

RESOLUTION APPROVING SENIOR LEVY SERVICES CONTRACT AMENDMENT FOR HOMEMAKER SERVICES, ACDJFS CONTRACT NO. 23-4013-S

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

Original Contract Date: January 1, 2023 **Contract No.** 23-4013-S

Provider: Conneaut Human Resources Center, 327 Mill Street, Conneaut, Ohio 44003

Service: Amendment to Senior Levy contract, increase funds.

Amendment: Article V-Availability of Funds:
Increases available funds in the amount of **\$10,240.00**

Total available funds increase from **\$32,500.00 to \$42,740.00**

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

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-567

November 14, 2023

**RESOLUTION APPROVING SENIOR LEVY SERVICES CONTRACT AMENDMENT
WITH CONNEAUT HUMAN RESOURCE CENTER FOR HOMEMAKER SERVICES,
ACDJFS CONTRACT NO. 23-4013-S**

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

VOTE:

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

**Aye
Aye
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, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

**Senior Services Levy
Homemaker Services
Amendment # 1 Subgrant Agreement # 23-4013-S**

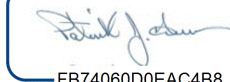
An amendment to the Subgrant Agreement between the Ashtabula County Job and Family Services (Grantor) and Conneaut Human Resource Center located at 327 Mill Street, Conneaut, Ohio 44030 (Subgrantee) to provide Homemaker services for individuals determined eligible for these services which was entered into on the 1st day of January 2023.

I. Article V - Availability of Funds

This amendment increases Homemaker funds for the period 01/01/23 – 12/31/23 in the amount of \$10,240.00 from \$32,500.00 to \$42,740.00.

Signatures:

DocuSigned by:



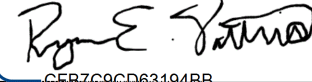
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Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

11/13/2023

Date

DocuSigned by:



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Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11/14/2023

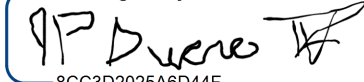
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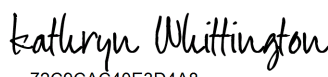


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11/14/2023

Date

DocuSigned by:



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Ashtabula County Board of Commissioners


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: 2006.030.455-601; not to exceed \$42,740.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Conneaut Human Resources Center** of Ashtabula County

DocuSigned by:



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David Thomas
Ashtabula County Auditor

Date: 11/14/2023

Amendment #1 Subgrant Agreement #23-4013-S

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resources Center** for Homemaker services.

Approved as to Legal Form Only:



By: _____
Colleen M. O'Toole, Prosecutor

Date: _____

**SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE**

This Subgrant Agreement is entered into on the 1st day of January 2023 between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Conneaut Human Resource Center, located at 327 Mill Street Conneaut, Ohio 44030 to provide Homemaker Services to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.
2. **Responsibilities of Grantor:**
Grantor agrees to:
 - A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.
3. **Responsibilities of Subgrantee:**
Subgrantee agrees to:
 - A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.
4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from January 1, 2023 through December 31, 2023.
5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.
6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

Homemaker: \$32,500.00 and shall not exceed the actual cost of service.
7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

\$25.00 per unit of Homemaker as described in Exhibit II (subgrantee budget)
 (A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.
9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.
10. **Invoice Format:** Subgrantee's invoice will consist of:
- (1) A one-page summary invoice signed by an authorized representative and will include:
 - Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
 - Date of Service
 - Client last name
 - Client first name
 - Client Contact Information (Address, Phone Number)
 - Number of Units of Service Received
 - Client Township of Residence
 - Total number of non-duplicated clients served per month by township of residence
 - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
 - Monthly waiting list report relevant to the requirements of the RFP
11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.
12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.
14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.
15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.
16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.
17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.
18. **Termination:**
 - (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.
 - (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.
 - (C) This agreement may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.
 - (D) Notwithstanding sections (A), (B), and (C) of this Article, if the funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.
19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR 92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.
21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor or the Ohio Auditor of State determines compliance has not been achieved.
22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials and agencies of the United States government) for a minimum of three years after payment under this agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.
23. **Confidentiality:** The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the service program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.
26. **Indemnity and Insurance:**
 - (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.
 - (B) 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.
27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.
28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.
29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.
30. **Publicity:** Any program descriptions, publicity releases, or other public references including, but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.
31. **Equal Employment Opportunity:** The Subgrantee will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.
33. **Clean Air:** For Subgrants exceeding \$100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).
34. **Debarment:** The Subgrantee 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. For Subgrant agreements exceeding \$100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.
36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.
37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.
38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.
39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.
40. **Prohibition of Assignment of Claims:** The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.
41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax, license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:



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

11/2/22

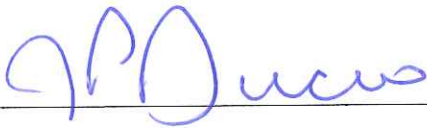
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Ryan Tattie, Executive Director
Conneaut Human Resource Center

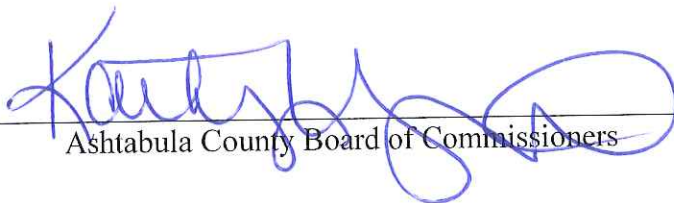
11-7-22

Date



11-29-22

Date



Ashtabula County Board of Commissioners

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resource Center** for **Homemaker** Service programs

Approved as to Legal Form Only:

By: Colleen M. O'Toole
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 11.15.2022

CD 11/4/2022

2022-CON-0156

EXHIBIT I

Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Council, Inc.

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

PHONE: 440-593-5273 FAX: 440-599-7441

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

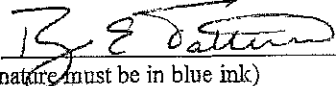
PROGRAM COORDINATOR: Ryan Tattrie EMAIL: Director@conneauthrc.org

FISCAL CONTACT: Diana Spencer EMAIL: Dianap1999@gmail.com

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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8-1-22

Appendix IV
ACJFS RFP #8-23
Ashtabula County Senior Services Levy
Homemaker and/or Companionship
Program Description

Homemaker Assistance for Seniors

Term: January 1, 2023 – December 31, 2023

Unit of Service: One (1) Hour of service.

Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean, and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

Conneaut Human Resources Center
Senior Service Request Form

Seniors 60 and over

Inquiry Date: _____ Staff Initials: _____
Assessment Date: _____ Staff Initials: _____

Client Name: _____

Address: _____

City/Township/State: _____

Telephone#: _____ Client Date of Birth: _____

Type of Service Requested: Chore/Handyman Homemaker

Has consumer had service in the past? Yes No

If yes, when? _____

Additional Information:

How many People in household? _____

Any family members living in town? _____

Date of Service: _____ Staff Initials: _____

Client Signature: _____ Date: _____

CHRC - Client Assessment Form Homemaker Services

Home Visit Date:	Time:	Staff Signature:
Personal Information		
Client Name:		DOB:
Address:		Gender:
City:	Zip	Phone:
Driver License/ID#		DOB Verified: Y/N
Type/# of Household Pets: _____	Names of Pets: _____	
Day of Service:	Time of Service:	
Emergency Information		
Preferred Contact Name:		Relationship:
Phone:		Work/Cell Phone:
Preferred Hospital:		Primary Physician:
Home Safety Status		
<i>Checklist of potential conditions and/or methods to assist in preventing injury.</i>		
Impaired Sight	Working Smoke Detectors	3-Prong Adapters in use
Impaired Hearing	Bedroom	Plumbing in working condition
Impaired Speech	Living Area	Water Leakage
Able to follow instructions	Working Fire Extinguisher	Kitchen
Home Fire Plan	Stairs Obstructed	Bathroom
Exits Obstructed	Handrail Available	Working Refrigerator
Hallways Obstructed	Extension Cords in use	Working Stove/Oven
Evidence of Violence	Evidence of Infestation	Throw Rugs in use
Evidence of Abuse	Evidence of Exploitation	Evidence of Neglect
Homemaking/Nutritional Needs		
Appropriate Temperature	Bathroom linens clean	Microwave Available
No foul odors	Washcloths available	Stovetop/Oven Available
No soiled furniture	Special Diet for medical reasons:	Typical Meals:
No trash accumulation		Breakfast:
No stacked mail/newspapers	Fresh food available	Lunch:
Home appears to be lived in	Canned goods available	Dinner:
Kitchen/Refrigerator clean	Snacks readily available	Snacks:
Bedroom linens clean	Left-overs preserved	
Clothes put away	No evidence of spoilage	

