local agency can. It is our goal to continue to provide this service for our area. However, the funding for the information and referral service is very limited and the Title XX monies are essential to our continued operation.

3. Geographic Service Areas

2-1-1 Ashtabula County is the designated 2-1-1 call center for Ashtabula County. As such, the Public Utilities Commission of Ohio mandates that the local telephone companies implement switching so that when someone within Ashtabula County dials the three digits "2-1-1", the call will be directed to Community Action's 2-1-1 Ashtabula County service. Individuals from out-of-county, or even out-of-state, may also receive information and referral services from 2-1-1 Ashtabula County through our toll-free (800) 874-8545 number. We are diligent about

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performing outreach throughout the county to ensure that as many people as possible are aware of the availability of the 2-1-1 Ashtabula County service.

4. Gaps in Service Areas

The 2-1-1 switching is mandated for land-line telephone service only. There are no gaps in this coverage throughout the county. While access via mobile phone is not mandated, it is widely available through the mobile phone providers. The Ohio AIRS has worked as a network to streamline the routing of cellphone calls which is tower based so that the calls made from a cell phone in Ashtabula County will be routed to our 2-1-1 Call Center (likewise the calls placed in surrounding counties will be routed to the corresponding 2-1-1 for their area). Also, all of the 2-1-1 Call Centers in northeast Ohio reciprocally transfer callers to the appropriate 2-1-1 center if they happen to get routed in error. The recent popularity and convenience of texting prompted 2-1-1 Ashtabula County to implement a basic text option to access information. People can now text their zip code to "TXT211" (898211) during normal business hours (M-F, 8:00 am- 4:00 pm) and our 2-1-1 staff will retrieve the text and respond. Additionally, the 2-1-1 Ashtabula County website www.211ashtabula.org has been updated with a more user-friendly database search for those who wish to find their information online. These updates reflect the need to reach residents in new ways and showcase the flexibility of our 2-1-1 service, as indicated by statistics earlier in this section.

5. Limitations in Meeting Conditions of the Contract

We see no limitations to meeting the conditions of the contract through the coming year. Community Action meets all requirements specified in the Conditions of Participation, Service Specifications, and Applicable Laws and Rules. Additionally, a means to measure program performance is included as Section 2.4.3(E).

6. Organizational Structure

Community Action has multiple service areas: Head Start, Health and Nutrition Services, Housing and Energy, Administrative, Fiscal Services, and Planning, and the area which operates the 2-1-1 Ashtabula County service, Community Development Services. The Community Development Services is administered by the Director of Community Development who reports directly to the Agency Executive Director. Reporting to the Director of Community Development is the Community Resources Manager who is responsible for the day-to-day operation of the 2-1-1 Information and Referral service, and the 2-1-1 Community Resource Specialists. A Program Services Specialist provides back-up, when needed, for the 2-1-1 Information and Referral Program and they report to the Program Services Coordinator who also assists with the information and referral services. Organizational charts are included in this section.

7. Board of Trustees/Advisory Council

Community Action 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

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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.

8. Job Duties of Project Director

The Project Director is the Director of Community Development. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, reporting, grant and funding preparation and monitoring, direct supervision of the Program Services Coordinator and Community Resources Manager, and overall oversight of staff involved in the program.

9. Job Description of Project Personnel

In addition to the Project Director, the personnel identified below are instrumental to the 2-1-1 Ashtabula County Information & Referral program. The 2-1-1 Community Resource Specialists staff the information and referral phone line- they speak with the callers and assess their needs and provide the referrals. They are "essential workers" who have been manning the phone lines and helping callers address their basic needs and critical situations brought about by the Coronavirus pandemic, as well as the ongoing needs of people who are struggling. They also note any gaps or trends for unmet needs; and share provider or service data changes with the Director as it becomes available. The Community Resources Manager currently maintains and performs formal updates of the referral database, researches services and taxonomy codes, and oversees the 2-1-1 Ashtabula County service. Under the guidance of the Project Director, they ensure compliance with all policies and procedures, assist with operational decisions and goals, help to monitor the data and operator quality, and guide the day-to-day operations. The Project Director, Community Resources Manager, and Program Services Coordinator make presentations to outside entities and perform other outreach to create awareness of the 2-1-1 Ashtabula County service. Job descriptions for the project personnel are included with this section.

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.

2-1-1 Ashtabula County Personnel

- Director of Community Development
- Program Services Coordinator
- Community Resources Manager
- 2-1-1 Community Resource Specialist(s)
- Program Services Specialist

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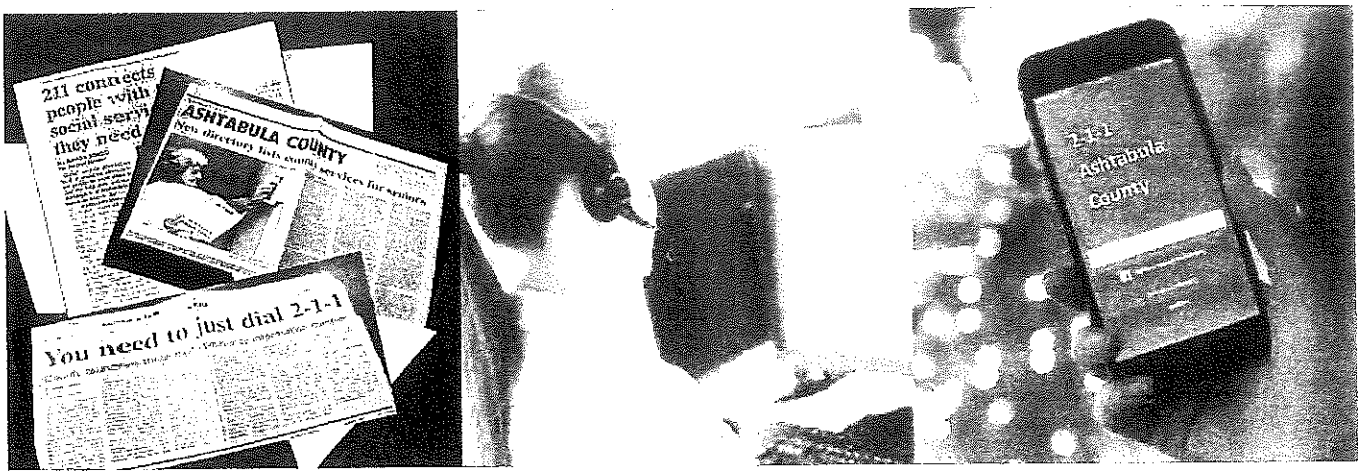
The 4-1-1 on 2-1-1



2-1-1 updates for the week of July 2nd, 2023

IN THIS ISSUE:

FOOD UPDATES FOR THE WEEK OF JULY 2ND, 2023

SUMMER CRISIS

LIST OF BACK TO SCHOOL FAIRS

ASHTABULA COUNTY FARMERS' MARKETS

SUMMER FOODS PROGRAMS

COUNTRY CLUB LAWN AND VENDOR FAIR

Find our newsletters online at:
www.211ashtabula.org/newsletters

Countdown to our 20th Anniversary!

2-1-1 Ashtabula County turns 20 years old this year! Our information and referrals services became a 2-1-1 service in July of 2003. (Curious what other big things happened in 2003? iTunes was launched. No Doubt played at the Superbowl halftime show. Finding Nemo and Lord of the Rings: Return of the King were in theaters.)

Stay tuned for more information about how we plan to celebrate our big anniversary, and make sure you save the date for our celebration on August 10th, 2023 from 9:30 to 11:00 am.

2-1-1 Ashtabula County

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FREE SUMMER MEALS

ASHTABULA CITY SCHOOLS

LAKESIDE HIGHSCHOOL:

MONDAY - FRIDAY
JUNE 6TH - JULY 20TH
BREAKFAST 7:30-8:00
LUNCH 11:00 - 11:30

LAKESIDE JUNIOR HIGH:

TUESDAY, WEDNESDAY, AND THURSDAY
JUNE 13TH - JULY 20TH
BREAKFAST 9:00 - 9:30
LUNCH 12:00 - 12:30

HURON PRIMARY:

TUESDAY, WEDNESDAY, AND THURSDAY
JUNE 13TH - JULY 20TH
BREAKFAST 8:30 - 9:00
LUNCH 12:00 - 12:30

SUPERIOR INTERMEDIATE:

TUESDAY, WEDNESDAY, AND THURSDAY
JUNE 13TH - JULY 20TH
BREAKFAST 8:30 - 9:00
LUNCH 1:00 - 1:30

BUCKEYE LOCAL SCHOOLS

ALL CHILDREN IN THE COMMUNITY AGES 2-18
5 DAYS WORTH OF BREAKFAST AND LUNCH ITEMS

PLEASE CALL (440) 990-3210 TO PRE-REGISTER. IF YOU CANNOT PRE-REGISTER PLEASE HAVE THIS INFORMATION READY WHEN YOU PICK UP YOUR FIRST BAGS.

EDGEWOOD HIGHSCHOOL:

THURSDAYS BEGINNING JUNE 15TH - AUG 4TH 11:00-2:00

CONNEAUT HUMAN RESOURCE CENTER

FREE CHILDRENS LUNCH PROGRAM
MONDAY-THURSDAY 11:30 -12:30.

