

RESOLUTION APPROVING SENIOR LEVY SERVICES CONTRACT AMENDMENT FOR TRANSPORTATION SERVICES, ACDJFS CONTRACT NO. 23-4018-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.** 23-4018-S

Provider: Country Neighbor Program, Inc. 39 South Maple Street, Orwell, OH 44076

Service: Amendment to Senior Levy contract, increase funds.

Amendment: Article V-Availability of Funds:
Increases available funds in the amount of **\$120,000.00**

Total available funds increase from **\$323,950.00 to \$443,950.00**

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. 2023-576

November 21, 2023

**RESOLUTION APPROVING SENIOR LEVY SERVICES CONTRACT AMENDMENT
FOR TRANSPORTATION SERVICES, ACDJFS CONTRACT NO. 23-4018-S**

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

VOTE:

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

**Aye
Aye
Absent**

CERTIFICATE OF CLERK

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

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

**Senior Services Levy
Personal Care Services
Amendment # 1 Subgrant Agreement # 23-4016-S**

An amendment to the Subgrant Agreement between the Ashtabula County Job and Family Services (Grantor) and Country Neighbor Program Inc. located at 39 South Maple Street Orwell, Ohio 44076 (Subgrantee) to provide Personal Care 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 Personal Care funds for the period 01/01/23 – 12/31/23 in the amount of \$10,000.00 from \$36,600.00 to \$46,600.00.

Signatures:

Arcaro, Executive Director
Ashtabula County Dept. of Job & Family Services

11/14/23

Date Patrick J.

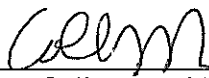
Barb Klingensmith, Executive Director
Country Neighbor Program Inc.

Date

Date

Ashtabula County Board of Commissioners

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole, Prosecutor

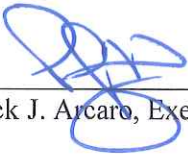
Date: _____

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

11/14/23

Date

Presented by:

Darcy Mosier, Social Program Specialist, ACJFS; phone: 994-1240

Proposed Agenda Date:

November 14, 2023

Brief Description of Item and Recommendation:

Attached is an FY 2023 Senior Levy Transportation Sub-Grant Agreement #23-4018-S; recommendation for Country Neighbor Program, Inc. funded by the Ashtabula County Senior Services Levy, which provides Transportation to Ashtabula County residents aged 60 and older. The amendment adds Senior Levy funds in the amount of \$120,000.00.

Name and Address of Provider(s):

Country Neighbor Program, Inc.
39 South Maple Street
Orwell, OH 44076

Cost (include where funds are coming from):

\$323,950.00 = FY 2023 Senior Levy Base Funds for Sub-Grant #23-4018-S
+\$120,000.00 = FY 2023 Senior Levy Funds for Sub-Grant #23-4018-S (Amendment #1)
\$443,950.00 = Total Senior Levy Base Funds for FY 2023

Term (beginning and ending date, if applicable):

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

**SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR TRANSPORTATION SERVICES**

This Subgrant Agreement is entered into on the 1st day of January, 2023 between the Ashtabula County Department of Job and 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 Orwell, Ohio 44076 (hereinafter referred to as the subgrantee) to provide Senior Transportation 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:

\$323,950.00 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:

\$2.09 per unit of **Senior Transportation** services as described in **Exhibit II (subgrantee budget)** hereof. (A unit = one mile)

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) An electronic spreadsheet (provided by Grantor 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 trip:
 - Date of trip
 - Client last name
 - Client first name
 - Client pickup address
 - Client destination address
 - PCA (personal care assistant) name(s) or indication if person is a PCA
 - Total trip mileage
 - Mileage rate
 - Number of one-way trips per passenger
 - Indication if trip is a lift
 - Total trip charge
 - Indication of whether trip was shared with other passenger(s) (to split cost of trip)
 - Program fees collected (i.e. Senior Services Levy co-pay Provider collected from the client)
 - No go trips
 - No go rate
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.

Subgrantee agrees to follow all transportation policies or participant guidelines as established by The Ashtabula County Senior Services Levy Advisory Board.

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. **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.
14. **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.
15. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.
16. **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.
17. **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.

18. **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.
19. **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.
20. **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.
21. **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.
22. **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.

23. **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.
24. **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.
25. **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.
26. **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.
27. **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.
28. **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.
29. **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.