Observations/Recommendations: _____



Conneaut Human Resources Center Priority Score: _____

Chore/ Handyman & Homemaker Assessment Prioritization Tool

Client: _____
(Last Name, First Name)

Assessment Date: _____

City/Township: _____

- ♦ Client requires cane, walker, wheelchair for mobility No ___ Yes ___ (3)___
- ♦ Client exhibits breathing problems made worse by exertion, dust, dirt, or chemicals. No ___ Yes ___ (3)___
- ♦ Client is significantly visually impaired or legally blind No ___ Yes ___ (3)___
- ♦ Client is unable to sweep, mop, or vacuum No ___ Yes ___ (2)___
- ♦ Client is unable to bend over or lift arms above his/her head No ___ Yes ___ (2)___
- ♦ Client is unable to stand for long periods No ___ Yes ___ (2)___
- ♦ Client is unable to lift heavy objects No ___ Yes ___ (2)___

Subtotal _____

*

- Client referred by Adult Protective Services 20 points _____
- Client lives alone, homebound, 8+ Score 15 points _____
- Client lives alone, homebound, 5-7 Score 10 points _____
- Client has local/community support, 8+ Score 5 points _____

Subtotal _____

Total Priority Points ___ / ___ = ___ =Level ___ Priority



Conneaut Human Resources Center

"Providing human services that enhance the quality of life."

327 Mill Street, Conneaut, Ohio 44030

Phone: 440-593-5273

Fax: 440-599-7441

Website: www.conneauthrc.org

Dear _____:

We would like to take this opportunity to welcome you to our Homemaker Program and for allowing us to provide services for you through the Ashtabula County Senior Services Levy. CHRC aims to provide services in a professional manner and to provide them efficiently so that the funding can be utilized to the fullest extent possible. All staff will do their best to provide services at the proper time(s) and day(s) and will notify you if there will be any change from the regular schedule.

_____ is your CHRC Homemaker and will be providing service to you every other _____ starting on _____ from _____. **If you are going out of town, hospitalized or unavailable on your cleaning date, please call the office to reschedule or cancel.**

Attached are all the services that CHRC provides (Service Procedure Plan) and if you would like any other services with our office, please call the CHRC.

Thank you for your cooperation. If you have any problems, please feel free to call the Center at 440-593-5273, Extension 300, and we will be glad to assist you further.

Sincerely

Ryan Tattrie
Executive Director
Enclosure

DATE: _____

CONNEAUT HUMAN RESOURCES CENTER
PLAN OF CARE FOR HOMEMAKING

NAME: _____ PHONE: _____

ADDRESS: _____ DOB: _____

EMERGENCY CONTACT: _____ PHONE: _____

DAY/TIME OF SERVICE: _____

PLEASE CIRCLE APPROPRIATED ITEMS

HOUSECLEANING

1. Dusting and straightening furniture
2. Clean floors/rugs by wet/dry mop vacuum
3. Clean kitchen includes dishes, pots, and pans
4. Clean outside of appliances, counters and cabinets
5. Wipe down inside of refrigerator if necessary
6. Clean bathroom, tub, shower, sink, toilets, urinal
7. Change linens make beds
8. Wash inside windows/mirrors
9. Remove trash from the home

LAUNDRY

1. Wash and dry client's clothes and linens
2. Fold and iron clothes and linens
3. Put finished laundry away

Client Signature

Homemaker Signature

CONNEAUT HUMAN RESOURCES CENTER
HOMEMAKER REVIEW

NAME: _____ DATE: _____

PHONE: _____ SERVICE DAYS/HOURS: _____

HOMEMAKER: _____

Excellent Good Average Unsatisfactory

	Excellent	Good	Average	Unsatisfactory
Promptness				
Attendance				
Adherence to Care Plan				
Quality of Service				
Rapport				
Dress Code				

Comments: _____

CLIENT SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

Seniors Together Quality Scale Survey

Name: _____ Age: _____ Gender: _____

I participate in (please circle all that qualify):

Bingo/Games/Puzzles

UHHS Healthy Series

Parties

Crochet/Looming

Special Guests

Walking

Picnics

D-Day

Craft Day

What part of the service or activity was most helpful to you?