KINGSVILLE PUBLIC LIBRARY

YOUTH FROM AGE 2 TO AGE 18 ARE INVITED TO ENJOY FREE LUNCH AT THE KINGSVILLE PUBLIC LIBRARY.
MONDAY - FRIDAY
JUNE 12TH - AUG 18TH
12:00 - 12:30

COUNTRY NEIGHBOR

COUNTRY NEIGHBOR IS PROVIDING FREE NUTRITIOUS MEALS, FOR CHILDREN THROUGH AGE 18, THROUGHOUT THE SUMMER MONTHS. THEY PROVIDE BREAKFAST AND LUNCH MONDAY THROUGH FRIDAY AT EACH OF THESE LOCATIONS

JEFFERSON:

A-TECH ROBOTICS CAMP, JULY 10 - JULY 27TH, 12:00 - 12:45
TRADITIONAL

ROCK CREEK LIABRARY, JUNE 5TH - AUG 4TH, 12:35-1:00
GRAB AND GO

GIDDINGS PARK, JUNE 5TH - AUG 4TH, 11:15-11:45
GRAB AND GO

ANDOVER:

ANDOVER LIBRARY, JUNE 12 - AUG 4TH, 11:30-12:45
GRAB AND GO

ANDOVER CHRISTIAN CHURCH, JUNE 12TH - AUG 4TH, 12:15 -12:45
GRAB AND GO

ORWELL

GRAND VALLEY LIBRAY JUNE 12TH THROUGH JULY 28TH, 11:45 - 12:15
GRAB AND GO

GRAND VALLEY SCIENCE CAMP JUNE 5TH - JUNE 9TH, 11:00 - 11:30

GRAND VALLEY SOCCER CAMP AUG 7TH - AUG 18TH, 10:00 - 10:30
GRAB AND GO

GRAND VALLEY ELEMENTARY SCHOOL JUNE 12TH - JUNE 23RD 11:00 - 11:30
GRAB AND GO

GRAND VALLEY FOOTBALL JULY 31ST - AUG 9TH, 11:00 - 11:30

HARBOR-TOPKY MEMORIAL LIBRARY

THE HARBOR-TOPKY MEMORIAL LIBRARY WILL BE OFFERING FREE LUNCHES FOR ALL YOUTHS, AGES 2-18. THE SUMMER FOOD PROGRAM BEGINS JUNE 20 - AUGUST 11. LUNCHES WILL BE AVAILABLE MONDAY THROUGH FRIDAY, 12:30 P.M. UNTIL 1:30 P.M.

LUNCHES MAY BE EATEN AT THE LIBRARY OR TAKEN HOME. THE CHILDREN'S HUNGER ALLIANCE PROVIDES THE FOOD. FOR MORE INFORMATION, CALL THE LIBRARY AT (440) 964-9645.

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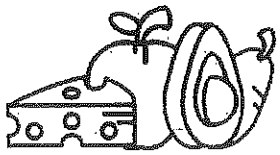

Upcoming Mobile Food Pantries

The mobile food pantry program provides produce giveaways in multiple places in the county. For more information about your regular local food pantry, please call 2-1-1.

Monday, July 3rd
Conneaut Human Resource Center
327 Mill Street
Conneaut, OH
10:00 am—12:00n

Friday, July 7th
Sheffield Fire Station
3636 Sheffield Monroe Road
Kingsville, OH
3:00 pm—5:00 pm

Saturday, July 8th
St. John's Lutheran Church
811 South Broadway
Geneva, OH
10:00 am—11:30 am

Be safe and cool this summer!

You may be eligible for the following assistance...

Payment on Utility Bill

Air Conditioner/Fans

Call 2-1-1 to see if you qualify.

Program Runs
July 3rd– September 30th

Call for an appointment
1-440-381-8230
NEW LOCATION ... 4200 State Road !!!

A service of Community Action

www.accaa.org

Summer Crisis Program

Ashtabula County Farmers' Markets

Ashtabula County has many different local farmers' markets, included below is a very small selection of that information. For information about which markets take senior coupons, SNAP or WIC coupons, check out the Ashtabula County Local Food Guide from Ashtabula Local Food, located online at www.ashtabulalocalfood.org/local-food-guide

Ashtabula Farmers' Market
Sundays, June 14th - Oct. 15th 10am-2pm
Market is closed during major Bridge Street festivals.
Parking lot of 1105 Bridge Street, Ashtabula.

My Neighborhood Farmers' Market and Farmstand
Saturdays July 1 - Sept. 2 10am-11am
Clifford Kaden Presidential Park,
5835 Madison Ave, Ashtabula
Tuesdays July 11 - Aug. 29 10:30am-1:30pm or until sold-out
Outside Premiere Fitness at the ACMC Health and Wellness Plaza.

Conneaut Farmers' Market
Saturdays June 19-Oct. 14 10am-2pm
Located in Moose Lodge parking lot,
280 Park Ave, Conneaut

Geneva Farmers' Market
Saturdays June 24- Sept. 30 10am-2pm
Geneva United Methodist Church,
89 S. Broadway, Geneva

Jefferson Farmers' Market
Saturdays June 10- Oct. 14 9am-1pm
Behind the Jefferson Historical Society,
42 E. Jefferson St.

Pierpont Farmers' Market
Saturdays June 24- Sept. 30 8am-12n
The Wright Building,
1071 Route 7N Pierpont.

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Dr. James K. Bissell Nature Center

3973 Callender Road, Rock Creek OH 44084
Open 1pm-5pm Weekends
April-October

The Nature Conservancy

2023 Special Events

April 22
The Wonders of Vernal Pools
Saturday 10am-12:30pm
Judy Semroc of NatureSpark

Enjoy Judy's incredible photos as she shares the underwater wonders of Vernal Pools then leads us on a short hike to discover the amazing creatures in our vernal pools.

May 13
Feathers, Fur and Scales
Saturday 10am-11am
Penitentiary Glen Wildlife Center

Meet some WILD animals of Ohio that are covered in fur, feathers or scales from Penitentiary Glen Wildlife Center and learn about habitats, diet and special adaptations these animals make to survive in the wild. Appropriate for all ages.

June 17
Gardening for Butterflies
Saturday 10am-11:30
BNC Volunteers: Ben Lutz & Carol Blake

Discover which plants are likely to attract butterflies to your yard followed by a walk through the nature center gardens. The first 12 families to register will receive plants to take home.

July 1
Behind the Bark: What WOOD you like to know?
Saturday 10am-noon
Naturalist Dan Best

Join recently retired Geauga Park Naturalist Dan Best on an easy hike to discover how to identify different types of trees. Dan will also explain the qualities of wood from each tree and show samples of objects made from them. Adults and families with school aged children are welcome. Limit to first 25 registrants.

July 22
Moths, Moths, Moths!!!
Saturday 8:30pm-10:30pm
BNC Volunteer Jim Heflich
Preprogram:recording by Jim McCormac

Arrive at 8:30pm, and watch a prerecorded presentation by well known author/photographer Jim McCormac describing how to attract moths to your backyard. Then we will step out into the dark to see what moths Jim Heflich has attracted using white sheets and special lights.

Jim McCormac

Jim Heflich

September 16
Earth Preparing for Winter
Saturday 10am-noon
ages 4-7 with adult
BNC Volunteers

Children will learn through stories, activities and a short hike how the earth is getting ready for the cold months ahead. Dress for the weather. Limit: 12 registered children.

October 12
Thirty Years of Change within Lake Erie Wetlands
Thursday 7pm-8pm
Dr. James K Bissell
Curator Emeritus of Botany
Cleveland Museum of Natural History

Join Dr. Bissell as he shares a slideshow presentation highlighting the plants and animals living in the Lake Erie wetlands and the challenges they have faced, over the last 30 years.

Photo: Laura Dempsey

October 14
Animals Preparing for Winter
Saturday 10am-noon
ages 4-7 with adult
BNC Volunteers

Children will learn through stories, activities and a short hike how animals are preparing right now for the cold months ahead. Dress for the weather. Limit:12 registered children.

- Register for the activity of your choice
- Come prepared to be outside in any weather, if the description of the activity mentions a hike.
- Bring a lunch to eat in our shelter house while you wait for the James K. Bissell Nature Center to open at 1PM on weekends.
- Enjoy the native plant garden in front of the nature center.
- Pick up a self guided nature trail pamphlet and enjoy the Grand River Trail starting to the right of Bliss Pond.
- Launch your kayak or canoe using our newly improved boat launch on the Grand River.

REGISTRATION REQUESTED FOR PROGRAMS
bissellnaturecenter@tnc.org or 440-563-3081 ext. 301
All programs/admission to nature center are free and open to the public
For more information: nature.org/bissellnaturecenter click on "special events"

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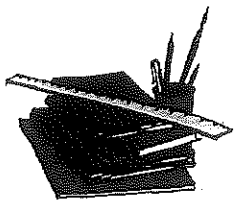


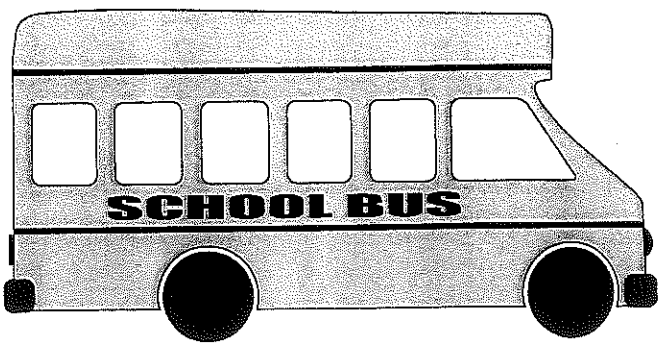
Back to School Events

The clock is ticking and school we be back before you know it! Here is our current list of back to school events. Are we missing something? Give us a call at 2-1-1!