30. **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.
31. **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.).
32. **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.
33. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.
34. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.
35. **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.
36. **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.
37. **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.
38. **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.

39. **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.

40. **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.

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

42. **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 42 inclusive.


SIGNATURES:



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

11/2/22

Date



Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11-7-22

Date


_____

11-24-22

Date




Ashtabula County Board of Commissioners

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for **Transportation** programs

Approved as to Legal Form Only:

By: 
Colleen M. O'Toole
Ashtabula County Prosecutor

Date: 

CD 11/4/2022
2022-CON-0161

EXHIBIT I

**Appendix I-A
Vehicle Requirements**

Required Annual Inspection Elements for Vehicles:

A. Seating

1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. Defrosters & Heaters

1. Must operate as designed.
2. Heater cores must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. Windshield Wipers/Washers

1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. The Floor Must Be Metal and Intact Without Holes

E. Mirrors

1. Must have at least one rear view interior mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Prismatic lens must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. Emergency Equipment

1. Three red reflectors must be stored in the vehicle.
2. The vehicle must have a five-pound dry chemical fire extinguisher with the minimum rating outlined in section 20.b.c. of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
3. The vehicle must be equipped with a first aid kit.

G. Brakes

1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
4. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.

Transportation

5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. Emergency Brake

1. The vehicle must have a functional emergency brake that can stop or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
2. If the emergency brake is located on the drive shaft, the brakes shall:
 - a. Hold the vehicle in parked position.
 - b. Be properly mounted; and
 - c. Have cables that are properly lubricated and not hazardously worn.

I. Steering Gear

1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. The Horn Must Operate As Designed**K. Windshield/Windows**

1. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
2. Plexiglas will not be used to replace safety glass.

L. Emergency Door (Applicable To Bus-Type Vehicles)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decalced inside the emergency door.
4. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devices are to be used to secure the door while the vehicle is in motion.

M. Springs/Shocks Must Be Intact and Properly Mounted**N. Tires**

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.
5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. Exhaust System

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. Lights must operate as designed and meet ORC and OAC requirements for vehicle lighting.

Q. The vehicle body condition must be intact and free of broken parts that can cause injury.

R. Gas Tank Must

1. Be free of rust/damage and/or leaks.
2. Be securely mounted.

S. The seating area and aisle must be free of debris.

Appendix I-B

Required Daily Wheelchair Lift Inspection Elements

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding of hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

Appendix VII
ACJFS RFP #7-23
Ashtabula County Senior Services Levy
Transportation
Program Description

Transportation for Seniors

Term: January 1, 2023 – December 31, 2023

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

Area to be served: Ashtabula County or portions thereof.

Senior Transportation Services

The purpose of the Transportation program is to provide both Medical and Non-Medical transportation to Ashtabula County residents aged 60 and over. Medical transportation may include trips that are both within and outside of Ashtabula County. Transportation options need to provide the mobility that prevents isolation and promotes independence, enabling access to senior congregate settings, to health care and employment, to stores and entertainment venues, to civic and social activities, and to family and friends. 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 and who want to continue living at home and desire to preserve their independence.

Attachment A

Applicant Information

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

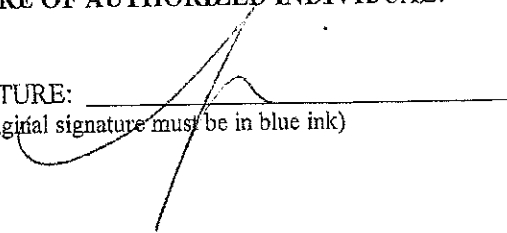
PROGRAM COORDINATOR: Brittany Shriver EMAIL: brittany.shriver@countryneighbor.org

FISCAL CONTACT: Tina Hansel EMAIL: tina.hansel@countryneighbor.org

TERMS AND CONDITIONS

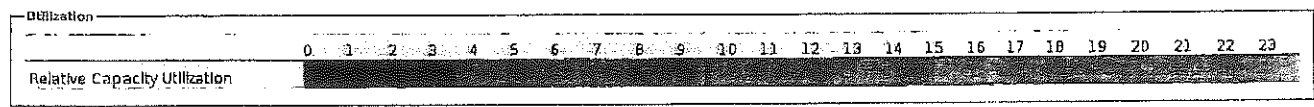
It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job 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: Barbara Klingensmith SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 2, 2022