What part of the service or activity was the least helpful to you?

What would you change about the service or activity?

Circle the number that best fits the following (5- excellent, 1- poor):

Quality of staff 1 2 3 4 5

Usefulness of information 1 2 3 4 5

Your own participation in the program or service 1 2 3 4 5

The number of services & programs at CHRC offered to seniors 1 2 3 4 5

Cleanliness of hall and senior room 1 2 3 4 5

How do you feel overall about the service of activities that the Senior Program offers

Satisfied

Dissatisfied

Comments:

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resource Center

Company Address: 327 Mill Street Conneaut, Ohio 44030

Telephone Number: 440-593-5273 FAX: 440-599-7441

The name and telephone number of the person(s) who has the authority to submit Proposal:

Ryan Tattrie 440-593-5273

The name and telephone number of the person(s) who has the authority to sign contracts:

Ryan Tattrie 440-593-5273

The legal status of the Applicant's organization NON PROFIT 501 c(3)

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

Is the Company co-owned or controlled by a parent company? Yes No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? Yes No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? Yes No

If yes, has the company filed all required EEO reports to the necessary agencies? Yes No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. Yes No

Does the company have current or future plans for a buyout or sale? Yes No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. Yes No

The Applicant certifies it is a drug-free work place? Yes No

The Applicant certifies it is not delinquent on any Federal debt? Yes No

CONNEAUT HUMAN RESOURCES COUNCIL, INC,
HOMEMAKER SERVICES RFP#8-23

A. PROGRAM PLANNING and DEVELOPMENT

The Conneaut Human Resources Center is dedicated to making human social services more available to the community by defining needs and providing programs and access to information to the over 2,500 individuals who utilize our facility each month. The Center also provides the Senior Together Program and acts as a Congregate Meal site for seniors.

CHRC provides seniors in the service area assistance with general household tasks and many with no family in the area, serious health issues and lack of financial resources. This homemaker service provides seniors 60 and over an ability to maintain their independence and provides a direct benefit to the seniors in the service area which includes: Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond and N. Andover.

Clients receive one (1) to two (2) hours of service one time per week every other week. If the need warrants, a client may receive up to three (3) hours one time per week, every other week which allows CHRC to maximize the services for full efficiency. This program would assist seniors with the needed household tasks and supportive daily living services in a clean, healthy environment. This service will continue until any one of the following occurs: self-sufficiency, capable of self-care, receiving care from another source or moved to another location or institution. If additional hours are required it will be determined by health needs and living conditions. For example, if the client requires only laundry services or lunch preparation, possibly a home delivered meal or ride to the CHRC lunch site may be more applicable and less costly or a discharge from hospital leaving them limited in mobility. All consumable supplies shall be provided by the client.

The Executive Director will provide the supervision of the clients and homemakers. Scheduling will be handled internally with support staff. The assessments and quality assurance monitoring will be shared with a Registered Nurse and the Director and the ongoing assessments will occur every 180 days. The Registered Nurse from the Conneaut City Health Department will try and be utilized but due to pandemic needs assessments and Plans may be developed by CHRC staff will be utilized to prepare the initial care plans and provide the ongoing review and sign off. *The assessment tool and supervisory visit tool are attached*

CHRC has provided Homemaker Services since 2011 to the designated service area. CHRC proposes to provide 1300 hours of homemaker services for approximately 60 unduplicated individuals. The proposed unit rate is \$25.00 per hour for a total cost of \$32,500.00 from the Senior Levy. Following is the Homemaker Statistical Data for January through December, 2021. Total Units served during 2021 Ages 60+: 1259.

SERVICE AREA Township, City, Or Village	UNITS & UNDUPLICATED CLIENT AGE 60-75 2021	PROPOSED UNITS & UNDP. CLIENT AGE 60-75	UNITS & UNDUPLICATED CLIENT UNITS AGE 76+ 2019	PROPOSED UNITS UNDP. CLIENT AGE 76+
Conneaut Monroe	Units 1259 Clients 48	Units 430 Clients 25	Units 0 Clients 0	Units 555 Clients 19
N. Kingsville	Units 0 Clients 0	Units 40 Clients 3	Units 0 Clients 0	Units 130 Clients 4
Kingsville	Units 0 Clients 0	Units 16 Clients 1	Units 0 Clients 0	Units 45 Clients 4
Pierpont	Units 0 Clients 0	Units 4 Clients 1	Units 0 Clients 0	Units 80 Clients 3
TOTALS	Units 1259 Clients 48	Units 490 Clients 30	Units 0 Clients 0	Units 810 Clients 30

*Statistical Data by individual category is not available.