GO CDC
Saturday, August 5th, 2023
11:00am-1:00pm
At GO CDC, 3703 Station Ave
Register at forms.go-cdc.org
Bookbags, socks, shirts, underclothing, ice cream social and a free lunch
Bring an old bookbag and be entered to win a bicycle or scooter

Grand Valley
Thursday, August 3rd, 2023
3:00pm-6:00pm
At the GV Auditeria
School supplies, immunizations, haircuts and more.
Call or Text 440-687-3707 with questions

Dragon Empowerment Center
Wednesday, August 16th, 2023
4:00pm-6:00pm
AACS
Info, screenings, games, and more.



Catholic Charities of Ashtabula County
Providing Help. Creating Hope.

Parent Café

PARENT CAFE:

Parent Cafe is a free, **three session**, evidence-based group for parents, custodians, and guardians with children in the household ages 0-17.

Parent Cafés are physically and emotionally safe spaces where people talk and listen to each other on topics that matter to them.

PARENT CAFE TEACHES:

- Resilience: Parent Resilience
- Relationships: Positive Social Connections
- Support: Concrete Support in Times of Need
- Knowledge: Knowledge of Parenting and Child Development
- Communication: Social and Emotional Competence

REGISTER FOR A THREE - SESSION CAFE:

- Thursday, July 13, 2023 - 4:00 p.m. to 6:00 p.m.
- Thursday, July 20, 2023 - 4:00 p.m. to 6:00 p.m.
- Thursday, July 27, 2023- 4:00 p.m. to 6:00 p.m.
  - Light refreshments provided for participants
  - Complimentary childcare available
- Upon completion of all three sessions receive:
  - $30 in gift cards
  - Certificate of completion

visit: doyccac.org or SCAN TO REGISTER

LOCATION
Lakeside Elementary 2300 Wade Avenue
Ashtabula, OH 44004

CONTACT INFO:
Estelle Tomasio
estellet@doyccac.org
440-992-2121 ext 7028

Sponsored in part by: the Y, Ohio Children's Trust Fund, United Way

Catholic Charities of Ashtabula County
Providing Help. Creating Hope.

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PARENT CAFE TEACHES:

- Resilience: Parent Resilience
- Relationships: Positive Social Connections
- Support: Concrete Support in Times of Need
- Knowledge: Knowledge of Parenting and Child Development
- Communication: Social and Emotional Competence

REGISTER FOR A THREE - SESSION CAFE:

- Monday, July 10, 2023 -4:00 p.m. to 6:00 p.m.
- Monday, July 17, 2023 - 4:00 p.m. to 6:00 p.m.
- Monday, July 24, 2023- 4:00 p.m. to 6:00 p.m.
  - Light refreshments provided for participants
  - Complimentary childcare available
- Upon completion of all three sessions receive:
  - $30 in gift cards
  - Certificate of completion

visit: doyccac.org or SCAN TO REGISTER

LOCATION
Corpus Christi Parish
744 Mill Street
Conneaut, OH.

CONTACT INFO:
Estelle Tomasio
estellet@doyccac.org
440-992-2121 ext 7028

Sponsored in part by: Ohio Children's Trust Fund, United Way

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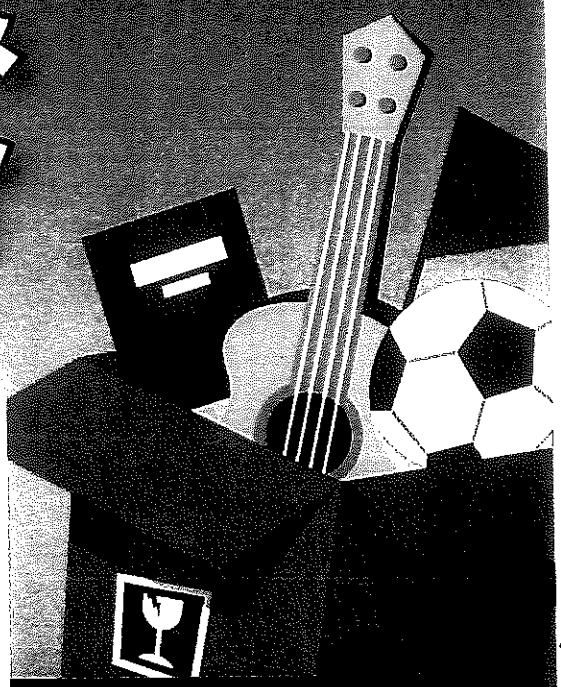
Lawn & Vendor SALE



Friday, July 28, 2023

from 11:00am - 3:00pm

We will have a variety of local vendors, crafters and yard sale tables to shop from along with Tidy Whitey's Food Truck that will be selling some amazing fried foods!

Spaces available at no cost!
Call Mindy to reserve a spot at 440-992-0022 ext 1664

925 E. Twenty Sixth St. Ashtabula, Ohio 44004
countryclubretirementcampus.com

JOB FAIR

ON THE SPOT INTERVIEWS FOR ALL POSITIONS

Anyone interviewing and completing new hire paperwork the same day will be entered into a drawing for a gift basket containing a $50 Visa gift card.

Come join our team of caring professionals who are here to enrich the lives of our loving residents.

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University Hospitals

Popping Up in Your Neighborhood!

Sharing Community Resources for You and Your Family

Health Education and Community Resources
Free Health Screenings (Glucose/Cholesterol/BP)
Free Narcan Education and Kit Distribution

LOCATIONS

April 27	**10am – 12pm**	**Jefferson United Methodist Church** 125 E Jefferson St, Jefferson, OH 44047
	1pm – 5pm	**Andover United Methodist Church** 181 S Main St, Andover, OH 44003
May 13	**9am – 12pm**	**Grand Valley Mustang Stable Health Fair** 111 Grand Valley Ave West, Orwell, OH 44076
July 13	**10am – 12pm**	**Windsor Community Center** 5400 US-322, Windsor, OH 44099
	2pm – 4pm	**Morgan Fire Department** 3033 E Water St, Rock Creek, OH 44084
October 12	**10am – 12pm**	**Conneaut Human Resource Ctr.** 327 Mill St, Conneaut, OH 44030
	2pm – 4pm	**UH Geneva Medical Center Lower Level Café** 870 W Main St, Geneva, OH 44041

Homesafe
Helping Survivors of Domestic Violence Since 1978

BrightView

University Hospitals
Conneaut Medical Center
Geneva Medical Center

Ashtabula County Health Department

IT TAKES 100% Heart

STARTING POINT

Communities

Cleveland Rape Crisis Center

By: Samantha Dragon
Have something you want featured?
Email sdragon@accaa.org or call 440-990-1719

This is only a short highlight of some of the timely 2-1-1 resources, please contact 2-1-1 for more information.

2-1-1 Ashtabula County Information & Referral

The Key Components of the 2-1-1 Service...

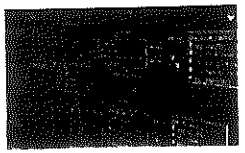
24/7 Call Center

Callers just dial the easy-to-remember, three-digit number... 2-1-1... to speak directly to our certified operators.

ACCREDITED
Alliance of Information & Referral Systems

We now feature the text option. Callers can just text their zip code to... "TXT211" (898211)

Database Management/ Resource Verification



The 2-1-1 Database has approximately 286 organizations with 784 attached program and service records, catalogued in accordance with Alliance of Information & Referral Systems (AIRS) taxonomy).

Specialized I&R

with ENHANCED

Information and Referral for Seniors

Additional advocacy and assistance ensuring vulnerable populations are connected with the resources necessary to help alleviate their need.

2-1-1 Ashtabula County

Online Data

SEARCH community resources 2-1-1

The 2-1-1 Database is available online for those who wish to search for resources on their own.

www.211ashtabula.org

****We always encourage people to call and speak with one of our certified operators in addition to their online search.*

Outreach

2-1-1 Staff conduct presentations, attend health fairs/community events, provide on-site resource days, assist in compiling resource directories, and find many venues to reach out and deliver information.

On the go with what you need to know!