Dashboard Alerts On-Time Performance Run Status Subscriptions Clusters Trips Archive Trips Lock Trips Trip Export Locations



Selection

Display: Enabled Runs Date: 23 Jul 2021 Company: All Group: Dedicated Run status Run Lock View Sync View Vehicle Assignment Run Utilization Map display Real-Time Map

Manual	Run	Vehicle	Service areas	Driver (Skill level)	Pull-out	Start	End	Pull-In	Can	GPS	Speed	Unavail. Start	Unavail. End	Current Capacity (WC)	Preference	Vehicle Type	Trips
Manual	City Cab	Cab (No MDT)		Select Driver		00:00 EDT	23:59 EDT							12 (2)	Default	Bus	0 (0)
Manual	Richmond	Richmond (No MDT)	Cab	Select Driver		11:30 EDT	23:59 EDT							12 (2)	Default	Bus	0 (0)
Manual	Run C	2013B	Northern County			00:00 EDT	23:59 EDT							7 (3)	Default	Bus	0 (0)
Manual	Run D	2012 MINI				00:00 EDT	23:59 EDT							6 (0)	Default	Passenger Car	0 (0)
Manual	Run F	2012 MOD		STECH TRACEY (Average)	06:01 EDT	00:00 EDT	23:59 EDT	23:29 EDT						6 (1)	Default	Bus	9 (0)
Manual	Run G	2015 MOD		ARCOBIA SHANNON (Above Average)	06:24 EDT	00:00 EDT	23:59 EDT	23:29 EDT			57 mph			5 (1)	Default	Bus	11 (0)
Manual	Run H	2013A		MUSSELL ROBERT (Average)	07:59 EDT	00:00 EDT	23:59 EDT	23:29 EDT						7 (3)	Default	Bus	8 (0)
Manual	Run I	2020B HC	Northern County	SELEED ARSANY (Average)	09:32 EDT	00:00 EDT	23:59 EDT	23:29 EDT			52 mph			4 (2)	Default	Bus	9 (0)
Manual	Run J	2020C HC	Northern County	BROWN MIKE (High)	08:24 EDT	00:00 EDT	16:30 EDT	16:00 EDT						4 (2)	Default	Bus	6 (0)
Manual	Run L	2017 HC		GIVAN JIM (High)	07:33 EDT	00:00 EDT	23:59 EDT	23:29 EDT			47 mph			6 (2)	Default	Bus	11 (0)
Manual	Run M	2017 MOD			03:42 EDT	00:00 EDT	15:00 EDT	14:34 EDT						5 (1)	Default	Bus	11 (0)
Manual	Run N	2010 MINI				00:00 EDT	23:59 EDT							6 (0)	Default	Van	0 (0)
Manual	Run O	2012 BLACK MINI				00:00 EDT	23:59 EDT							6 (0)	Default	Van	0 (0)
Manual	Run P	2020A HC			03:55 EDT	00:00 EDT	15:00 EDT	14:34 EDT						4 (2)	Default	Bus	12 (0)
Manual	Supers Taxi	Cab #2				00:00 EDT	23:59 EDT							6 (2)	Default	Bus	0 (0)
Manual	2008	2008												0 (0)	Default	Bus	0 (0)
Manual	2010 HC SPARE	(Assign Vehicle)												9 (2)	Default	Bus	0 (0)
Manual	2010 MINI	2010 MINI												6 (0)	Default	Van	0 (0)
Manual	Run A	2010 Mini	Northern County											6 (0)	Default	Passenger Car	0 (0)
Manual	Run B	2009 HC												5 (2)	Default	Bus	0 (0)
Manual	Run C PM	(Assign Vehicle)												5 (2)	Default	Bus	0 (0)
Manual	Run D AM	(Assign Vehicle)												6 (0)	Default	Passenger Car	0 (0)
Manual	Run E	2010												6 (0)	Default	Bus	0 (0)
Manual	Run K	(Assign Vehicle)												6 (0)	Default	Passenger Car	0 (0)
Manual	Spare	(Assign Vehicle)												6 (0)	Default	Passenger Car	0 (0)
Manual	spare run g	(Assign Vehicle)												7 (5)	Default	Bus	0 (0)
Manual	spare run d	(Assign Vehicle)												6 (0)	Default	Passenger Car	0 (0)
Manual	spare run f	(Assign Vehicle)												5 (1)	Default	Bus	0 (0)
Manual	spare run g	(Assign Vehicle)												5 (1)	Default	Bus	0 (0)
Manual	spare run h	2013A		MUSSELL ROBERT (Average)										7 (3)	Default	Bus	0 (0)
Manual	spare run i	(Assign Vehicle)												9 (2)	Default	Bus	0 (0)
Manual	spare run j	(Assign Vehicle)												5 (1)	Default	Bus	0 (0)
Manual	SUNSET TAXI	SUNSET TAXI (No MDT)		Select Driver										6 (2)	Default	Bus	0 (0)

