

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2024-445

September 26, 2024

**RESOLUTION APPROVING TANF SERVICES CONTRACT AMENDMENT FOR THE
BEATITUDE HOUSE TRANSITIONAL HOUSING PROGRAM, ACJFS CONTRACT
NO. 24-1003-TANF**

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.



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

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2023 between Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and Beatitude House, located at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504) and whose phone number is: 330-744-3147 or 440-992-0265 (hereinafter referred to as the "Subgrantee") to provide Transitional Housing for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

This Sub-Grant Agreement is made pursuant to a grant award to the Grantor by the Ohio Department of Job & Family Services (ODJFS) and is not for research and development purposes. The grant award is under the authority of CFDA #93.558, Regular TANF.

DEFINITIONS:

As used in this document, the words and phrases set forth below shall have the following meanings:

- A. "Grantor" means Ashtabula County Job & Family Services.
- B. "Subgrantee" means Beatitude House.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUB-GRANT/SUB-GRANT DUTIES:

The purpose of the Sub-Grant and this Sub-Grant Agreement is to establish the terms, conditions, and requirements governing the administration and use of the financial assistance received by or used by Subgrantee pursuant to this Sub-Grant Agreement.

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

- A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.
- B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.
- D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

- A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.
- B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.
- C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.
- E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.
- F. Perform those responsibilities as defined in Exhibit I, attached hereto.

- G. Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Ge Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.); all provisions required by the implementing regulations of the Department of Agriculture and Department of Health and Human Services; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Department of Agriculture, Food and Nutrition Services (FNS) directives and guidelines to the effect that, no person shall on the grounds of race, color, national origin, sex, age, disability or political beliefs or association, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under and program or activity for which the program applicant receives Federal financial assistance from FNS.
- H. Required to have the most recent version of the AD-475A and/or AD-475B “And Justice for ALL” poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2023 through September 30, 2024 unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.
- B. In addition to Section A above, it is expressly understood by both Grantor and Subgrantee that this Sub-Grant Agreement will not be valid and enforceable until the Ashtabula County Auditor certifies pursuant to Section 5705.41 (D), Revised Code, that the amount required to meet the Grantor’s obligation or, in the case of a continuing Sub-Grant Agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the fiscal year in which the Sub-Grant Agreement is made, has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances.

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

- A. This Sub-Grant Agreement is in the total amount of: \$ 50,000.00

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

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

Federal Award Project Description: FFY 2024 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

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

Is the Award Research and Development: No

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

- B. Monthly invoices must be received by Grantor no later than 15 days following the month of service provided. Grantor will review such invoices for completeness and any information necessary before making payment within forty-five (45) days after receipt of an accurate invoice. Actual expenses will be reported monthly. Agreements written with a unit rate payment structure will be reconciled periodically to ensure that payments do not exceed actual expenses for the agreement period.

Grantor will make payment on all invoices submitted in accordance with the terms of this Sub-Grant Agreement. The final invoice clearly marked "Final," must be submitted within 30 days of the expiration date of this Sub-Grant Agreement. The final invoice shall include certification to the effect that "Payment of this invoice constitutes complete satisfaction of all of Grantor's obligations under the referenced Sub-Grant Agreement. Subgrantee releases and discharges Grantor from all further claims and obligations under this Sub-Grant Agreement upon payment of this final invoice."

Invoice Format: Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:

- Sub-Grant Agreement number
- Service month and year
- Subgrantee's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all allowable expenses incurred during the service month for provision of the program. Expenses reported will conform to those included in the Subgrantee budget attached hereto as Exhibit II.

(3) A spreadsheet (Excel or other approved format agreed to by both Grantor and Subgrantee) inclusive of all participants for the service month to include:

- Participant last name
- Participant first name
- Participant last four digits of social security number
- Participant work site
- Participant number of hours/days attended

- C. Subgrantee understands that availability of funds is contingent on appropriations made by the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, and appropriations by the Ashtabula Board of County Commissioners. If, at any time, the Grantor Director determines that federal, state or local funds are insufficient to sustain existing or anticipated spending levels, the Grantor Director may reduce, suspend, or terminate any cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee, or other form of financial assistance as the Grantor Director determines appropriate. If the Ohio General Assembly, ODJFS, funding sources external to the State of Ohio, such as federal funds, or the Ashtabula Board of County Commissioners fails at any time to continue funding Grantor for the payments due under this Sub-Grant Agreement, this Sub-Grant Agreement will be terminated as of the date funding expires without further obligation of Grantor or Ashtabula County.
- D. As a subrecipient of federal funds, Subgrantee hereby specifically acknowledges its obligations relative to the funds provided under this Sub-Grant Agreement pursuant to OMB Uniform Guidance 2 CFR 200, 2 CFR 300, 2 CFR 400, 45 CFR 75, 45 CFR 95, 45 CFR 96, as applicable to Subgrantee under federal, state and local laws, including but not limited to:

1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:
 - a. Fiscal and accounting procedures;
 - b. Accounting records;
 - c. Internal control over cash, real and personal property, and other assets;
 - d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;
 - e. Source documentation; and
 - f. Cash management.
 2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.
 3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
 4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.
 5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.
 6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.
 7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.
- E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

ARTICLE VI ~ RECORDS:

- A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.
- B. Records must include sufficient detail to disclose:
 - 1. Services provided to program participants;
 - 2. Administrative cost of services provided to program participants;
 - 3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and
 - 4. Cost of operating the organizations, agencies, programs, activities, and functions.
- C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

- A. Subgrantee agrees to provide for timely audits as required by OMB Uniform Guidance, unless a waiver has been granted by a federal agency. Subject to the threshold requirements of 45 CFR 75.501, 2 CFR 400.1 and 2 CFR 200.501, as applicable, and OMB Uniform Guidance, Sub-grantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor at 2924 Donahoe Dr. Ashtabula, Ohio 44004 Attention: Fiscal Supervisor within two (2) weeks of Sub-grantee's receipt of any such audit report.
- B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

- A. This Sub-Grant Agreement may be terminated in accordance with any of the following:
 - 1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.
 - 2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.
 - 3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

- B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.
- C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:
1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;
 2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;
 4. Withhold further awards for the Sub-Grant activity; or
 5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.
- D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:
1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;
 2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;
 3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and
 4. Perform any other tasks that Grantor requires.
- E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

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

- B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to Executive Director of Subgrantee at: 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504).
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

- A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.
1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.
4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding \$100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.
6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

- A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.
- B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.
- C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.
- D. The Subgrantee agrees that information concerning eligible individuals shall only be used in support of the program. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual. Both the Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.
- E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to

investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this agreement.

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

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

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

- H. In accordance with Section 329.051 of the Ohio Revised Code, ACJFS and those entities with whom Grantor has agreements must make a voter registration application available to those persons applying for or participating in TANF programs. In the event that the Subgrantee accepts, or assists in the completion of, a TANF application, the Subgrantee agrees to forward the completed voter registration form to the Grantor along with the TANF application. Grantor will in turn forward the voter registration form to the Board of Elections.