Info 2-1-1 Ashtabula County Roadshow

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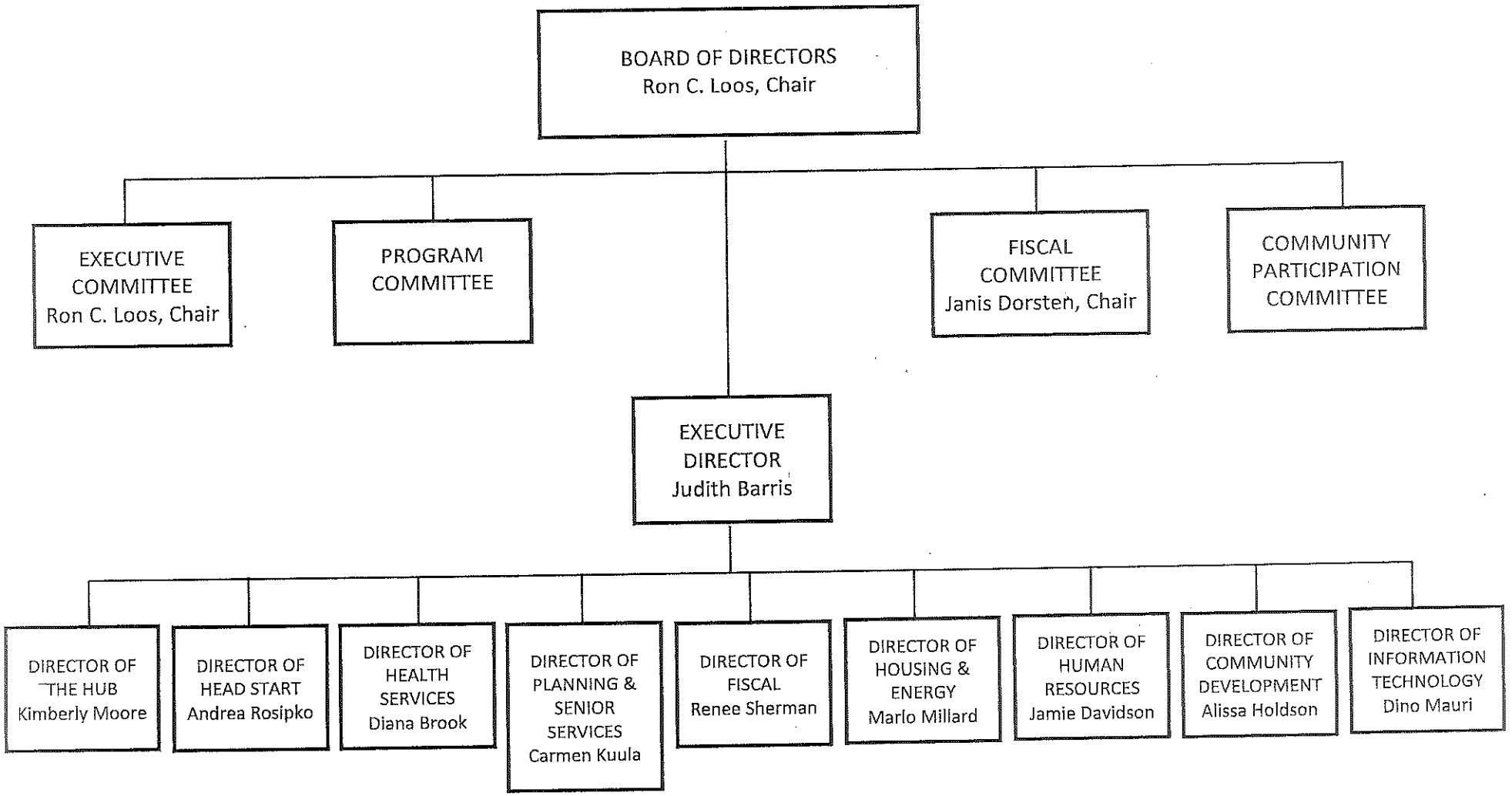

Ashtabula County Community Action Agency

July 2023

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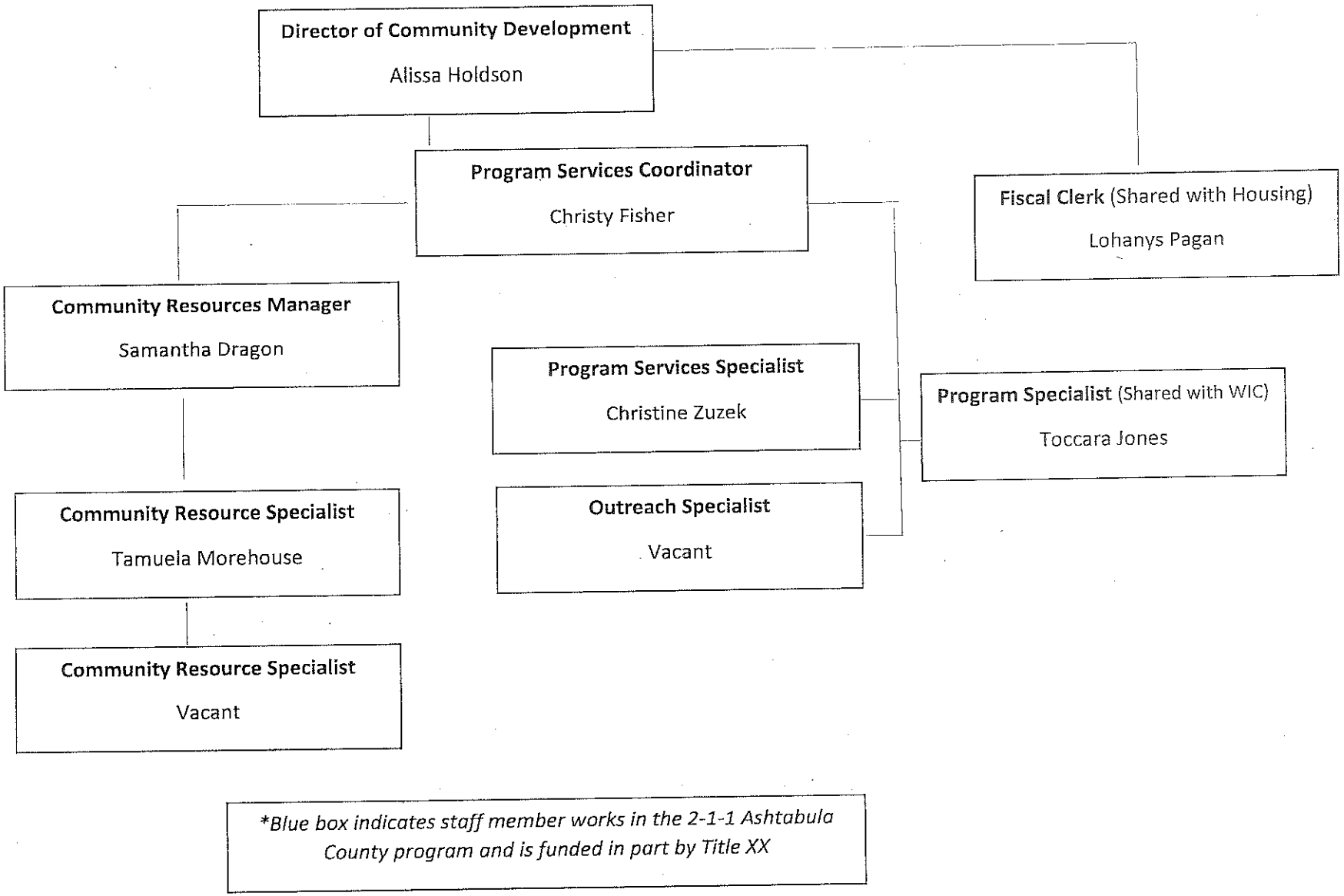
Community Development Services



**Blue box indicates staff member works in the 2-1-1 Ashtabula County program and is funded in part by Title XX*

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community action
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Administrative Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

2023 Board of Directors

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

Continued

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org F:(440) 992-3319

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

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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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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.

4200 State Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-6005 www.accaa.org F:(440) 997-6162

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

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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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Community Development Services

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

4200 State Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-6005 www.accaa.org F:(440) 997-6162

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Community Development Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Alissa Holdson
Director of Community Development

POSITION: Community Resources Manager

RESPONSIBLE TO: Program Services Coordinator

EMPLOYMENT STATUS: Regular, Full-Time

PRIMARY WORK SITE: Community Development Office

GENERAL RESPONSIBILITES:

Under the direction of the Director of Community Development and with the Program Services Coordinator assists with Community Development (CD) programs including Information & Referral and supportive activities, internal and external communications, training and quality assurance, conducting customer assessments, customer eligibility screening, and customer outreach.

SPECIFIC DUTIES AND RESPONSIBILITES:

Assist with day to day 2-1-1 Ashtabula County service functions, including use of appropriate database(s), data input and tracking, service delivery and customer satisfaction.

Provide day to day management and assistance to 2-1-1 Ashtabula County staff and program functions.

Ensure quality assurance of 2-1-1 program through training, support, and compliance.

Conduct database updates and maintenance of records for 2-1-1 Ashtabula County and various programs/services utilizing appropriate database(s).

Develop or create spreadsheets, reports, and other data tracking tools to enhance efficiency of 2-1-1 program.

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

Ensures quality of services 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.

Assist in providing services to customers on-site, as well as customer outreach including off-site, in-home appointments/events as needed.

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Assist with the marketing of the CD programs.

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:

Ideal 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.

Experience training and delivering presentations to diverse audiences.

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.

Capable of planning and organizing work; prioritizing tasks as necessary.

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 and weekends. 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 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: Community Resource Specialist

RESPONSIBLE TO: Program Services Coordinator; Community Resources Manager

EMPLOYMENT STATUS: Regular, Full-Time

PRIMARY WORK SITE: Community Development Services

GENERAL RESPONSIBILITIES:

Assist with all Community Development (CD) programs, focusing on 2-1-1 Ashtabula County, housing assistance, utility assistance, and other self-sufficiency activities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Conducts the activities of the 2-1-1 Ashtabula program (Information and Referral) including use of appropriate database(s).

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.

Communicates with other agencies regarding available resources, requirements for service, eligibility, and other vital information.

Supports customers 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.

Assists housing & utility teams to provide housing assistance such as: rent, mortgage, utility assistance, homeless services, emergency resources and needs, and self-sufficiency services/programs.

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

Assists with database updates and maintenance of records.

Attend public awareness events and outreach as necessary to provide information to the community and customers.