PRE-TRIP VEHICLE INSPECTION

VEHICLE ID	LAST SIX DIGITS OF VIN	MAKE & MODEL

EACH DRIVER SHALL CONDUCT AN INSPECTION ON THE FOLLOWING ITEMS BEFORE PROVIDING THE FIRST SERVICE OF THE DAY

DATE	
ODOMETER READING	

INSPECTION ITEMS		Yes	No
EXTERIOR	Ground under vehicle free of leaded fluids?		
	Auto body free of new damage?		
	Clean windows and mirrors?		
	windshield wipers/washer appear OK?		
TIRES APPEAR OK?	Properly inflated?		
	Free of visible damage?		
UNDER THE HOOD The driver shall check oil belts before starting vehicle.	Adequate clean oil?		
	Hoses appear OK? (e.g., no cracks, leaks)		
	Belts appear ok? (e.g., no fraying)		
	Adequate windshield washer fluid?		
ITEMS STORED IN VEHICLE?	Current, valid insurance ID card?		
	Current, valid vehicle registration?		
	Blohazard kit?		
	First-aid Kit?		
	Seatbelt cutter?		
	Flares or reflective triangles?		
	Fire extinguisher?		
	Blanket? (winter only)		
ITEMS INSPECTED FROM THE INTERIOR APPEAR OK?	Seat belts?		
	Seats hazard-free (tears, loose armrests)?		
	Floor free of hazards?		
	Clean interior?		
	Mirrors adjusted properly?		
	Doors operate from inside and outside?		
	Door locks?		
	Gauges? (e.g., oil, fuel, temp.)		
	Fuel level adequate?		
	No warning lights (e.g., check brakes) lit?		
	20way communication device? (e.g., radio/cell)		
	Horn?		
	Back-up alarm (if equipped)?		
	Brakes?		
Heater, defrost, and AC?			
LIGHTS WORKING PROPERLY? The driver shall use a second person to inspect lights that he/she cannot inspect. (e.g., brake lights and back-up lights)	Each headlight (high & low beam)?		
	Each tail light and marker light?		
	Each Brake light?		
	Each turn signal?		
	Each Back-up light?		
	Hazard lights (frond and rear)?		
	License plate light?		
	Interior lights?		