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

SIGNATURES:

DocuSigned by:



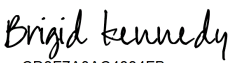
FB74060D0EAC4B8

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

09/08/23

Date

DocuSigned by:



CD3E7A0AC4884EB

Beatitude House

9/15/2023

Date

DocuSigned by:

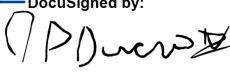


3E6154CBF4DA44C...

9/20/2023

Date

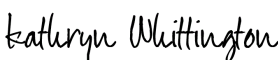
DocuSigned by:



8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

DocuSigned by:



72C9CAC40E3D4A8...

Exhibit I

TANF PURPOSE

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

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

PREVENTION:

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

RETENTION:

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

CONTINGENCY:

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

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

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

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

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

Exhibit II

Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 13, 2023

RFP Number:

ACJFS RFP #2-23

TABLE OF CONTENTS

RFP		
Section:		
I.	INTRODUCTION	3
	Terms	3
	Program and Funding Details	3
	Participant Eligibility and Referrals	3
II.	RFP SCHEDULE AND SUBMISSION INFORMATION	4
	Important Dates	4
	Pre-Proposal Conference	4
	Contact Person	4
	Proposal Delivery	4
III.	PROVIDER REQUIREMENTS	5
IV.	PROPOSAL SPECIFICATIONS AND FORMAT	5
	Proposal Information	5
	Proposal Cost	6
	Proposal Communication	6
	Proposal Format	6
	Cover Page	6
	Proposal Checklist	6
	Section 1 ~ Applicant Information	6
	Section 2 ~ Required Documents	6
	Section 3 ~ Program Planning and Development	7
	Section 4 ~ Program Budget	7
V.	EVALUATION AND SELECTION PROCESS	8
	Proposal Evaluation	8
	Stage 1 Review	8
	Stage 2 Review	8
	Acceptance and Rejection of Proposals	9
	Post Selection Meeting	9
	Caveat	9
IV.	AWARD OF CONTRACT/SUBGRANT AGREEMENT	9
	Overview	9
	Availability of Funds	9
	Term	9
	Invoicing	10
	Performance and Monitoring	10
	Confidentiality and Security	10
	Publicity	10
	Applicable Laws and Rules	10
	Patent or Copyright Liabilities	10
	ATTACHMENT A ~ Applicant Information	11
	ATTACHMENT B ~ Provider Budget	13
	ATTACHMENT C ~ Cover Pages	19
	Forms	37
	Affidavit of Delinquent Personal Property Tax	37
	Affidavit of Non-Collusion	38
	Non-Discrimination Agreement	39
	Representations, Assurances and Certifications	40
	Certification Regarding Lobbying	41
	OMB Circular 2 CFR 200 Audit Certification Form	42
	ATTACHMENT D ~ Sample Agreement	45
	ATTACHMENT E ~ Checklist	56

TANF Programs RFP

I. INTRODUCTION:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for services or programs to serve eligible Ashtabula County residents. Funding is provided through Temporary Assistance for Needy Families (TANF) Funds. All programs or services must promote self-sufficiency to maintain one's family.

Terms:

1. The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
2. The term "Program" as used in this RFP refers to the service(s) the applicant is proposing to provide.
3. The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.
4. The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or Sub-grant Agreement as a result of this RFP process.

As a result of this RFP process and based on the quality of proposals received, ACJFS may or may not proceed.

Considering limited resources available, ACJFS may impose a limit on services provided to each client.

ACJFS reserves the right to contract with multiple providers to develop a comprehensive program that would meet the needs of Ashtabula County.

Program and Funding Details:

All programs or services will be funded through Temporary Assistance for Needy Families (TANF) Funds. The main, overall purpose of TANF Funds is to promote programs or services that encourage self-sufficiency and the ability to maintain one's family. All proposed services or programs must fulfill one or more of the following four goals of TANF:

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

Participant Eligibility and Referrals:

Eligibility for participants of proposed services or programs will be determined by ACJFS in accordance with federal, state and local laws and regulations prior to the participants', or applicants', participation with a contracted service or program. Additionally, ACJFS will be responsible for referring participants to approved programs or services.

*The only exceptions to ACJFS determining participants' TANF eligibility and program referrals will be for services or programs that exclusively meet TANF Goal #3. Otherwise, all program participants will be determined eligible and referred for participation by ACJFS.

II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

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

Pre-Proposal Conference:

A pre-proposal conference will be held on **June 26, 2023**, at 9:00 a.m. at
ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email or fax prior to **4:00 p.m. on 6-26-23**

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

Proposal Delivery:

Mail or deliver one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope or package in the required format to:

The Ashtabula County Board of Commissioners
Attention Lisa Hawkins
25 West Jefferson Street
Jefferson, Ohio 44047-1092

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-14-23 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-23

III. PROVIDER REQUIREMENTS:

If awarded a contract or sub-grant agreement, providers must:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws and comply with:
 - a. Non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
 - b. Non-discrimination laws in the provision of services.
 - c. Federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
 - d. All federal, state of Ohio, and local laws, rules, executive orders, and other legal requirements including drug abuse and alcohol misuse requirements as they apply to the proposed service.
3. Provide evidence supporting financial responsibility in the coverage or participant loss due to theft, property damage, or personal injury, and have a written procedure which identifies the steps a participant must take to file a liability claim.
4. Comply with and maintain written policies and procedures, as applicable, supporting the operation of the business and the provision of services. These policies and procedures must address:
 - a. Reporting and documenting consumer incidents.
 - b. Obtaining written permission from consumers to share information and/or release information to anyone.
 - c. The content of consumer records, as well as the handling, storage and retention of records.
 - d. Personnel matters, including:
 - Job descriptions for each position
 - The documentation of each employee's qualifications for the service(s) to be provided
 - Performance appraisals for all workers
 - Documentation of compliance with required staff orientation training
 - The employee code of ethics described in rule 173-39-02 B.1. e: i - xvi of the Ohio Administrative Code
5. Have a written procedure for follow-up and investigation of participant complaints and grievances.
6. Perform background checks of all employees.
7. Have on file a valid driver's license for all direct service workers. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
8. Comply with the Drug Free Workplace Act.
9. Maintain a confidential record for each participant. Each file shall include:
 - a. Participant's name, address and phone number;
 - b. Dates of Service;
 - c. Number of units of service received;
 - d. Description of service provided.
10. Document that the staff member or volunteer providing a service successfully completes a training program appropriate to the service being provided, prior to service provision.
11. Maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

All proposals submitted in response to the RFP will become the property of ACJFS and may be returned only at ACJFS' option and at the Applicant's expense. In order to ensure fair and impartial evaluations, proposals and any documents or other records related to a subsequent negotiation for a final agreement that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the agreement.

Proposal Cost:

The cost of developing proposals is entirely the responsibility of the applicant and shall not be chargeable to ACJFS under any circumstances. ACJFS is under no obligation to compensate the Applicant for any expenses incurred as a result of the RFP process.

Proposal Communication:

From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any Applicant or possible Applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. Any and all verbal communication must be restricted to the pre-proposal conference. All questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference.

Proposal Format:

To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and three (3) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

Cover Page (not provided) ~ A proposal cover page is required, including the Applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "Master" or "Copy".

