

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND ASHTABULA COUNTY TRANSPORTATION SYSTEMS – PY 23 CDBG ALLOCATION THROUGH THE DEPARTMENT OF PLANNING AND DEVELOPMENT**

WHEREAS, Jake Brand, Director of Department of Planning and Development, has presented a Memorandum of Understanding for the approval of the Board, to-wit:

**Scope:** this Memorandum of Understanding (MOU) sets forth the terms and understanding between the Ashtabula County Transportation System (ACTS) and the Ashtabula County Board of Commissioners to administer the Community Development Block Grant to ACTS for the purpose of providing public transportation for low-income residents and people with disabilities in Ashtabula County.

**Parties:** Ashtabula County Commissioners, 25 W. Jefferson St. Jefferson OH 44047  
Ashtabula County Transportation System, 2924 Donahoe Dr, Ashtabula OH 44004

**Cost:** Not to exceed \$57,000.00 from CDBG Allocation Grant

**Term:** Retroactive to January 1, 2024 and will remain in effect until August 31, 2025; now

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

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2024-346**

**July 18, 2024**

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND ASHTABULA COUNTY TRANSPORTATION SYSTEMS – PY 23 CDBG ALLOCATION THROUGH THE DEPARTMENT OF PLANNING AND DEVELOPMENT**

**Upon the motion of J.P. Ducro IV, seconded by Casey R. Kozlowski.**

**VOTE:**

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

**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.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio

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## **Memorandum of Understanding**

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### **Ashtabula County Transportation System**

**and**

### **Ashtabula County Board of Commissioners**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Ashtabula County Transportation System (ACTS) and the Ashtabula County Board of Commissioners to administer the Community Development Block Grant to ACTS for the purpose of providing public transportation for low-income residents and people with disabilities in Ashtabula County.

#### **Background**

ACTS has been established in Ashtabula County since 1988 to serve public transportation for all Ashtabula County residents. Through public transportation, many residents are able to retain employment, mobility, and independence in their daily lives. The Community Development Block Grant (CDBG), administered by the Ohio Department of Development and through the Ashtabula County Board of Commissioners, allows ACTS to continue vital transportation services in Ashtabula County for low income and people with disabilities.

#### **Purpose**

The purpose of the CDBG funds for ACTS is to assist in the continuation of the Demand Response Transportation Services provided throughout the entire county region for low to moderate-income elderly and disabled residents in Ashtabula County. This service is vital for the growing low income and disabled population in Ashtabula County, with CDBG riders depending on ACTS for trips to destinations such as medical appointments and prescription pick-up.

With the assistance of the Community Development Block Grant, ACTS will continue to provide Demand Response Transportation Service Monday through Friday, from 7:00 a.m. to 5:00 p.m. ACTS trips for CDBG-based clientele will comprise 66% of total Demand Response ridership. Projected CDBG trips for 2024/2025 are 22,829, with a projected number of E&D of 11,655.

#### **Reporting**

Reporting for the CDBG funds dedicated to ACTS transportation services will be completed by ACTS administration every month and quarter for statistical data and accounting/billing purposes. Reports will be submitted to the Department of Planning and Development office quarterly. The report will include an invoice for 3 months of the total grant award. The information included in the report will be cost and mile/trip, total ridership and miles for CDBG-based clientele, and the total amount of CDBG funding used during month and quarter of operation. At the conclusion of the grant period, ACTS administration will provide a final report on the total program costs and sources of funds.

**Funding**

Ashtabula County Board of Commissioners has received CDBG grant funds from the Ohio Developmental Services Agency in the amount of \$57,000 for the year 2024/2025 (\$2,850/month for 20 months) for the Ashtabula County Transportation System (ACTS). Grant funds will be disbursed to ACTS within 30 days of the ACTS quarterly report/invoice being received by the Department of Planning and Development.

**Duration**

This MOU may be modified by mutual consent of authorized officials from the Ashtabula County Transportation System and the Ashtabula County Board of Commissioners. This MOU shall be effective retroactive to January 1, 2024 upon signature by the authorized officials from ACTS and the Ashtabula County Board of Commissioners, and will remain in effect until August 31, 2025 unless modified or terminated by any one of the partners by mutual consent. Ninety days' notice of termination is required by either party if the agreement is to be terminated prior to August 31, 2025.