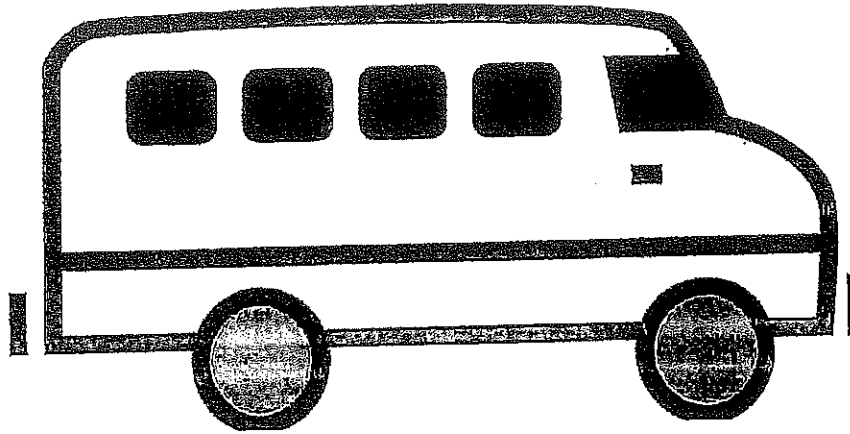
PRE-TRIP VEHICLE INSPECTION

VEHICLE ID	LAST SIX DIGITS OF VIN	MAKE & MODEL

EACH DRIVER SHALL CONDUCT AN INSPECTION ON THE FOLLOWING ITEMS BEFORE PROVIDING THE FIRST SERVICE OF THE DAY

DATE	
ODOMETER READING	

INSPECTION ITEMS		Yes	No
EXTERIOR	Ground under vehicle free of leaded fluids?		
	Auto body free of new damage?		
	Clean windows and mirrors?		
	windshield wipers/washer appear OK?		
TIRES APPEAR OK?	Properly inflated?		
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UNDER THE HOOD The driver shall check oil belts before starting vehicle.	Adequate clean oil?		
	Hoses appear OK? (e.g., no cracks, leaks)		
	Belts appear ok? (e.g., no fraying)		
	Adequate windshield washer fluid?		
ITEMS STORED IN VEHICLE?	Current, valid insurance ID card?		
	Current, valid vehicle registration?		
	Biohazard kit?		
	First-aid Kit?		
	Seatbelt cutter?		
	Flares or reflective triangles?		
	Fire extinguisher?		
ITEMS INSPECTED FROM THE INTERIOR APPEAR OK?	Blanket? (winter only)		
	Seat belts?		
	Seats hazard-free (tears, loose armrests)?		
	Floor free of hazards?		
	Clean interior?		
	Mirrors adjusted properly?		
	Doors operate from inside and outside?		
	Door locks?		
	Gauges? (e.g., oil, fuel, temp.)		
	Fuel level adequate?		
	No warning lights (e.g., check brakes) lit?		
	20way communication device? (e.g., radio/cell)		
	Horn?		
	Back-up alarm (if equipped)?		
Brakes?			
Heater, defrost, and AC?			
LIGHTS WORKING PROPERLY? The driver shall use a second person to inspect lights that he/she cannot inspect. (e.g., brake lights and back-up lights)	Each headlight (high & low beam)?		
	Each tail light and marker light?		
	Each Brake light?		
	Each turn signal?		
	Each Back-up light?		
	Hazard lights (frond and rear)?		
	License plate light?		
	Interior lights?		



Check tires for tread wear _____

Check tires for air pressure _____

If equipped WHEELCHAIR LIFT and RAMP APPEAR OK?	Operate through complete cycle?		
	Properly secured to vehicle?		
	Proper number of restraints?		
	Free of physical damage or leaking fluid?		
	Free of dirt, mud, gravel, salt, etc.?		
	Lack need for repair?		

DRIVER	(PRINT NAME)
	(SIGNATURE)

UNUSUAL INCIDENT REPORT

Please complete all applicable blanks in ink as soon as possible after the incident.
Signature, dates, and times are essential. Submit report to human resources.

Name of person (s) involved:

(Last Name) (First Name) (Middle Initial)

Male _____ Female _____ Age _____

Date of incident _____ Time of incident _____

Supervisor's Name Date and Time Reported to Supervisor

Complete Address Where Incident Occurred

1. State reason for presence at this location. _____
2. Describe in your own words what happened? (Use back of form if more space is needed.)

Name of witness (s) _____

What action was taken as a result of incident? _____

What would you suggest to prevent a similar incident from occurring again?

Signature of person completing report

Date and time

Signature of Supervisor

Date and time

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

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

Barbara Klingensmith, Executive Director, (440)437-6311

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

Barbara Klingensmith, Executive Director, (440)437-6311

The legal status of the Applicant's organization 501c(3) Not for Profit

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

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

ACJFS RFP #7-23
Transportation

July 2022

Country Neighbor Program, Inc.
Section 3
Program Planning and Development

Country Neighbor Program, Inc.
Ashtabula County Senior Services Levy Transportation
Program Planning and Development

A. 1. Program Description

Country Neighbor is proposing to provide 155,000 miles of medical and non- medical transportation for residents 60 and older residing within Ashtabula County at a unit rate of \$2.09 per mile. We are requesting a 3.5% unit rate increase from \$2.02 to \$2.09 for the proposed contract year. Cost of operations is increasing as well as to be more competitive in the job market, it has become imperative that we increase salaries and benefits for our team. Staff is increasingly difficult to attract and retain in today's environment.

Country Neighbor follows all Ohio Department of Transportation, Ohio Emergency Medical Services Board and the Ohio Department of Aging requirements, including all training and monitoring requirements. Annually, we are monitored by all of them for program compliance.