Proposal Checklist (Attachment E) ~ Must be submitted with "Master" copy only. **If an Applicant feels that any of the required documents is not applicable to their organization, a narrative is required and must be submitted with the appropriate cover page.**

Section 1 ~ Applicant Information Page (Attachment A):

Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:

Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

A. Financial Statement Requirement: (with Master copy only):

1. Most recent Financial Audit (prepared in accordance with Auditing Standard Generally Accepted in the United States of America). The audit report must cover a twelve-month period and be within the applicant's most recent two fiscal years.

-or-

2. If the applicant does not normally have an independent audit, ACJFS will accept a compilation or Review Report prepared by an independent accountant for the applicant's most recent fiscal year end. The statement must be prepared in accordance with Statements on Standards for Accounting and Review Services Issued by the American Institute of Certified Public Accountants. These statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

In lieu of financial statements prepared on the accrual basis (GAAP), ACJFS will accept financial statements prepared on the cash or income tax basis of accounting with full disclosure.

- B. Articles of Incorporation
- C. Proof of Liability Insurance/Other Required Insurance
- D. Equal Employment Opportunity – Affirmative Action Plan
- E. Professional or Operating licenses
- F. Documents Used for Monitoring Goals and Outcomes
- G. Employee Training Program description
- H. Affidavit of Delinquent Personal Property Tax ORC 5719.042
- I. Affidavit of Non-Collusion
- J. Non-Discrimination Agreement ORC 153.59
- K. Representations, Assurances and Certifications document
- L. Certification Regarding Lobbying
- M. OMB Circular 2 CFR 200 Audit Certification Form

Section 3 ~ Program Planning and Development:

The Program Planning and Development section must include.

A. Program description:

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.
2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).
3. Experience of Applicant in administering the proposed service.
4. Provide statistics about your program's past performance and the projected number of clients to be served.
5. Applicants must provide a description as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes
6. Days and hours program is available.
7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

B. Organizational Structure:

State the history of the Applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

C. Provider/Staff Qualifications:

1. An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.
2. Provide a description of your organization's employee training requirements.

When completing sections 2 and 3, if an Applicant feels that one or more of the requirements does not apply, a narrative reflecting the reason a requirement does not apply must be included.

Section 4 – Program Budget for each proposed service (Attachment B):

An electronic copy of the budget in EXCEL & Word format is available upon request.

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the service should be include in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

Proposal Evaluation:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements and mandatory conditions specified in the RFP. Proposals which adhere to the minimum requirements will be deemed "Qualified". Those which do not, will be deemed "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2.

Stage 1 Review:

"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission – The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – proposal submission must include:
 - a. Required number of copies: Four (4); 1 master and 3 copies
 - b. RFP Cover Page
 - c. RFP Checklist (Attachment E)
 - d. Section 1: Applicant Information Page (Attachment A)
 - e. Section 2: Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M (using cover pages Attachment C)
 - f. Section 3: Program Planning & Development
 - g. Section 4: Applicant Budget (Attachment B)

Failure to meet these requirements may result in a rejected application. No application shall be rejected, however, if it contains a minor irregularity, defect, or variation if the irregularity, defect, or variation is considered by ACJFS to be immaterial or inconsequential. In such cases, the Applicant will be notified of the deficiency in the application and given an opportunity to correct the irregularity, defect, or variation, or provide additional information if requested; or ACJFS may elect to waive the deficiency and accept the application.

Stage 2 Review:

All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

1. Attendance at pre-proposal conference.
2. Information from Program Planning and Development (RFP Section 3):
 - A. Applicant's program description shows understanding of the services proposed and provides a detailed description of how the service will be fulfilled.
 - B. Proposal thoroughly identified the service area and its need.
 - C. Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
 - D. Statistics provided support the need for the proposed service.
 - E. Days and hours services is available.
 - F. Organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
3. Cost of service from program budget (RFP Section 4). The budget must effectively define the unit rate. The budget is inclusive of only necessary cost associated with the program.
4. Past performance will be taken into consideration in the evaluation of proposals.

Following the Stage 2 Review, one or more Applicants may be invited to ACJFS for oral presentations if ACJFS determines oral presentations to be necessary. Information obtained during the presentation stage will be used in conjunction with Stage 1 and 2 review to complete the evaluation process.

Acceptance and Rejection of Proposals:

ACJFS reserves the right to:

- Reject any or all proposals, or any part thereof, without cause;
- Select a proposal received on the basis of individual items, or on the entire list of items;
- Not award an agreement through this RFP process based on the quality of the proposals submitted;
- Not select any Applicant should ACJFS decide not to proceed;
- Waive any informality in the proposals.
- Reject any and all proposals of providers/vendors that have a finding for recovery issue and/or issue that has not been resolved on the State Finding for Recoveries site, in accordance with 5101:9-4-07 (B) (9) of the OAC.

The decision of the ACJFS and the Board of Ashtabula County Commissioners shall be final. The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Applicant from full compliance with its specifications if the Applicant is awarded an agreement.

Per O.R.C. 307.862 section B.10:

(a) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject any proposal in which the Applicant takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that ACJFS and the Ashtabula County Board of Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available funds allocated for this service.

(b) ACJFS and the Ashtabula County Board of Commissioners reserve the right to reject, in whole or in part, any proposal that has been determined, using the factors and criteria ACJFS and the Ashtabula County Board of Commissioners develops, would not be in the best interest of the county.

(c) ACJFS and the Ashtabula County Board of Commissioners may conduct discussions with Providers who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Post Selection Meeting:

The post-selection meeting may be utilized only by "Qualified" Applicants passing the first level review, who wish to obtain clarifying information regarding their non-selection. If an Applicant wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing within five days of the receipt of the non-selection notice. The request for a meeting should be sent to Renee Dragon at the address given in the Contact Person section.

Caveat:

ACJFS is under no obligation to award a contract/sub-grant agreement as a result of this RFP. ACJFS reserves the right to not select any Applicant should ACJFS decide not to proceed.

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:**Overview:**

- The agreement shall incorporate the terms, conditions and requirements of the RFP, the Applicant's proposal and all other agreements that may be reached. ACJFS will design, develop, and implement the structure of the agreement. This RFP, the successful Applicant's proposal and other applicable addenda will become part of the final agreement.

Availability of Funds:

ACJFS reserves the right to not award an agreement through this RFP process, based on available funding.

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2023.

Invoicing:

Provider(s) will be required to submit a detailed invoice to ACJFS on a monthly basis in a format approved by ACJFS. Payments will be made based upon the agreed rate. Providers will report actual expenses monthly in a format approved by ACJFS. Payments will be reconciled periodically to ensure that total payments do not exceed actual expenses.

Performance and Monitoring:

ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.

See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

Confidentiality and Security:

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

Publicity:

Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures and media releases on the services provided under any agreement will clearly state that the services are funded by the Ashtabula County Job & Family Services. Applicants assume responsibility for the development and cost associated with these items.

Applicable Laws and Rules:

Providers shall understand, agree with and comply with the following:

1. Americans with Disabilities Act of 1990.
2. Occupational Safety and Health Act of 1970.
3. Equal Employment Opportunity Act.
4. Any Federal, State and Local laws regarding the service.