Homemaker Service will be available 5 days per week and hours will be scheduled per customer need. Homemakers will work between the hours of 8:00 a.m. and 3:00 p.m. Service will commence within three (3) to five (5) working days of the initial call if possible. All homemaker services will be provided from the Conneaut Human Resources Center located at 327 Mill Street, Conneaut, OH 44030.

When perspective clients have been referred, the Executive Director will schedule an assessment appointment. A home visit will occur within three (3) to five (5) working days after contact with client. An Intake and Assessment tool will be utilized which includes name, address, and telephone number, date of birth, demographics, financial information, medical history, ADL/AIDL, service plan and emergency contact. All clients must sign a Release of Information and eligibility will be based on medical status basis and availability of family support. Ongoing assessments will be provided per service specifications quarterly or there is a change in medical status.

Volunteers will not be utilized in the homemaker program.

CHRC does not anticipate any limitations in providing homemaker services and will coordinate services, when appropriate with other agencies. CHRC provides various supportive services and has the ability to evaluate clients and determine appropriate services whenever possible. The homemaker service provides a vital supportive service that enables the older adults to maintain independence and remain at home longer. No other federal or state funding sources are utilized specifically for this homemaker service. CHRC has a commitment to improving the lives of the aging population and improving their quality of life throughout their lifetime.

B. ORGANIZATIONAL STRUCTURE

Formed in 1978, the Conneaut Human Resources Center (CHRC) is a nonprofit corporation operated by a volunteer Board of Directors and managed by an Executive Director. The facility located in Ashtabula County, Conneaut, Ohio serves the communities of Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond and N. Andover.

In 1985, through the funds that were granted by the Civic Development Corporation of Ashtabula County, the Conneaut Human Resources Center was able to move its operations from a home on Broad Street to a facility that was formerly a grocery store. This 20,000 square foot location on Mill Street is home to programs, agencies & organizations that are designed to help improve the quality of life.

Our agency partners include The Country Neighbor Program in Orwell, Ohio and the Cleveland Food Bank. The Conneaut Human Resources Center houses the Conneaut Food and Emergency Assistance Program; the HALO (Holiday Angels Loving Others) Program; Conneaut Health Department; Right Track for Kids (After School and Summer Program); Seniors Together Program which includes Prescription/Health Related programs, Independence and Wellness, Homemaker and Chore/Handyman for Seniors; Salvation Army Utility Assistance; Conneaut Civil Service Commission; ASPIRE (Adult Basic Literacy) Classes; WIC (Woman-Infants & Children); Ashtabula County Community Action Agency (Congregate Meal Site and HEAP/PIPP); Summer Food Program for Kids, Reading/Math Summer School (Conneaut Area City Schools); Signature Health Counseling Services; Free Income Tax Filing Assistance and Ohio Benefit Bank counselors.

Conneaut Human Resources Center through their bylaws has a fifteen (15)-member board and currently the board is comprised of nine (11) members. The Board of Directors meets the second Thursday of every month. *List of Directors Attached*

The CHRC funding in part has been provided by United Way of Ashtabula County, the Ashtabula County Senior Services Levy, and the rental of the facilities and hall and through the generosity of the community. The Conneaut Human Resources Center is an equal opportunity employer/service provider. *Organizational Chart Attached*

C. PROVIDER/STAFF QUALIFICATIONS

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the program and reports directly to the CHRC Board of Directors.

The Director will be responsible for ensuring home visit/assessment completion and quality assurance with the clients in partnership with the Registered Nurse.

The Director is also responsible for billing, scheduling record-keeping, assignments, monitoring clients, and reporting statistical data in a confidential manner.

Support Staff will be responsible to assist in recordkeeping, scheduling of the homemakers, monitoring clients, statistical data, and quality assurance as needed.

Homemakers: Responsible for the direct service for general house cleaning duties such as dusting, clean floors, rugs, vacuum, kitchen, bathroom change linens and laundry if needed, etc. for each client.

Financial Director: Responsible for the fiscal accountability, payroll, and fiscal report processes of the program and assist with the administrative responsibility, the benefits management and the completion of unit report processing of the project.