Country Neighbor's transit unit has developed great working relationships with the Veterans Administration, ACJFS transit unit, ACTS, and medical facilities throughout our service area to provide transportation for our Ashtabula County residents.

From January 2021 through December 2021, Country Neighbor provided 5,609 one-way Ashtabula County Senior Services Levy trips for 280 individuals of which 90% were medical, 8% were shopping, and 2% were agency visits/social/work-related.

The Ashtabula County Senior Services Levy Advisory Board has recognized the importance of sharing trips to maximize vehicle usage and available funding. When given the opportunity, Country Neighbor puts an emphasis on sharing trips with other funding sources as much as possible.

In 2021, when analyzing the amount of Senior Levy trips shared with other funders through coordination, 45,202 miles were saved by the Senior Levy. This is a \$91,308.04 savings for Senior Levy, made possible through coordination of services between Senior Levy funded transportation and other funders. Country Neighbor provided services equaling \$423,846.50 on a \$332,538.04 budget. It is more cost effective and allows more trips for the same amount of available resources.

The statistics from January 2021 through December 2021 indicate that overall, 1,617 out of 5,609, (29%) of the Senior Levy trips provided by Country Neighbor were shared with more than 1 person, many times with other funding sources. We were not able to share as many in 2021 due to COVID-19 as we have in past years.

With more individuals served with a variety of funding sources, it makes it easier to do ride sharing as the opportunity of individuals going the same direction at the same time increases.

At this time, call slips are forwarded to our Transportation Unit via email from the Transit Unit of ACJFS. Country Neighbor's Transportation Unit schedules the trip and driver. Clients are called the day before their scheduled trip to verify information on file and to notify them of the scheduled pickup time. If there will be other riders with them, we let them know that as well.

B. Summary of Service

1. Days and Hours of Service

Generally, Country Neighbor operates Monday through Saturday from 3:30 am. to 7:00 p.m. The times are flexible and vary with individual need. On occasion, we do provide limited transportation on Sundays and holidays for dialysis, when necessary.

2. Years of Experience

Country Neighbor has been in the transportation business since the early 1980's. Therefore, I believe we have a great deal of transportation experience.

3. a. Senior Transportation

1. Calculating Trip Charge

Country Neighbor charges a flat, per mile fee. There are no additional fees for waiting or "lift drops".

Mileage begins from our vehicle lot and back, unless it is already out in service. If it is already in service, mileage begins from the drop off point of the previous passenger to the new passenger's pickup address then to their destination and back home or back to our vehicle lot if there are no further trips scheduled for that driver.

2. Definition of Round Trip

A "round trip" is when we leave a specified location, pick up the passenger, take them to their destination, and then return them back to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor lot. If there is another run, then the trip ends at the passenger's home.

3. Method of Charging a "Shared" Ride

If all the same funding source, we take the total trip miles and divide by the number

of individuals sharing that trip and each is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of people on board and billed as such.

4. Define a "No Go" Charge

A "no go" trip is when the driver goes to the client's home or destination to pick them up and they cancel at the door without notifying the office in advance or get another way home without notifying us. "No go" trips happen more frequently in HRT and ERT transportation, however they do occur in Senior Levy as well. The Transportation Supervisor is very vigilant about making sure clients are reminded of their appointment schedules and when they will be picked up. We do not bill Senior Levy for "no go trips".

5. Number of Vehicles, Passenger Capabilities, and Number of Wheelchair Lift Vehicles

Country Neighbor has (2) 7 passenger minivans, (5) modified minivan, and (6) lift vehicles. The modified minivans have 1 wheelchair position, 2 of the lift vans have 3 wheelchair positions and 4 have 2 positions.

C. Geographical Service Area

Country Neighbor is available to provide transportation countywide. We will travel to destinations within the county, out of the county and into Pennsylvania. The majority of our medical transportation is to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to 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, personal care, prescription assistance, emergency food, rental/utility assistance, summer meals for children, socialization, wellness education, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

The Ashtabula County Food Bank (Country Neighbor) serves 20 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2021, we distributed over 1.2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Trumbull County Senior Services Levy, Ashtabula County Job and Family Services, the Direction Home of Eastern Ohio, the Ohio Department of Job & Family Services, Ohio Department of Education, and United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets one time per month, generally the last Monday of each month. *(List attached)*

An Organizational Chart is attached.