If awarded an agreement which exceeds \$100,000.00 Service Providers shall understand, agree and comply with the following:

5. Clean Air Act, as amended, 42 USC §§ AA 7401 *et seq.*
6. Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
7. Copeland "Anti-Kickback" Act
8. Davis-Bacon Act
9. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
10. "Rights to Inventions" clause 37 CFR part 401
11. Federal Water Pollution Control Act
12. Solid Waste Disposal Act
13. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.
14. Ohio Revised Code - All laws and regulations pertaining to the services provided.

Patent or Copyright Liabilities:

The Applicant will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents, and the Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Applicant will pay all resulting cost, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Applicant in writing of all claims that have occurred or are likely to occur. ACJFS agrees to permit the Applicant, at Applicant's option and expense, either to procure for ACJFS the right to continue using the designs or programming, or to replace or modify the same so that they become non-infringing but still meet the requirements of the RFP.

ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Beatitude House

ADDRESS: 238 Tod Lane, Youngstown, Ohio 44504

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

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

ADDRESS: 3404 LAKE AVE., ASHTABULA, Ohio 44004

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

FEDERAL TAX I.D. NUMBER: 34-1662460

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

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

FISCAL CONTACT: David Grossman EMAIL: dgrossman@ursulinesistersmission.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted as a result of this request are to be expended for the purposes set forth and in accordance with all applicable laws, regulations, policies and procedures of this State, County, and the Ashtabula County Job & Family Services (ACJFS). Any proposed changes in the proposal as approved will be submitted in writing by the applicant and upon notification of approval by the ACJFS shall be deemed incorporated into and become a part of this agreement. This request for proposal is being issued on the basis of the presumed availability of funds. ACJFS will not be liable should funds be eliminated or reduced. Completion of a proposal does not imply that ACJFS will fund a proposal. Proposals are subject to review by representatives of ACJFS. At its sole discretion, ACJFS may negotiate the unit price, or any other factors, prior to determining to enter or not to enter an agreement based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Brigid Kennedy SIGNATURE: *Brigid Kennedy*
(Note: original signature must be in blue ink)

TITLE: CEO DATE: 7-7-2023

Section 3
Program Planning and Development

Section 3: A

1. Applicants shall include a narrative that describes in detail their proposed service or program, their objectives, and how their service or program will contribute to the needs of TANF eligible participants. The narrative must clearly demonstrate that services can be delivered efficiently.

Beatitude House, A House of Blessing Ashtabula (HBA), proposes to provide safe and secure housing for homeless individuals and families in Ashtabula County. The Transitional Housing Program of Beatitude House is a comprehensive program which uses evidenced-based, innovative, outcome-driven interventions designed to prepare our residents to obtain and maintain permanent housing in the community. We employ a multi-level approach that addresses the economic, social and emotional barriers that have limited our residents' ability to gain stability in their lives. Program services include case management, education assistance, employment assistance, financial literacy, mental health counseling, parenting programs, assistance in securing permanent housing, and extended care for program graduates. Beatitude House is committed to disadvantaged individuals and families. By creating homes, providing educational opportunities and fostering healthy families, we provide them with the opportunity to transform their lives.

Beatitude House proposes to provide these services at a unit rate of \$20.00 per one overnight stay for each TANF-eligible person in a singular, fully-furnished family unit. For a family of 3 that equals only \$1,800 per month and includes rent (participants are required to pay 30% of their adjusted gross income toward rent. The average is around \$100 and many pay nothing at all) utilities and access to all program support services including one-on-one case management, group sessions, assistance with transportation, holiday gifts, access to our food and household pantries and much more. The proposed amount includes an increase over the previous rate of \$15/per one overnight stay. This is due, in part, to charted increases of our fixed costs as well as the rising costs of utilities resulting from the impacts of regional and national inflation. Further, additional impacts on program costs include the fact that we are only permitted us to count TANF-eligible women and children for merely the first four months of their visit with us. While our program has proven success in assisting families in stabilization of immediate housing needs for successful transition to permanent housing within the community, adequate planning for safe and long-term housing solutions often requires eight to twelve months for the process and its related challenges. With the number of barriers facing our clients and the shortage of affordable housing stock in the area wait times to move our are often even longer. Notably, despite the increased unit rate, we contained our request through decreasing the overall number of units as well as reducing the total requested amount for program support.

Our objective is to not only provide our participants with a safe and secure place to live, but also to empower them to set obtainable goals for themselves. The stability of having an address instills the confidence to apply for jobs, enroll in school, and builds confidence to be responsible members of the Ashtabula community. Reducing homelessness improves communities by reducing crime rates, delinquency rates, and encourages disruption of the cycle of generational poverty. Further, reducing group setting and shelter living arrangements and replacing the lifestyle with a safer alternative, such as singular apartment residency, we also assisted in combatting the spread of the COVID-19 virus through reduced communal living and the likelihood of COVID-19 exposure. Beatitude House offers services for the whole family. Research supports, and our over 30 years of experience confirms, that comprehensive services designed to improve self-confidence along with stable housing leads to positive and permanent outcomes. During the last fiscal year we served 16 households including 18 children. Seven families successfully moved on to permanent housing in the community.

Beatitude House will be able to meet the needs of TANF-eligible participants in several ways. The homeless individuals and families served at Beatitude House often experience a number of barriers to successful

permanent housing beyond being single parents of children. Many are victims of crime (domestic violence, sexual assault, and abuse); are underemployed; lack an education; have a disability (mental, physical, emotional, and/or developmental); have a criminal history; are in recovery; and are often trying to overcome generational poverty along with these challenges. Further, other local programs may have eligibility criteria such as income requirements, addiction/recovery status, criminal history restrictions, and/or mental health screening barriers. Beatitude House provides services to address the gaps in other community service programs as we have very few barriers to housing.

Beatitude House has been providing transitional housing for over 30 years. While this program has always focused on the individual needs of each client our program has evolved and adapted to meet the ever changing needs of homeless families. Staff continues to receive continuing education on a variety of topics in order to stay up-to-date on evidence-based best practices. Beatitude House assigns every client a Case Manager to ensure that each person receives client-centric, comprehensive and trauma-informed care for their entire family. This population's high barriers to permanent housing require both in-house and outsourced community resources. Many of these services are utilized in-house to provide easy access for the client. Our services must be coordinated, integrated, evidence-based, family-oriented, competent and relevant. Our case manager also serves as a link to other resources in the community.

Beatitude House's mission is in alignment with TANF's expressed grant objectives and meets the primary objective by providing homeless women and children with the opportunity to live in safe, secure apartments along with additional supportive services as opposed to shelter-based communal living environments that provide limited—or zero--access to supportive services. A safe and secure environment is paramount for establishing stability so that those we serve may be provided case management and referrals to community-based support in order to achieve and sustain healthy lifestyle changes as they transition to permanent housing. Without safe, stable housing and supportive case management services, families are more likely to experience cyclical and damaging events that impact women and children immediately and also ongoingly. Without Beatitude House's services, many families experience life-altering experiences such as the disruption of the famial unit. Without safe, stable housing, children are separated from their natural parents and placed into foster care and/or within the care of family members—if available. Though family reunification is always the goal, whenever possible, without stable, safe housing this barrier is formidable and difficult to overcome.