Morning/Afternoon Office Assistant: Answers telephone, directs calls/walk-ins to appropriate staff, time sheets for homemakers, initial inquiry forms, active client lists, assessment schedules, monthly homemaker work calendar, and performs general office duties to assist administration, as requested.

Job Descriptions Attached

rt/2022

EXHIBIT II

Attachment B Budget Template

**Applicant Budget
Summary**

Applicant: Conneaut Human Resources Center	Srs: HomeMaker Service
Date From: 01/01/2023	To: 12/31/2023

	Amount
I. Staff	
A. Salaries	\$ 30,879.00
B. Payroll-Related Expenses	\$ 2,407.00
Total Staff Costs	\$ 33,286.00
II. Operations	
A. Travel and Short-Term Training	\$ 2,000.00
B. Consumable Supplies	\$ -
C. Occupancy Costs	\$ 4,800.00
D. Contract and Professional Services	\$ 3,660.00
E. Other - Miscellaneous	\$ 750.00
Total Operational Costs	\$ 11,210.00
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ 778.00
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ 778.00
Sub- Total of All Costs	\$ 45,274.00
IV. Minus Other Program Resources	\$ 12,774.00
Total Program Costs	\$ 32,500.00

Budget Computation

Total Operating Expenses	\$ 32,500.00
Divided by Total Operating Units	1,300.00
= Unit Rate	\$ 25.00
Unit Rate	\$ 25.00
X number of units purchased	1,300.00
= Total Contract Amount	\$ 32,500.00

Unit = 1 mile

II. A. Travel and Short-Term Training

		Amount
Mileage Reimbursement rate per mile:	\$ 0.56	\$ 2,000.00
Short-Term, Training		
Total Travel and Short-Term Training		\$ 2,000.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Consumable Supplies	\$ -

II. C. Occupancy Costs

	Amount
Rent	\$ 4,800.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	
Electric	
Water	
Telephone	
Sewer	
Other (<i>identify</i>)	
Other (<i>identify</i>)	
Total Occupancy Costs	\$ 4,800.00

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

Identify Each Contract of Service	Amount
Copier Services	\$ 860.00
Greatwave Communications	\$ 1,200.00
Schedules Plus	\$ 400.00
Assessments	\$ 1,200.00
Total Contract & Services Costs	\$ 3,660.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	\$ 750.00
Total Miscellaneous Costs	\$ 750.00

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

Item	Quantity	Amount
ChromeBooks @389.00	2	\$ 778.00
Total Small Equipment Purchases		\$ 778.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Fundraisers	\$ 7,974.00
In Kind	\$ 4,800.00
Total Other Resources	\$ 12,774.00



Office of Auditor of
88 East Broad
Post Office Bo:
Columbus, OH 43216

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466
(800) 282

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

Contractor's Information:

Name: ,
Organization: **Conneaut Human Resource Center**
Date: **11/2/2022 3:16:15 PM**

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

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	

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 a organization) actually named in the finding for recovery is prohibited from being awarded a contract.

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

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

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

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Conneaut Human Resources Center** for Homemaker services.

Approved as to Legal Form Only:



By: _____
Colleen M. O'Toole, Prosecutor

Date: _____

ASHTABULA COUNTY COMMISSIONERS / AGENDA ITEM REQUEST FORM

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

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

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

Patrick J. Arcaro, Executive Director

Date

Presented by: Darcy Mosier, Social Program Specialist, ACJFS; phone 994-1240 & Alissa Drees, Finance Administrator, ACJFS; phone 994-1295.

Work Session Date: 11/7/23

Proposed Agenda Date: 11/14/23

Brief Description of Item and Recommendation:

Subgrant Agreement #23-4013-S; funded by the Ashtabula County Senior Services Levy, which provides Homemaker Service to Ashtabula County residents aged 60 and older.

Name and Address of Provider(s):

Conneaut Human Resources Center
327 Mill Street
Conneaut, OH 44003

Cost (include where funds are coming from):

\$32,500.00=FY 2022 Senior Levy Base Funds for Sub-Grant #23-4013-S
+10,240.00=FY 2022 Senior Levy Funds for Sub-Grant #22-4013-S (Amendment #1)
\$42,740.00= Total Senior Levy Base Funds for FY 2023

Term (beginning and ending date, if applicable):

FY 2023~January 1, 2023 - December 31, 2023