**Administration**

The Ashtabula County Board of Commissioners has designated the Ashtabula County Department of Planning and Development to administer the CDBG funding. For purposes of administration of this MOU the contacts for each organization are:

**CDBG Contact**


Jake Brand, Director  
Planning & Development  
25 W Jefferson St.  
Jefferson, OH 44047  
440-576-3825  
[jabrand@ashtabulacounty.us](mailto:jabrand@ashtabulacounty.us)

**ACTS Contact**


Carol Lennon,  
Ashtabula County Transportation System  
2924 Donahoe Dr.  
Ashtabula, OH 44004  
440-994-2502  
[Carol.Lennon@jfs.ohio.gov](mailto:Carol.Lennon@jfs.ohio.gov)

IN WITNESS WHEREOF, the Board of Commissioners and the designated Official of the Ashtabula County Transportation System have executed this MOU.

**Ashtabula County Board  
Of Commissioners**

By:   
Name: Kathryn Whittington  
Title: President

**Ashtabula County Transportation System**

By:   
Name: Patrick J. Arcaro  
Title: Executive Director, Ashtabula County  
Job & Family Services

Approved as to Form:

\_\_\_\_\_  
Colleen O'Toole, Ashtabula County Prosecutor



**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 2024 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:

NWS 2701.511.525-650.0102 -Grants/Allocations \$28,500.00

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**Agreement Title: PY 23 CDBG Allocation funds.**

**Between: Ashtabula County Transportation System and Ashtabula County Commissioners**



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**David Thomas**  
Ashtabula County Auditor

Date: \_\_\_\_\_

5/10/24



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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

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

Contractor's Information:

Name: ,  
Organization: **Ashtabula County Transportation**  
Date: **7/17/2024 11:16:33 AM**

This search produced the following list of 7 possible matches:

| Name/Organization                               | Address                          |
|---|----------------------------------|
| Ashe Cultural Center                            | 2125 Superior Ave.               |
| ASHE Culture Center, Inc.                       | 2125 Superior Avenue             |
| ASHE Culture Center, Phoenix Village Academy P2 | 2125 Superior Avenue             |
| ASHE Culture Center, Phoenix Village Academy S1 | 2125 Superior Avenue             |
| Ashford, Velma                                  | 4400 Clarkwood Parkway, Unit 225 |
| George Washington Carver Preparatory Academy    | 11260 Chester Road, Suite 260    |
| George Washington Carver Preparatory Academy    | 2283 Sunbury Road                |

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

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

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

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



# Department of Administrative Services

Procurement Services

## State of Ohio Debarment List

State agencies given the authority to debar suppliers by the Ohio Revised Code (R.C.) are the Ohio Facilities Construction Commission (OFCC), the Ohio Department of Transportation (ODOT), the Department of Administrative Services (DAS), and the Ohio Secretary of State. Respectively, debarment authority is given to these agencies by R.C. [153.02](#), [5513.06](#), [125.25](#). The reasons for debarment are also prescribed by these statutes.

A debarred supplier cannot participate (i.e., do any work in any capacity) in any State agency contracts until the debarment period expires. Neither the Ohio Revised Code or the Ohio Administrative Code (OAC) establish prescribed debarment periods. Instead, these are determined on a case-by-case basis.

When conducting procurements, State agencies are required to use the Statewide Debarment List. For agencies using OhioBuys, suppliers' profiles can be referenced to determine their debarment status, plus systematic controls are in place preventing debarred vendors from doing business with State agencies. Additionally, agencies must use the Ohio Secretary of State's [Debarred Contractors List](#) and the United States General Services Administration's [System for Award Management \(SAM\)](#) list of federally debarred suppliers. State agencies are prohibited from awarding contracts, funded in whole or in part with state and/or federal funds, to any person or company on any of these lists.

ashtabula county transportation

Show

25

entries

| Vendor | Vendor ID | Address | Start Date | End Date | D<br>B |
|--------|-----------|---------|------------|----------|--------|
|--------|-----------|---------|------------|----------|--------|

No matching records found

Showing 0 to 0 of 0 entries (filtered from 33 total entries)

[Previous](#)

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**FISCAL OFFICER'S CERTIFICATE**

5705.41 O.R.C.

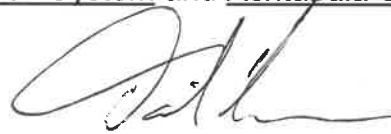
The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2024 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of:

NWS 2701.511.525-650.0102 -Grants/Allocations \$28,500.00

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**David Thomas**  
Ashtabula County Auditor

Date: 5/10/24