Additionally, in order to address long-term stability, Beatitude House provides case management at the onset of program involvement. From the very first day, participants work with their case manager to create a housing stability plan that identifies a participant's barriers to permanent housing and begins to create action steps to remove those barriers. Further, each participant creates her own set of personal goals. This plan is reviewed and updated every ninety (90) days. Appropriate in-house services are offered and community resource referrals are made accordingly. As the program is comprehensive, the needs and goals of the clients are reassessed routinely, and referrals for services/interventions are provided accordingly.

For participants who are separated from their children, their case manager works with them to ensure they are following their reunification plan. We also work with them to address housing barriers and achieving their goals. They also work with the child(ren) and other agencies to ensure a smooth transition for the family during the reunification process as appropriate.

Beatitude House case managers and support staff are trained in mental health interventions that integrate Trauma-Informed Care (TIC) as well as Motivational Interviewing (MI) techniques that ensure delivery of qualified and effective services.

Services offered include:

Case Management: This service assists clients in managing the obstacles they face in overcoming homelessness and achieving permanent housing. These services are synchronized to make sure educational goals and services are being utilized for all members of the family. Also, the case manager links the family to supportive community resources. Primary to the case manager's task is to connect the client with any cash and non-cash benefits for which the individual may qualify.

Further, the case manager works with other resources to assist the client in achieving or increasing income. Beatitude House links clients with employment services and job training. All case management services help ensure clients transition to permanent housing in the community and that they are able to maintain that housing long-term.

Counseling: In many cases the individuals and families served come from backgrounds of abuse, neglect, and violence. Given their history, compounded by the experience of homelessness, these families can suffer from depression, low self-esteem, post-traumatic stress, and are plagued by fear and doubt. Personal growth, goal setting, and confidence building are necessary for the families to regain stability. These goals are supported through counseling. In Ashtabula, Beatitude House collaborates with the Community Counseling Center and Signature Health.

Group: Group support and educational sessions are held routinely and are led by staff or outside speakers on specialty areas. With the help of our community partners we offer both in person and web based trainings. The OSU Cooperative Extension office provides SNAP Education trainings where clients learn about nutrition, food budgeting and how to use items from the food pantry in their everyday cooking. Western Reserve for Independent Living provides a virtual group where they offer trainings on life skills and goal setting.

Services for Children: case managers also coordinate the needs for resident children, including advocating for their needs in the community and educational settings. These needs are assessed as a part of the intake process and are revisited routinely. Enrichment activities for the children and the families as a whole are arranged and coordinated. Play areas for the younger children and study areas for school-age kids are available to help facilitate a happy and successful experience. The children also have the opportunity to attend summer camps.

Emergency Services: All clients have access to a Beatitude House employee 24 hours a day, 365 days a year. In addition to normal work hours, all participants can access support by utilizing a 24-hour emergency number that is monitored by Beatitude House staff.

2. Explain the need for the proposed program in Applicant's service area and provide supporting evidence (How will this program benefit the Applicant's service area?).

Recent regional statistics provide evidence of the need for safe, stable, transitional housing options for homeless community members of Ashtabula. According to the 2020 Ohio Poverty Report, Ashtabula County has one of the highest poverty rates (20.3%) in the entire state of Ohio. Despite the proximity to Lake Erie and all of the resources it brings, Ashtabula County continues to struggle economically. According to a report published on Cleveland.com (Published: Jan. 03, 2020) more than 50% of children living in the city of Ashtabula are living below the poverty rate. In addition the population in Ashtabula county continues to get poorer. According to a report published by the Ohio Association of Community

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

www.oacca.org/well-being-dashboard/#ashtabula

In addition, many of the women we serve have suffered multiple traumas in their lives including domestic violence and experience challenges resulting from complex trauma. Research reveals that untreated trauma has a correlation with mental illness; substance abuse and addiction; and co-occurring conditions. Supportive services and stable housing position families to receive much-needed treatment and services that lead to positive impacts on the community as a whole by decreasing homelessness and stabilizing families for a healthier way of life.

The most recent January 2023 Ashtabula Point-In-Time (PIT) count, though not yet finalized, reported that there were 38 homeless individuals who were temporarily sheltered, including those who were residing at our Transitional Housing program. Further, there were also nine (9) unsheltered adults located in a select few census tracts in the county. For the unsheltered count the continuum takes a sampling and extrapolation approach, which means that 9 is likely not representative of everyone, especially on a cold winter night in January. Reported statistics do not include families that are living in over-crowded, temporary housing arrangements with other family members, friends, or acquaintances, as termed by HUD as "couch-surfing." This fact represents a greater need that statistics fully reveal, and Beatitude House provides solutions to this ongoing community problem.

Currently, potential participants for A House of Blessing Ashtabula are accepted through the coordinated entry system in Ashtabula. The agencies that run Coordinated Entry here are Catholic Charities, Community Action and Samaritan House. We can also accept applicants for the domestic violence shelter, Homesafe. Our staff are part of the Housing Advisory Board and serve on the Prioritization committee for coordinated entry in Ashtabula.

The program, A House of Blessing Ashtabula, began in 2012 at the request of the community. Citizens concerned with the amount of homeless families in Ashtabula County began researching organizations that could help alleviate the situation. Becoming familiar with the services provided by Beatitude House in Youngstown, they sought to duplicate this successful program in their community. These citizens donated the money to open A House of Blessing Ashtabula. Since opening, we have relied on other sources of funding such as government grants, private foundations and special events. Your continued support of this project is vital to the long-term sustainability of this program. While we do receive a small amount from the state (\$50,200 per year) we were unable to secure funding through the Department of Housing and Urban Development (HUD) for this project.

This Beatitude House transitional housing program is the first and only of its kind in the area. A House of Blessing has been serving homeless families in Ashtabula for over 10 years. We change people's lives by focusing on empowering our participants to move from poverty to permanent housing and economic stability through education, counseling, and support services. There are currently ten transitional housing units (1, 2 and 3 bedroom apartments) that house up to 10 women and 10-14 children at any given time.

3. Experience of Applicant in administering the proposed services

Beatitude House has been providing housing and support services to homeless women for over 30 years, beginning with four units of transitional housing in Youngstown in 1991. Since then, the organization has expanded several times and has adapted to the changing needs of the community, all while staying true to the mission to serve homeless women and children. Currently, over 90 individuals, including 47 families are being served in Northeast Ohio by Beatitude House every day.

Beatitude House has received multiple government grants for the Mahoning County & Ashtabula locations for many years including HUD, ODOT, OHFA, ESG, CDBG and TANF. As compliance is key, Beatitude House employs a Government Programs Administrator to oversee all aspects of the grants. She consistently and promptly submits all required reports to document proper use of funds, as well as ensures that we are achieving our goals and meeting deadlines.

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

Since 2012, A House of Blessing Ashtabula (HBA) has served 152 women and 192 children. Our previous year's statistics provide the following data: we served 34 people, 16 adults, and 18 children. Of the sixteen (16) adults served, ten (10) adults reported domestic violence occurrences, including six (6) adults were fleeing a domestic violence situation at the time they moved into our homes. The majority of the sixteen (16) children were under the age of five (5). Research supports developmental stages are most fragile during birth to five years of age, and a stable living environment (free of domestic violence and poverty-related events) has a monumental impact on their lives immediately as well as throughout the developmental stages into adulthood.