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

Performs other duties as assigned as they specifically relate to the mission of the Community Development Services and the Ashtabula County Community Action Agency.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess 1 to 2 years of experience in the social services, human services field, or related field.

Possess a Certification for Community Resource Specialist (CRS) or be willing to obtain one.

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

Ability to assess customer needs and identify appropriate resources, referrals and options.

Displays original thinking and creativity and meets challenges with resourcefulness.

Confidentiality in all aspects of program operation must be maintained.

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

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.

If required to drive on Agency business must have a valid driver's license and automobile insurance.

Driving record must meet Agency standards.

At times, evening and weekend hours may be required.

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

Position requires ability to bend, climb stairs and lift up to 50 lbs.

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

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community action
Helping People. Changing Lives.

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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Exhibit II

(Budget)

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Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency 2-1-1 I&R	
Date From: 10-1-2023	To: 9-30-2024

	Program	Title XX
I. Staff		
A. Salaries	$ 23,500.00	$ 6,080.00
B. Payroll-Related Expenses	$ 5,305.00	$ 2,170.00
Total Staff Costs	$ 28,805.00	$ 8,250.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ 35.00	$ -
C. Occupancy Costs	$ 50.00	$ -
D. Contract and Professional Services	$ 1,167.00	$ 500.00
E. Other - Miscellaneous	$ 500.00	$ 250.00
Total Operational Costs	$ 1,752.00	$ 750.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 30,557.00	$ 9,000.00
IV. Minus Other Program Resources	$ 21,557.00	$ -
Total Program Costs	$ 9,000.00	$ 9,000.00

Budget Computation

Total Operating Expenses	$ 9,000.00	$ 9,000.00
Divided by Total Operating Units	2,387.00	2,387.00
= Unit Rate	3.770423125	3.770423125

Unit Rate	$ 3.77	$ 3.77
X number of units purchased	2,387.00	2,387.00
= Total Contract Amount	$ 9,000.00	$ 9,000.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Community Resource Specialist	$ 29,120.00	40	34.00%	$ 10,000.00	$ 2,080.00
Community Resource Specialist	$ 23,296.00	32	26.00%	$ 6,000.00	$ 1,800.00
Community Resource Manager	$ 37,440.00	40	15.00%	$ 5,500.00	$ 1,200.00
Program Services Coordinator	$ 41,600.00	40	2.40%	$ 1,000.00	$ 500.00
Director of Community Development	$ 60,000.00	40	1.67%	$ 1,000.00	$ 500.00
Total Salaries				$ 23,500.00	$ 6,080.00

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

	Entire Program	Title XX Project
PERS or Social Security	$ 1,500.00	$ 750.00
Worker's Compensation	$ 150.00	$ 50.00
Unemployment Insurance	$ 225.00	$ 75.00
Retirement Expenses	$ 1,250.00	$ 425.00
Hospitalization	$ 2,105.00	$ 835.00
Other (*identify*) Additional Insurances	$ 75.00	$ 35.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 5,305.00	$ 2,170.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:		
Short-Term, Training		
Total Travel and Short-Term Training	$ -	$ -

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 35.00	
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ 35.00	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic 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)*	$ 50.00	
Total Occupancy Costs	$ 50.00	$ -

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
iCarol Database Software		
Help Network of Northest Ohio (After Hours)		
Educational Messaging Services (Texting)	$ 1,167.00	$ 500.00
Total Contract & Services Costs	$ 1,167.00	$ 500.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Membership- Ohio AIRS	$ 500.00	$ 250.00
Printing/Copying		
Total Miscellaneous Costs	$ 500.00	$ 250.00

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX 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 Title XX
N/A			
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
N/A			
Total Leased and Rented Equipment		$ -	$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
United Way Ashtabula County	$ 13,500.00	
Help Network of Northest Ohio	$ 1,557.00	
Ohio AIRS/CliniSync Data	$ 6,500.00	
Total Other Resources	$ 21,557.00	$ -

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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 **$2,250.00**, and free from any previous encumbrances.

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

DocuSigned by:

181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/14/2023

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2023** between the **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: **440-998-3244**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** for individuals determined eligible for **Title XX Services**.

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#93.667, Federal Social Services Title XX Base Funds.

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 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 Sub-Grant 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: **$ 25,950.00.**

The unit rate is: **$8.65 per meal** per service code **720-XX.**

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

Federal Award Project Description: FFY 2024 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

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Is the Award Research and Development: No

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

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this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.

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

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

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306,45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Subgrant 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.

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

ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its subgrantee(s) must maintain all records relevant to the administration of this subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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:

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1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Sub-Grant 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

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4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

A. Notices to Grantor from Subgrantee that concern termination, suspension, breach, default, or other formal notices regarding this Sub-Grant Agreement will be sent to the Executive Director of Grantor at 2924 Donahoe Dr. Ashtabula, OH 44004.

B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 3225 Lake Ave., Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 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.

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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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of sub-grant supported activities, including each project, program, sub-grant, and function supported by Subgrantee's sub-grant, to ensure compliance with all applicable federal and state requirements, including 2 CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that sub-grant 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-

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Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

F. Indemnity: The Subgrantee agrees that it will at all times during the existence of this agreement indemnify and save harmless Grantor, Ashtabula County Board of Commissioners and the Ohio Department of Job and Family Services against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this agreement.

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

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

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

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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
634A1D69D24B4E6...

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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Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP # 3-23

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REQUEST FOR PROPOSAL
TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 13, 2023:** RFP Release & Question Period Begins
- **June 26, 2023:** Pre-Proposal Conference and RFP Question Deadline
- **July 14, 2023, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2023:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 26, 2023, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 14, 2023:** one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-23

1.4 Availability of Funds:
ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:
Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:
The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:
The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:
Applicants should mail or deliver one master copy and two (2) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 14, 2023, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.

(b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 14, 2023, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission – The submitted proposal must include at minimum:
   - timely submission of the proposal;
   - required number of copies: 1 master and 3 copies (4 total);
   - all sections defined in Section 5.0 - Proposal Format;
   - signed Applicant Information Sheet (Attachment A);
   - all designated attachments; and
   - determination that the proposal meets all minimum RFP qualifications.

Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

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information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2023. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

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performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
   - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
   - Have a written statement of policies and directives, bylaws, or articles of incorporation.
   - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
    - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
    - non-discrimination laws in the provision of services; and,
    - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
- Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.

2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
3. Have written procedures supporting the operation of the business and provision of service, and shall:
    - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
    - Provide evidence supporting financial responsibility in the coverage of 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.
    - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
    - Maintain a file for each participant. Each file shall include this identifying data:
        - Application signed and completed
        - Income verification (if applicable)
        - Residency verification
        - Household composition verification
        - Signed Rights and Responsibilities including the Right to State Hearing
        - Approval or Denial Letters
        - Social Service Plan
    - Maintain documentation of each participant contact and each service delivered.
    - Obtain written approval from the participant to release participant information
    - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
    - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
4. Have written personnel policies and documentation that support personnel practices for Providers which include:
    - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
    - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
    - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
        - Employee position description and expectations,
        - Personnel policies,
        - Reporting procedures and policies,
        - Table of organization and lines of communication,
        - A policy that assures that all participant information will remain confidential.
5. Deliver services in compliance with service specifications practices (following section) for applicants.
6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

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- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
- Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record and other documents related to the provision of services.

7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:
   - The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
   - The applicant shall maintain a participant record of each service provided.
   - The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
   - The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members
2. Unit of Service:
   - The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
   - The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. **Applicable Laws and Rules:**

Applicants 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. Clean Air Act, as amended, 42 USC '' AA 7401 et seq. If the agreement amount exceeds $100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds $100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds $100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

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16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. **Performance Goals and Outcome Measures:**
Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 **Required Documents:**
Applicants shall submit the following with their proposal:

A. Articles of Incorporation
B. Proof of Liability Insurance/Other Required Insurances
C. Equal Employment Opportunity - Affirmative Action Plan
D. Professional or Operating licenses
E. Documents used for monitoring goals and outcomes
F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
H. Affidavit of Non-Collusion
I. Non-Discrimination Agreement ORC 153.59
J. Representation, Assurances, and Certifications document
K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

L. OMB Circular 2 CFR 200 Audit Certification Form
M. Certification Regarding Lobbying

4.4 **Program Planning and Development:**
Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

A. Program description and proposed service
B. Summary of service
C. Geographic service areas
D. Gaps in service
E. Limitations in meeting conditions of an agreement
F. Organizational structure
G. Board of Trustees/Advisory Council
H. Job duties of Project Director
I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: PO Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): Home Delivered Meal Program- State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-998-3244 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Judith Barris

PROGRAM COORDINATOR: Carmen Kuula EMAIL: ckuula@accaa.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: 7/1/23

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Home Delivered Meals

Ashtabula County Community Action Agency
ACJFS-RFP #3-23

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Ashtabula County Community Action Agency
Title XX Social Services
FY 2023 Home Delivered Meals Program
Attachment B: Program Planning and Development

1. Program Description and Proposed Service

The Home Delivered Meals Program provides hot, nutritious meals to homebound individuals who cannot obtain or prepare nutritious meals for themselves on a daily basis due to poor physical or mental health. The delivery of meals to these individuals enables them to remain in the familiarity of their homes in spite of their limitations and prevents premature institutionalization, malnutrition and isolation. A daily delivery schedule, Monday through Friday, allows the meal delivery drivers to check on the safety and well-being of the individuals receiving the meals. The provision of such community-based services is generally less costly than long-term facility care.