E. Applicant/Staff Qualifications

Executive Director: Responsible for overall implementation, grant writing, fiscal accountability and administration of the program. Also, very involved with the Coordinated Transportation Plan update and implementation for the County.

Assistant Director: Directly responsible for human resources, fiscal responsibilities, payroll and financial reporting processes 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.

Data Support/Backup Receptionists: 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

Transportation Supervisor: Reports to the Executive Director. She is responsible for the Intake and Assessment of each client, scheduling all transportation trips, drivers, vehicles, accuracy and completion of all required documentation and recordkeeping, maintenance program implementation, policy and procedure implementation and quality assurance of the program.

Transportation Assistants: Responsible for all daily trip data entry, assist with billing and assessment tools. Assists supervisor with telephone support, scheduling and clients.

Drivers: Direct service of client's transportation to appointments, assist them, then return them to their homes, cleanliness of vehicles, accurate completion of all documentation, and required training.

Facility Maintenance: Responsibilities include, facility cleaning and assist with vehicle cleaning

EXHIBIT II

ACJFS RFP #7-23
Transportation

July 2022

Country Neighbor Program, Inc.
Section 4
Applicant Budget
Attachment B

**Applicant Budget
Summary**

Applicant: Country Neighbor Program, Inc.	
Date From: January 1, 2023	To: December 31, 2023

	Amount
I. Staff	
A. Salaries	\$ 220,310.00
B. Payroll-Related Expenses	\$ 22,418.00
Total Staff Costs	\$ 242,728.00
II. Operations	
A. Travel and Short-Term Training	\$ 525.00
B. Consumable Supplies	\$ 43,995.00
C. Occupancy Costs	\$ 9,802.00
D. Contract and Professional Services	\$ 35,950.00
E. Other - Miscellaneous	\$ 13,450.00
Total Operational Costs	\$ 103,722.00
III. Equipment	
A. Equipment Depreciation	\$ -
B. Small Equipment Purchases	\$ -
C. Leased and Rented Equipment	\$ -
Total Equipment Costs	\$ -
Sub- Total of All Costs	\$ 346,450.00
IV. Minus Other Program Resources	\$ 22,500.00
Total Program Costs	\$ 323,950.00

Budget Computation

Total Operating Expenses		\$	323,950.00
Divided by Total Operating Units			155,000.00
= Unit Rate		\$	2.09

		Unit Rate	\$ 2.09
X number of units purchased			155,000.00
= Total Contract Amount		\$	323,950.00

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: \$ -	\$ 25.00
Short-Term, Training	\$ 500.00
Total Travel and Short-Term Training	\$ 525.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	\$ 720.00
Cleaning Supplies	\$ 150.00
Other (<i>Fuel</i>)	\$ 43,125.00
Other (<i>identify</i>)	
Total Consumable Supplies	\$ 43,995.00

II. C. Occupancy Costs

	Amount
Rent	\$ 3,000.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	\$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	\$ 420.00
Electric	\$ 1,200.00
Water	\$ 200.00
Telephone	\$ 4,752.00
Sewer	
Other (<i>Garbage</i>)	\$ 180.00
Other (<i>identify</i>)	
Total Occupancy Costs	\$ 9,802.00

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

Identify Each Contract of Service	Amount
Audit	\$ 2,000.00
D&O Insurance	\$ 500.00
Employee Testing	\$ 1,000.00
Liability Insurance	\$ 2,000.00
Vehicle Insurance	\$ 20,000.00
Technology & Software	\$ 6,000.00
Subcontracts (Contract Labor)	\$ 4,450.00
Total Contract & Services Costs	\$ 35,950.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	\$ 1,000.00
Advertising	\$ 250.00
Vehicle Maintenance & Repair	\$ 12,000.00
Equipment Maintenance & Repair	\$ 150.00
Miscellaneous Expense	\$ 50.00
Total Miscellaneous Costs	\$ 13,450.00

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

Item	Quantity	Amount
Total Small Equipment Purchases		\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		\$ -

IV. Other Program Resources

Source	Amount
Participant Co-Pays	\$ 22,500.00
Total Other Resources	\$ 22,500.00



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: **Country Neighbor Program Inc.**
Date: **11/2/2022 3:12:22 PM**

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 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.