Beatitude House's mission is to stabilize families and end the cycle of poverty and homelessness. The Ohio Balance of State (areas not in larger cities) Continuum of Care (COC) requires that 83% of participants transition to permanent housing. Ashtabula's House of Blessing (HOB) continues to meet and exceed the CoC's exit measures. As evidence, last year's reporting outcomes documents that 100% of program participants transitioned to permanent housing and more than 50% of those exiting the program increased their income.

Family reunification is a primary goal of this program. Many mothers of the program lost custody of their children temporarily due to being homeless, and were provided an opportunity for reunification once stable housing was secured. Consequently, our case managers work with the mothers and the CSB worker to facilitate reunification as soon as possible. During the past calendar year we had one client who completed treatment, obtained permanent housing, and was returned custody of her child. She also obtained gainful employment during her stay at Beatitude House.

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

We propose we will serve approximately 37 individuals during this grant period.

5. Applicants must provide a description, as well as supporting documentation of their monitoring and evaluation system. Describe how the Applicant measures their program or services' effectiveness and/or successes

Gathering and monitoring information keeps us engaged in the needs of our clients and provides resources to evaluate the effectiveness of our programs. Information is gathered and maintained throughout the family's participation at Beatitude House. Collateral information is tracked. Case plans are monitored and evaluated throughout the client's involvement. Statistical and demographic information is maintained in our program database and reviewed routinely.

Information is also logged into the national Homeless Management Informational System (HMIS) database that tracks certain goals and objectives created by The Department of Housing and Urban Development (HUD). While this program does not receive any HUD funds we do receive funding from the state through the Ohio Department Service Agency (ODSA) Supportive Housing Program. This program follows the same goals and objectives as HUD and we are required to report on our progress of these goals every six months.

Beatitude House also utilizes client satisfaction surveys for all transitional housing clients upon exit from the program. Information on the surveys is completely confidential unless the client requests assistance completing the survey from a staff member. Data collected through the surveys is compiled and the aggregated data is shared with members of the housing committee and the Ashtabula advisory committee and used to improve programing.

Beatitude House also utilizes a case management and database software system called *Apricot* that allows us to greatly increase our efficiency. The software is cloud based and HIPPA compliant. Currently we are using this system to directly input case notes. Recently we moved the client's Housing Stability Plan into the system and so it is more easily monitored by staff. In addition, all client outcomes will be tracked in the system allowing for easy report generation. Staff will be able to email clients through the secure system, which is beneficial when the client's phones are turned off and contacted is limited. Utilization of this software system will ultimately allow staff to work more effectively and efficiently with their clients.

Staff members are trained in motivational interviewing and have the ability to assess each case based upon their presenting needs. Obstacles and goals for program completion are identified upon entry into the program and are monitored weekly for modification (if needed) and progress. Interaction with clients is trauma-informed and has the flexibility to evolve.

Identified client barriers and obstacles are recorded and successful completion of goals are documented utilizing the new case management software.

Participant demographics including geographic area served and client characteristics are collected. The number of participants exiting to permanent housing and earned income at exit will be tracked.

Professional development opportunities are provided to all Beatitude House staff members, and all credentialed staff members secure Continued Education Units (CEU's) training according to their state licensing requirements. Beatitude House also reimburses staff for the cost of obtaining and renewing any licenses that are related to their job duties and responsibilities.

6. Days and hours program is available.

Our staff is available and services are offered during normal business hours but clients have access to a Beatitude House employee any time by utilizing a 24-hour emergency number that is monitored by staff on a rotating basis.

7. Provide source and amounts of any Federal, State or local funding received for provision of the proposed services within the past five (5) years and the unit rate applicable to each funding source.

Below is a list of our last 5-year funding sources. We do not assign a unit rate to the funding sources for this project. TANF funds for our housing program in Mahoning County uses the same unit type (one TANF eligible homeless person per night) for the unit rate of \$41.21.

Year	Grant	Amount
2018	Episcopal Church Diocese Ashtabula	\$5,000.00
2018	United Way Ashtabula	\$7515.00
2018	United Way Donor Designations	\$2592.00
2018	Ashtabula Foundation: Geneva Youth Philanthropy Board	\$750.00
2018	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600.00
2018	Ohio Dept. Services Agency (ODSA)	\$60,000
2018	Ashtabula Foundation	\$20,000.00 Roof Repair*
2018	Capri Cafaro	\$25,000 Roof Repair*
2018	Nassief Car Dealer and Toyota Match program	\$10,000 Roof Repair*
2018	Robert S. Morrison Foundation	\$20,000.00 Roof repair*
2019	Episcopal Diocese	\$5,000
2019	Ursuline Sisters of Youngstown	\$5,000
2019	Saybrook United Methodist Church	\$1,000
2019	Greg & Anne M. Stolfer	\$1,000
2019	Helen Nassief Family Trust	\$2016
2019	Paul & Tina Spingler	\$2,000
2019	Joseph & Mary Kay Delpriore	\$10,000
2019	Rick & Kimberly Ryel	\$2,000
2019	Zonta International	\$2,500
2019	Ohio Dept. Services Agency (ODSA)	\$54,360
2019	George & Elizabeth Pavlov	\$5,000
2019	Ashtabula Foundation: St. Johns Youth Philanthropy Bd.	\$600
2019	Ashtabula Foundation	\$4,500
2019	United Way Ashtabula	\$9,313
2019	United Way Donor Designations	\$1,431
2019	Masternick Foundation	\$20,000
2019	Dominion energy Charitable Foundation	\$2,500
2019	Raskob Foundation	\$20,000
2019	F Ralph & Mary T Fagert Foundation	\$2,000
2020	Ursuline Sisters of Youngstown	\$8,000
2020	Joe & Mary Kay Delpriore	\$10,000
2020	Helen Nassief Family Trust	\$1,000
2020	Capri Cafaro	\$3,000
2020	Frank Dixon	\$5,000
2020	David Stuart	\$2,000
2020	Philip Cracraft	\$1,000
2020	Tom & Mary Fleming	\$10,000
2020	Grand River Academy Youth Philanthropy	\$2,500

2020	Dominion Energy Charitable Foundation	\$2,500
2020	Robert S. Morrison Foundation	\$20,000
2020	Conrad Hilton Fund	\$10,000
2020	Ashtabula Foundation (COVID-19)	\$10,000
2020	Ashtabula Foundation: Zonta	\$1,000
2020	John & Denise York Foundation	\$5,000
2020	John D Finnigan Foundation	\$2,000
2020	Florence Simon Beecher Foundation	\$2,000
2020	Ohio Dept. Services Agency (ODSA)	\$54,360
2020	United Way Ashtabula	\$15,700
2020	UW – donor designated	\$1,703
2021	Ohio Dept. of Development (ODOD, formally ODSA)	\$54,360
2021	Halstead Family Trust	\$5,000
2021	Gloria Anderson	\$2,500
2021	George and Elizabeth Pavlov	\$10,000
2021	Kenneth & Kathleen Dimoff	\$10,000
2021	McMaster Car Supply	\$10,000
2021	Roger & Gloria Jones	\$5,000
2021	Community Foundation of the Mahoning Valley (Kennedy Fund)	\$10,000
2021	Community Foundation of the Mahoning Valley (Beeghly Fund)	\$5,000
2022	VFW Auxillary to Ashtabula	\$1,000
2022	Zonta Club of Ashtabula	\$1,500
2022	Greg & Anne Stolfer	\$1,000
2022	Paul & Tina Spigler	\$5,000
2022	United Way Ashtabula	\$14,300
2022	Conneaut HS Yough Philanthropy	\$2,000
2022	Robert S. Morrison Foundation	\$20,000
2022	Ohio Dept. of Development (ODOD, formally ODSA)	\$50,200

Section 3: B

State the history of the Applicant Organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.