ACCAA is proposing to use Title XX funds to serve home delivered meals to eligible individuals who reside in the northern half of Ashtabula County. Priority will be given to:

(1) Individuals who are receiving Adult Protective Services through the Ashtabula County Department of Job and Family Services without regard to income.
(2) Income eligible individuals less than 60 years of age, without dependent children and living alone with no other means of social support.
(3) Income eligible individuals less than 60 years of age, without dependent children and living with others with no other means of social support.
(4) Income eligible individuals 60 years of age and older, living alone, and with no other means of social support.
(5) Income eligible individuals 60 years of age and older, living with others, and with no other means of social support.
(6) Income eligible individuals with other means of social support.

2. Summary of Service

ACCAA prepares meals daily at its kitchen facility located in Jefferson, Ohio. The nutritious meals meet the standards established by the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACCAA has registered dietitians on staff who develop and review the menus for compliance to these standards. Experienced cooks in the agency's food service program prepare the meals each morning and package them using an automated heat-sealing system. The meals are packed by route and delivered to homebound individuals by a team of food delivery drivers in the northern half of Ashtabula County. These drivers also conduct the safety and well-being checks on each individual receiving the meals. Daily contact with the drivers is an important component of the program as it helps to reduce the isolation experienced by many clients. Drivers also identify minor changes in a meal recipient's physical or mental state. If detected, the recipient's emergency contact is notified of the change in condition. Detecting small health issues early and receiving medical attention in a timely manner helps to prevent more serious emergency situations later.

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To ensure the safety of clients we are continuing any post pandemic recommendations from the Ohio Department of Health and the Ashtabula County Health Department. Drivers are provided with hand sanitizer, and have access to facemasks, face shields, and gloves, for use as needed. We have discontinued the precautionary measure of waiving signature requirements; at the time of meal delivery the Drivers verify delivery or collect signatures. The requirements for in-person assessments are dependent upon the specific funding source. We complete in-person assessments with all TXX clients.

If the eligible client is in need of additional meal support, frozen meals for supper and/or weekends are provided. Frozen and shelf stable meals are given to clients when weather or emergency conditions do not permit deliveries. The ACCAA kitchen is a licensed frozen meal establishment through the Ohio Department of Agriculture and prepares all frozen meals provided to TXX clients. Frozen meals are also available for clients who are not home to accept the daily meal deliver because of dialysis/medical care and other necessary appointments. In these cases, a client-centered approach is used to develop a meal delivery schedule that best meets the individual client's needs.

ACCAA is certified by the State of Ohio to provide therapeutic renal diets to clients in need of this type of meal. All meals are prepared with no added salt. Sugar free options and substitutions to accommodate allergies or food preferences are available upon request. These options allow the program to best meet the dietary needs of the clients.

The preparation of meals by ACCAA instead of purchasing them from a caterer has enabled the agency to maintain efficient operational practices and purchase quality raw food for the meals. Preparing meals at the Jefferson facility keeps TXX dollars in the county and supports the local economy as opposed to paying an out-of-county vendor. The program has recently experienced a significant increase in raw food, packing materials, and labor costs due to the pandemic and subsequent economy. Vendors have notified the program that these costs are expected to remain at current levels or increase during the next program year. Based on current expenses, the program has increased the unit cost (one meal is a unit) for this grant submission.

To ensure the efficient delivery of quality meals, customer satisfaction is routinely monitored through informal and formal means. Informally, each meal delivery driver asks participants daily about the most recent meal they have consumed. These comments are documented and submitted to the Planning and Senior Services Director and the ACCAA Food Service Manager. A formal satisfaction survey is conducted annually with all meal recipients to evaluate the quality of the meals and the service delivery. Feedback from the home delivered meals customers is used to develop future menus/recipes, improve the delivery of service and to measure the overall impact the service has on the lives of the individuals participating in the program. A copy of the Customer Satisfaction Survey is included in the grant application.

Referrals to the program are received from various sources—self-referrals, relatives, friends, ministers, hospital nurses, social workers, hospice agencies and Adult Protective Services. Referrals are responded to within 48 business hours. A telephone interview is conducted to determine the level of need, collect basic information, perform a nutrition checklist/assessment, determine income eligibility and identify emergency contacts. A home visit is then scheduled to complete the TXX application and collect required documentation for income and residency. The individual requesting services signs the TXX documents at that time. Once the TXX application is signed and

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documentation is in place, a determination letter is prepared and mailed to the individual indicating approval or denial of the application. A copy of the letter is placed in the application. If approved, meals are then ordered for the individual. If a waiting list exists, the person's name and nutrition checklist/assessment score and other factors are recorded for prioritization. When funding source waivers are in effect, home visits are conducted via telephone and application signatures are obtained via mail.

The home delivered meal is often an integral part of a comprehensive package of in-home services. Referrals to other social service and health care agencies are frequently made during the initial interview and subsequent follow-up conversations. Information about the 2-1-1 Information and Referral service is provided to all applicants.

3. Geographic Service Area

To avoid duplication of service delivery areas, Community Action serves eligible individuals in the northern half of Ashtabula County for the home delivered meals program. The Country Neighbor Program provides meals in the southern half of the county. Both programs work together and communicate regularly to ensure that services are provided wherever needed and as efficiently as possible.

4. Gaps in Service

Gaps in service are attributable to the lack of funding available to serve individuals less than 60 years of age. Meals provided with TXX funds help to close this gap and meet the needs of this particular population. There are no gaps in meal delivery attributable to geographic location.

5. Limitations in Meeting Conditions of an Agreement

No limitations exist.

6. Organizational Structure

Ashtabula County Community Action Agency was established in 1965 as an Economic Opportunity Committee by a resolution of the County Commissioners, under the provision of the Economic Opportunity Act. The County Commissioners enacted resolutions to abolish the Committee and created the Agency with a governing board in 1972. The status is a separate, public agency. There is a separate governing board; the agency is not a department of the county government. Ashtabula County Community Action Agency is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) designation on February 26, 1974.

Community Action has recently re-organized with the following five program divisions: Housing & Energy Services, Head Start, Health & Nutrition Services, Community Development, and Planning and Senior Services. The Home Delivered Meals Program is now located in the Planning and Senior Services Division. The Director of the Planning and Senior Services division reports directly to the Agency Executive Director. Reporting to the Division Director is the Senior Nutrition Program Coordinator. Reporting to the Senior Nutrition Program Coordinator are the Customer Service Specialist (CSS), the CSS/Billing Clerk, and the Meal Delivery Drivers. Organizational charts are included as attachments.

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7. Board of Trustees/Advisory Council

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is mandated 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.

8. Job Duties of Project Director

The Project Director is the Planning and Senior Services Director. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, budget development/monitoring, fiscal/program reporting and oversight of the SNP Coordinator in the program. The job description for the Project Director is included as an attachment.

9. Job Description of Project Personnel

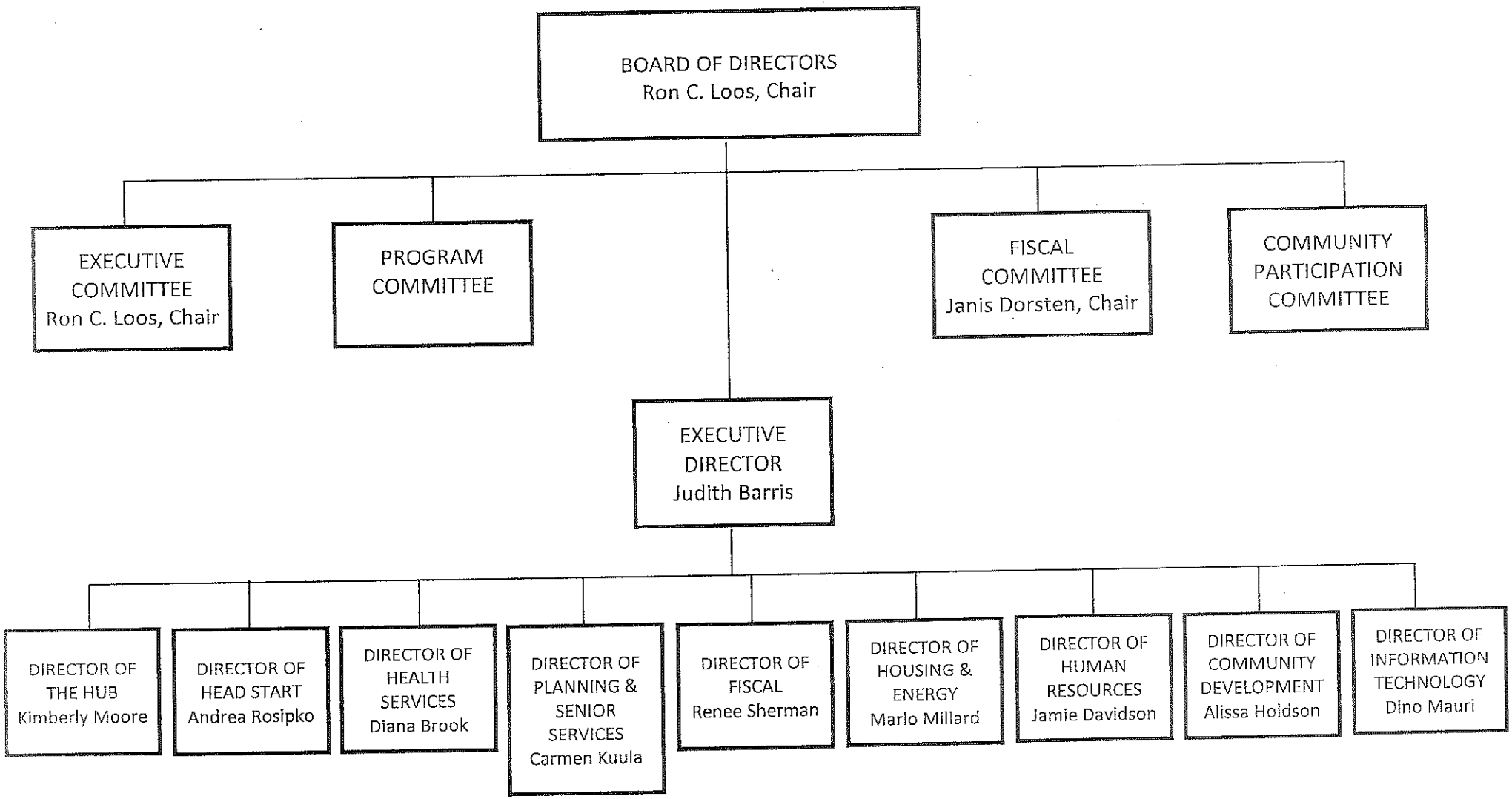
The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all Senior Nutrition Program activities, including the Home Delivered Meals Program. The Customer Service Specialist, the Billing Clerk and the Meal Delivery Drivers report directly to the SNP Coordinator.