Incorporated in August 1990, Beatitude House's founder Sister Margaret Scheetz had not planned to begin a program for homeless women and children. However, one night in 1988, she turned on the television and watched a made-for-television movie that changed her life and the lives of thousands of women and children. *God Bless the Child* told the story of a homeless woman who was forced by her circumstances to give up her daughter. Sister Margaret had a vision, and in 1991 Beatitude House was born in response to the recognizable and growing needs of single mothers in Youngstown. The program combined housing stability and supportive services to help residents permanently escape the cycle of poverty.

With the support of the Ursuline Sisters of Youngstown, Sr. Margaret worked to solicit funds to start a transitional housing program for homeless women. The program, A House of Blessing Youngstown, began with an anonymously donated home on the north side of Youngstown, which featured five total apartments— four for clients and one for the resident manager. Today, Beatitude owns and operates 47 housing units.

Financial support includes grants from local, state, and federal governments as well as private foundations, special events and private donor contributions. The main sources of funding for this program are the Ohio Department of Development and the Ashtabula County Jobs and Family Services (TANF).

In 2006, Beatitude House established its Permanent Supportive Housing program for homeless women with disabilities that prevent them from obtaining and maintaining stable employment. In 2018, our Northside of Youngstown transitional housing units switched to Permanent Supportive Housing (PSH). Our PSH program has a total of 17 onsite and 20 scattered site apartments throughout Mahoning County.

In 2012, A House of Blessing Ashtabula (HBA) opened after a group of residents, concerned with the growing plight of homeless women and children in the area, contacted Beatitude House of Youngstown to bring this successful program to Ashtabula. This transitional housing program is the first of its kind in the Ashtabula area. HBA serves homeless families by focusing on empowering women to move from poverty to permanent housing and economic stability through education, counseling, and support services. The women and children we serve are 'literally homeless' this is a term which means living in their car, coming from shelters or living in areas not meant for habitation. Beatitude House works to stabilize families and end the cycle of poverty and homelessness.

A House of Blessing Ashtabula features ten transitional housing apartments, a laundry room, women's group room, children's playroom, and office space. The program can serve 10 households including 10-14 children at any given time. Each apartment has private kitchen and bathroom facilities, allowing families to enjoy privacy in their own homes. By being in the same complex they can reap the benefits of learning from, sharing with, and supporting families in similar situations. Since 2012, HBA has served 151 households and 192 children with last year providing housing to 16 homeless families including 18 children. Of those served 4 households were considered to be "chronically homeless" including 2 families. All of the households were either living in a shelter or in a place not meant for human habitation such as an abandoned building or tent. One-third of the households were fleeing domestic violence.

In 2017, the Ursuline Sisters Scholars program became an additional program under the Ursuline Sisters Mission umbrella and expanded services to include the Ashtabula region in 2018. This program helps economically-challenged students and adult-learner parents obtain post-secondary education by providing essentials like gas money, transportation, food, and miscellaneous needs that contribute to barriers in education completion. We have expanded this program beyond traditional academic options that currently include trade schools in order to promote skill-building that translates into increased employment options for our program participants. help individual obtain a skill and can get through to a living wage sooner.

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

Beatitude House is part of the Ursuline Sisters Mission (USM) and is governed by their board as of the fall of 2021. The Ashtabula Advisory Committee is still active and meets quarterly. The Ashtabula Advisory Committee are members of the local community that dedicate their time and expertise to assist in making A House of Blessing Ashtabula a success. The committee members meet regularly and are involved in all aspects of the agency.

Ursuline Sisters Mission Board of Directors 2023-2024

Sr. Mary McCormick, Chair

Superior, Ursuline Sisters of Youngstown

Sr. Regina Rogers, Vice-Chair	Pastoral Associate, St. Edward (Youngstown)
M. Brigid Kennedy, Secretary/Treasurer	Chief Mission Officer, Ursuline Sisters
Frank Dixon	Partner & CPA, Cohen & Co (retired)
Sr. Mary Alyce Koval	Parish Leader, St. Luke (Boardman)
Patrick Lowry	Senior Advisor, U.S. Congressman Tim Ryan
Sr. Patricia McNicholas	Donor Relations, Ursuline Sisters Mission
Scott Schulick	First Vice President/Investments, Stifel
Shelia Triplett	Executive Director, MYCAP
Rev. Steve Zeigler	Pastor, St. Paul The Apostle Church

Ashtabula Advisory Committee 2023-2024

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

Ursuline Sisters Mission/Beatitude House Organizational Chart (see attached)

Due to continued development based on growth of the programs, Beatitude House recently adjusted its organizational structure. Beatitude House has been part of the Ursuline Sisters Mission (formally Ursuline Ministries) since its inception. This organization was established in 2017 to ensure the ministries started by the Ursuline Sisters of Youngstown would continue to stay true to the mission of Saint Angela Merici. On September 25, 2021, the Beatitude House Board of Directors formally met and voted to dissolve the board and permit Beatitude House's governance by the Ursuline Sisters Board of Directors.

Merici Housing, a small permanent supportive housing project in Mahoning County for homeless people living with HIV, was also a ministry governed by the Ursuline Sisters Mission Board. As part of the development, it was decided to merge all of the housing projects under Beatitude House. This new structure offers more flexibility and provide better services for all of our housing clients through shared resources and collaboration.

Brigid Kennedy, former chair of the Beatitude House Board of Directors, continues to serve as the CEO/President of both organizations and also as the Secretary/Treasurer of the Board. Members of the former Beatitude House BOD still serve in an advisory capacity as well as through various committees. Keshia Bales, who previously served as the Beatitude House Director, has been promoted to Chief Program Officer for Ursuline Sisters Mission. Additionally, Whitney Washington-Suber, former Director of Housing and Support Services, has been promoted to Beatitude House Director. For further details, please see the attached document for the full organizational chart.

Section 3: C

1. An explanation of qualified staff associated with the proposed service must be provided, as well as, job descriptions for all positions addressed in the program description and budget in order to demonstrated an acceptable level of staff experience and capabilities in performance of the proposed service.

Brigid Kennedy is the President/CEO of Ursuline Sisters Mission/Beatitude House, and is highly qualified for this position. She has a Bachelor of Arts in Humanities as well as a Master of Business (MBA) degree. She also holds an Executive Certificate in Leadership and Management from the University of Notre Dame.