The Customer Service Specialist/Billing Clerk is responsible for all billing, including TXX, and various program reports. The Customer Service Specialist is responsible for the processing of program referrals and conducting home visits to determine eligibility for services. The Customer Service Specialist also substitutes for delivery drivers.

Personnel in the Home Delivered Meals Program are involved in delivery of the meals to consumers either on a daily basis or as substitutes when drivers call off and no other subs are available. There are currently ten routes, each staffed by a Meal Delivery Driver. All HDM staff members are trained and certified in ServSafe to ensure compliance with food safety procedures for the delivery and temperature checking of meals.

Other staff with responsibilities in this program include: the agency's Executive Director, the Administrative and Fiscal Directors, and fiscal staff.

Job descriptions for all personnel directly involved with the Home Delivered Meals Program are included with this proposal as attachments.



Ashtabula County Community Action Agency

July 2023

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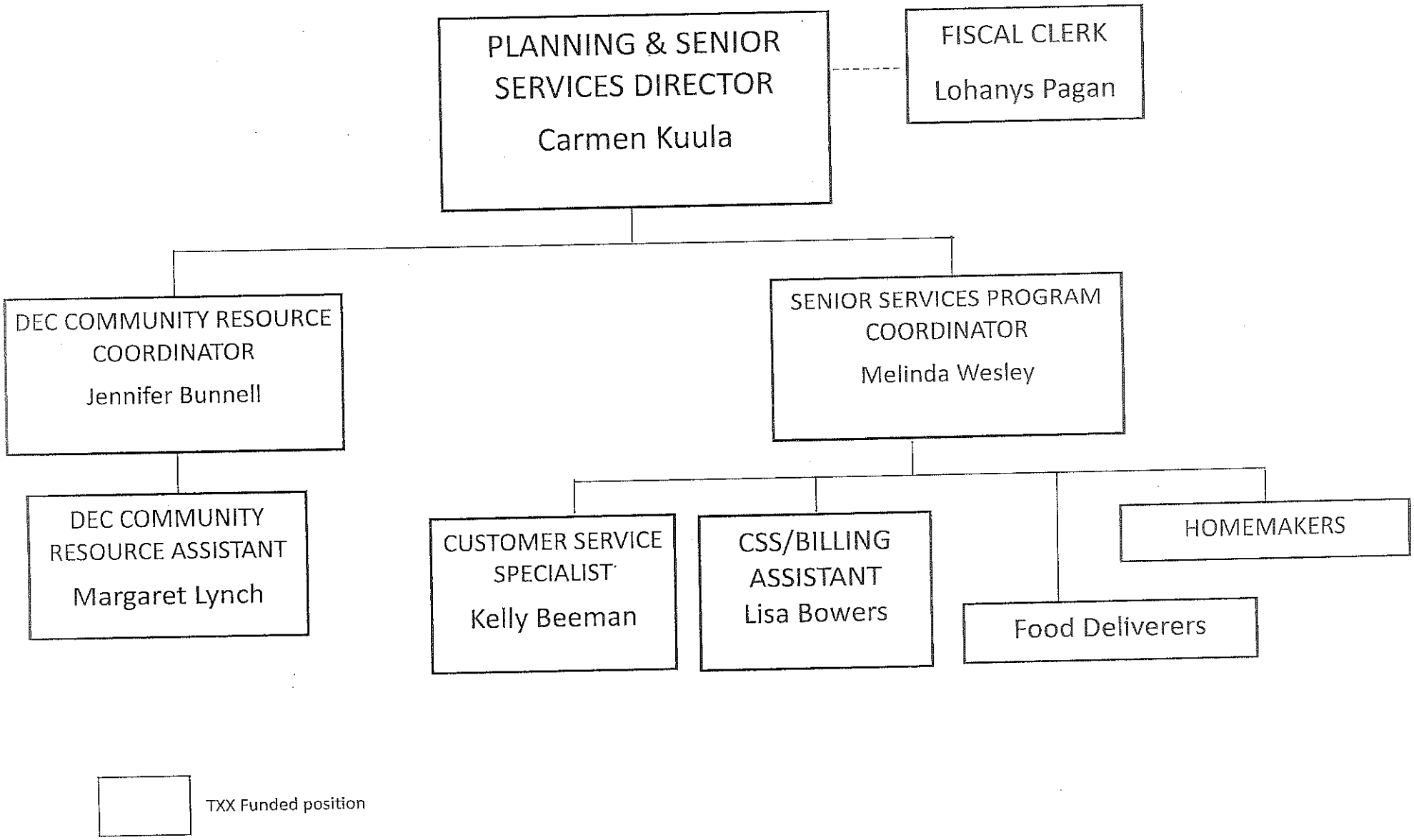
PLANNING & SENIOR SERVICES



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Administrative Services

Judith Barris
Executive Director

Ron C. Loos
Board Chairperson

2023 Board of Directors

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

Continued

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www.accaa.org
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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Administrative Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

POSITION: Director of Planning & Senior Services
RESPONSIBLE TO: Executive Director

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

POSITIONS SUPERVISED: Community Resource Coordinator; Senior Services Program Coordinator

GENERAL RESPONSIBILITIES:

Responsible for all functions within the Planning and Senior Services department, particularly as related to grant applications, budget design, service provision, and all aspects of future program development and implementation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

PLANNING SERVICES
Community Learning Center
Direct supervision of the Community Resource Coordinator.

Provides leadership and support to the Community Learning Center staff in the implementation of program activities.

Conducts research for the development of program funding opportunities, sources, methods, and coordination. Initiates/assists in program expansion or program implementation through collaboration with the District leadership/personnel, Agency's Program Directors, and Community Partners.

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

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

Marketing/Development
Provides support to the Program Directors in planning the goals and direction of the various departments as requested.

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

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

Implement Public Information plan activities and strategies in conjunction with agency program staff, including assistance with internal and external awareness of Community Action programs, and conducting, planning, and implementing of education, outreach, and development activities.

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

Senior Services Programs
Direct supervision of the Senior Services Program Coordinator.

Provides leadership and support to the Senior Nutrition and Homemaker staff in the implementation of program activities.

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

Responsible for ensuring completion and monitoring of grant activities in coordination with the Program staff. Including applications, budget design, and reporting for Senior Nutrition, Homemaker, and other miscellaneous grants.

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

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

General
In coordination with the Program Directors assists with training and recruitment tasks.

Assist with customer intake for programs as needed.

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

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

SKILLS AND QUALIFICATIONS:

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

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

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

Confidentiality in all aspects of program operation must be maintained.

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Administrative Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

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

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

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

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

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

Revised 6-2023

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Planning & Senior Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Carmen Kuula
Director of Planning & Senior Services

JOB DESCRIPTION

POSITION: Senior Nutrition Program Coordinator

RESPONSIBLE TO: Planning & Senior Services Director

LEVEL/SALARY RANGE: 8

EMPLOYMENT STATUS: Regular, Full Time

POSITION SUPERVISES: Meal Delivery Drivers, Site Supervisors/Meal Delivery Drivers, Customer Care Specialist, Billing Clerk, and Homemakers

GENERAL RESPONSIBILITIES:
Works with the Division Director to implement and monitor senior services in accordance with the Agency mission. Assures compliance with Agency, SNP, and Homemaker Services policies and procedures. Coordinates and supervises the daily operations of the senior programs. Monitors customer caseload and billing compliance.

DUTIES AND RESPONSIBILITIES:

1. Effectively supervises staff working in the Senior Nutrition and Homemaker Programs. This includes managing daily operations, providing support/motivation and monitoring staff performance.
2. Participates in the hiring process.
3. Develops, presents and maintains training schedules for SNP and Homemaker staff as required.
4. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
5. Serves as contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
6. Participates in preparation of grant applications or budget revisions as required.

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7. Assures compliance with all applicable internal and external guidelines, requirements and regulations.
8. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service, and ACCAA.
9. Ensures quality service to customers and resolves customer issues and/or concerns.
10. Recruits, supports and trains program volunteers.
11. Substitutes for staff members as needed.
12. Ensures program and staff compliance with all food and physical safety issues related to the Senior Nutrition and Homemaker Services Programs. Reports all safety incidents/concerns as required.
13. Attends staff meetings and trainings as required.
14. Maintains customer confidentiality as required by ACCAA and funding sources.
15. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will possess at least an Associate's degree in the fields of social/human service, food service management or business management or possess 2 to 3 years of equivalent work experience. Candidates with degrees in other fields may be considered. Must possess supervisory/management experience or demonstration of comparable skills. Must possess excellent computer skills. Must have knowledge of or ability to effectively learn all necessary computer software and database programs.

Candidate must demonstrate ability to work with Seniors, low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 50 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E.D.F.W.P.

_____ _____

Signature Date

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community action
Helping People. Changing Lives.

Planning & Senior Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Carmen Kuula
Director of Planning & Senior Services

JOB DESCRIPTION

POSITION: Client Service Specialist

RESPONSIBLE TO: Senior Services Program Coordinator

LEVEL/SALARY RANGE: 6

EMPLOYMENT STATUS: Regular, Full-time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:
Works with Agency staff to ensure SNP and Homemaker services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Enrolls customers in the appropriate SNP program. Conducts home visits as part of the enrollment process. Maintains appropriate client files and documentation.
2. Answers and routes in-coming phone calls when in office.
3. Enters data in ServTracker and other software programs as required.
4. Substitutes for HDM Drivers and Site Managers. The Customer Service Specialist is the first substitute scheduled.
5. Documents and maintains customer waiting lists.
6. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
7. Assists with SNP staff, Homemaker Service staff, OWF, RSVP and volunteer trainings as required.
8. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
9. Serves as a contact person and liaison with outside host organizations and funding

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representatives to ensure optimal customer service delivery.

10. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
11. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Service, and ACCAA.
12. Substitutes for other staff members as needed.
13. Observes and follows all safety policies and procedures related to the Senior Nutrition and Homemaker Service programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SS Coordinator.
14. Attends staff meetings and trainings as required.
15. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
16. Cross trains with other SNP positions as required.
17. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and have work experience or education in the areas of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.
E.O.E. D.F.W.P.

_____ _____

Signature Date

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community action
Helping People. Changing Lives.

Planning & Senior Services

Judith Barris
Executive Director

Ronald C. Loos
Board Chairperson

Carmen Kuula
Director of Planning & Senior Services

JOB DESCRIPTION

POSITION: Customer Service Specialist/Billing Specialist

RESPONSIBLE TO: Senior Nutrition Program Coordinator

LEVEL/SALARY RANGE: 5

EMPLOYMENT STATUS: Part Time

POSITION SUPERVISES: N/A

GENERAL RESPONSIBILITIES:
Works with Agency staff to ensure SNP services are delivered in accordance with the Agency mission.

DUTIES AND RESPONSIBILITIES:

1. Prepare and submits bills to Senior Nutrition and Homemaker Services Program funding sources for reimbursement.
2. Prepares customer donation statements. Posts customer donations and reconciles bank statements.
3. Prepares and submits accurate and timely program reports and communications as required by ACCAA and funding sources.
4. Monitors receipt of payments from funding sources and customers.
5. Resolves customer issues related to donations and private pay accounts.
6. Answers and routes in-coming phone calls.
7. Enters data in software programs as required.
8. Works with program staff to ensure quality service to customers and helps to resolve customer issues and/or concerns.
9. Assists with SNP and Homemaker staff, OWF, RSVP, and volunteer trainings as required.

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10. Serves as a contact person and liaison with outside host organizations and funding representatives to ensure optimal customer service delivery.
12. Performs all aspects of the job in compliance with applicable internal and external guidelines, requirements and regulations.
13. Represents the Agency at special events, health fairs, meetings and workshops to promote the Senior Nutrition Program, Homemaker Services, and ACCAA.
14. Substitutes for other staff members as needed including site managers and drivers.
15. Observes and follows all safety policies and procedures related to the Senior Nutrition and Homemaker Services Programs. Reports any unsafe conditions, accidents, injuries and near injuries to the SNP Coordinator.
16. Attends staff meetings and trainings as required.
17. Maintains customer confidentiality and abides by code of ethics as required by ACCAA and funding sources.
18. Performs client assessments via telephone or home visits as required.
19. Performs other duties as assigned.

SKILLS AND QUALIFICATIONS:

Ideal candidate will be a high school graduate and possess at least an Associate's degree in the fields of social, human services or business management and/or possess 2 to 3 years of equivalent work experience in the fields of social, human services or a related field. Must be proficient in general computer use. Must have knowledge of or ability to master utilization of all necessary computer software and database programs.

Candidate must demonstrate ability to work with low-income individuals and groups. Strong communication and interpersonal skills are required. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation that can be used for meal delivery and home visits, a valid Ohio driver's license, meet agency insurance guidelines, pass a criminal background check and pass a drug screening. Overnight travel may be required.

Position requires the ability to bend, climb stairs and lift up to 40 lbs. Tasks may involve unplanned exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

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_____ _____

Signature Date

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Exhibit II

(Budget)

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Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency - Home Delivered Meal	
Date From: 10/1/23	**To: 9/30/24**

Revised 9/12/2023

	Amount	
I. Staff		
A. Salaries	$	6,141.47
B. Payroll-Related Expenses	$	793.68
Total Staff Costs	$	6,935.15
II. Operations		
A. Travel and Short-Term Training	$	880.00
B. Consumable Supplies	$	296.00
C. Occupancy Costs	$	304.00
D. Contract and Professional Services	$	16,896.85
E. Other - Miscellaneous	$	638.00
Total Operational Costs	$	19,014.85
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	25,950.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	25,950.00

Budget Computation

Total Operating Expenses	$	25,950.00
Divided by Total Operating Units		3,000.00
= Unit Rate	$	8.65

Unit Rate	$	8.65
X number of units purchased		3,000.00
= Total Contract Amount	$	25,950.00

Unit = 1 meal

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 103,918.00	Annual	0.23%	$ 239.01
IT Manager	$ 69,885.00	Annual	0.23%	$ 160.73
Human Resource Manager	$ 67,197.00	Annual	0.23%	$ 154.55
Executive Assistant	$ 41,528.00	Annual	0.23%	$ 95.51
Director, Fiscal Services	$ 66,964.00	Annual	0.23%	$ 154.02
Accountant	$ 53,038.00	Annual	0.23%	$ 121.99
Accounts Payable Specialist	$ 32,299.00	Annual	0.23%	$ 74.29
Director, Senior Services	$ 69,992.00	Annual	2.00%	$ 139.98
Senior Services Coordinator	$ 41,038.00	Annual	2.00%	$ 820.77
Customer Service Specialist	$ 32,240.00	Annual	2.23%	$ 718.95
CSS/Billing Assistant	$ 24,570.00	Annual	2.16%	$ 530.71
Food Deliverers (13)	$ 112,024.00	Annual	2.62%	$ 2,930.96
Total Salaries				$ 6,141.47

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 477.76
Worker's Compensation	$ 89.82
Unemployment Insurance	$ 107.98
Retirement Expenses	$ 69.58
Hospitalization	$ 44.61
Other (*identify*): Dental Insurance	$ 2.57
Other (*identify*): Life Insurance	$ 1.36
Other (*identify*)	
Total Payroll-Related Expenses	$ 793.68

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II. A. Travel and Short-Term Training

		Amount
Mileage Reimbursement rate per mile:	$ 0.55	$ 880.00
Short-Term, Training		
Total Travel and Short-Term Training		$ 880.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 20.00
Cleaning Supplies	$ 56.00
Meal Delivery Supplies (Thermometer, Sanitizer, Gloves, Masks, etc.)	$ 70.00
Gasoline for Delivery Vans	$ 150.00
Total Consumable Supplies	$ 296.00

II. C. Occupancy Costs

	Amount
Rent	$ 201.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized	
Heat	$ 15.00
Electric	$ 25.00
Water	$ 8.00
Telephone	$ 30.00
Sewer	$ 7.00
Trash Removal	$ 10.00
Security/Fire	$ 8.00
Total Occupancy Costs	$ 304.00

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

Identify Each Contract of Service	Amount
Meals	$ 16,726.85
Workers' Compensation Consultant	$ 5.00
Audit	$ 40.00
Employee Assistance Program	$ 5.00
Background Checks/Drug Testing	$ 45.00
Insurances (Liability, D&O, Vehicle)	$ 75.00
Total Contract & Services Costs	$ 16,896.85

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage	$ 20.00
Memberships	$ 20.00
Copying/Printing	$ 50.00
Software Fees	$ 108.00
Staff Recruitment/Advertising	$ 40.00
Non-Personnel Admin/Fiscal Costs	$ 400.00
Total Miscellaneous Costs	$ 638.00

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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 Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
N/A								
Total Equipment Depreciation				$ -	$ -	$ -		$ -

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

Item	Quantity	Amount
N/A		
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
N/A		
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
THI-C2 Funding - $167,933	
NSIP (USDA) - $70,698	
State Block Grant Funding - $6,484	
Senior Services Levy - $333,165	
Passport - $80,000	
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 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 **$6,487.50**, and free from any previous encumbrances.

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

DocuSigned by:
181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/14/2023