Keshia Bales is the Chief Program Director for Ursuline Sisters Mission. The Chief Program Director for Ursuline Sisters Mission (USM) provides oversight to the Program Director of Beatitude House, along with the Directors of USM's Adult Education and Children's Program. The Chief Program Director works closely with the CEO to ensure the programs reflect the charism of the Ursuline Sisters of Youngstown while promoting and enhancing service delivery and programming of the agency. The Chief Program Director also provides human resources support across the programs through careful selection of appropriate staffing; fosters communication amongst ministry programs; and assists with implementing all agency policies and procedures. Keshia is expertly-qualified for this position. She has served Beatitude House for over ten (10) years, starting as an intern and working her way up to Director. Due to her commitment and expertise, she has recently been promoted to her new role across all USM ministries. She has a Master's Degree in Social Work and is a Licensed Independent Social Worker.

Here is a list of other key staff members and their job descriptions:

Director – Whitney Washington Suber has recently been promoted to this position. Previously Whitney served as the Director of Housing and Supportive Services, while providing supervision to the support staff. Further, she continues in assisting with planning, implementing, and further developing the housing program. Whitney has prior case management and supervisory experience within our housing program as well as additional experiences in providing services to those with substance use disorders and mental illness. This is especially helpful while working with the population we serve. Whitney has a Master of Social Work Degree and is a Licensed Social Worker, which equips her with the needed education to provide intensive supervision to support team staff and program development and advancement.

TITLE: Director

PROGRAM: All Programs

CLASS: Full-Time Exempt

PURPOSE AND POSITION SUMMARY

The Director plans and coordinates all services and programming to assure the personal growth of each family member in the Beatitude House programs. The Director represents the professionalism and dedication that is associated with Beatitude House and the Ursuline Sisters.

ACCOUNTABILITY

The Director is accountable to the President of Ursuline Sisters Mission.

RESPONSIBILITIES

To present a public image that is consistent with the mission and goals of Beatitude House and Ursuline Sisters Mission, the Director will:

- Integrate the mission and values of Beatitude House into the operations of the Ursuline Sisters Scholars, Housing, and Immigrant Outreach programs
- Provide leadership and promote a positive work culture among staff members
- Maintain, further develop, and carry out all policies and procedures of Beatitude House
- Participate in scheduled board meetings and committees as requested

- Carry out public relation activities in a professional manner
- Provide representation at meetings of groups or organizations with focus similar to the goals of Beatitude House and in the civic community
- Establish positive partnerships with area resource providers
- Abide by code of professional ethics
- Ensure ongoing evidence-based training and development for all staff members

To provide the necessary services for the growth of our staff and clients the Director will:

- Coordinate with the President of Ursuline Sisters Mission in establishing consistent support service standards while training and holding support service staff accountable for meeting standards
- Continually explore and integrate new evidence-based practices and new programming when appropriate
- Support program and department directors in the pursuit of their professional development and in supporting the staff they supervise

To support the long-term viability of the organization the Director will:

- Ensure all performance measures are being met across programs
- Monitor and maintain the agency database and provide reports as needed
- Remain knowledgeable regarding national and local trends in the areas of housing for the homeless
- Lead broad planning processes within the agency and monitor progress
- Provide leadership in the development of new programs
- Provide for evaluation of all programs
- Supervise the documentation of events that might have legal ramifications or be necessary in order to assist clients
- Cultivate donor and community partner relationships that will support Beatitude House programs and operations

QUALIFICATIONS

Masters degree in social work or equivalent with LISW or LPCC preferred
 Excellent leadership skills
 Subject matter expertise in the agency programs and services
 Skilled in communication
 Good interpersonal skills
 Good organizational skills
 Ability to work independently
 Willingness to be versatile
 Capable of making decisions
 Experience in utilizing community resources
 Valid Driver's License
 Ability to climb stairs
 Dedicated to ongoing personal and professional growth

Government Programs Administrator: Teresa Boyce currently serves in this position and brings a wealth of experience in serving through various roles over the course of more than twenty (20) years. She has faithfully

served the mission of Beatitude House and its families through key roles which include: Development Director, Operations Manager, and Co-Director. Currently, she manages government grants as well as many other projects.

TITLE: Risk Manager/Government Programs Administrator (RM/GPA)

PROGRAM: Beatitude House/Ursuline Sisters Mission (USM)

CLASS: FT Exempt

Reviewed/Revised: 6/30/2022

PURPOSE AND POSITION SUMMARY

The role of the Risk Manager is to assist the USM president and lay leadership team with risk assessment, compliance, and policies. The role of Government Programs Administrator is to serve as resource to Beatitude House for all government grants and relations.

ACCOUNTABILITY

The Risk Manager/Government Programs Administrator is accountable to the USM President.

RESPONSIBILITIES

To ensure the mission and purpose of USM is carried out, the RM/GPA will

- Carry out the policies and procedures of USM and Beatitude House
- Publicly represent the interests and values of USM
- Participate in activities that advance and improve the viability of all sponsored ministries, such as fundraising events and resource developing/sharing

To assure that USM minimizes the risk of lawsuits or noncompliance, the Risk Manager will

- Meet with the president and other leaders as requested to identify potential areas of risk, including policies and procedures, property, and legal issues
- Assist the president and other leaders with correcting/mitigating compliance and risk issues as identified, which may include policy and procedure revisions, property remediation, legal issue research/liaison to agency attorneys, and housing compliance recommendations
- Ensure proper documentation occurs in the following areas by a representative of each entity; assist in this process where appropriate
 - Annual policy & procedure review
 - Annual "vehicle use" policy signed and current driver's license and insurance on file
 - Annual "conflict of interest" and "confidentiality" statements signed
 - Background checks & VIRTUS training for all new employees and volunteers and every five years for current employees completed

Additionally, for Beatitude House

- Serve as the resource person for Worker's Compensation claims, including communication with the Diocese of Youngstown
- Oversee all utility contracts and usage
- Complete special projects as requested, particularly related to operations

To assure compliance with and sustainability of all government grants for Beatitude House the Government Programs Administrator will

- Work with the Finance Director to prepare budgets for government grants

- Work with the Development Director, program staff and the Finance Director to compile, complete and submit all government grants
- Prepare and submit all government reimbursement requests and reports
- Keep current on all relevant government requirements and regulations
- Attend the annual Housing Summit and other trainings
- Track annual Fair Housing training by required employees
- Ensure all furniture and appliances purchased with government funds are properly tagged, logged, and tracked.
- Prepare for and participate in any government monitoring visits or program audits
- As requested, assist the property manager with government funded capital projects, program policy & procedure reviews, program material review
- Serve as the HMIS coordinator
- Represent Beatitude House with the Homeless Continuum of Care in Mahoning & Ashtabula Counties.

QUALIFICATIONS

- Bachelor's degree in business or finance
- Three to five years experience in management
- Demonstrated ability to analyze data
- Ability to communicate well both verbally and in writing
- Good interpersonal relationships
- Good organizational skills
- Leadership qualities
- Ability to work independently
- Capable of making decisions
- Philosophy consonant with that of Beatitude House

Property Manager: Kisha Pierce. Kisha has a great deal of experience working with homeless and other disadvantaged women and children, serving as a case manager for several programs. She served as a Case Manager for Beatitude House since 2015 and now serves as the Property Manager. She also served as a Property Manager for a housing program in alliance. She is very familiar with working with government agencies since both programs are HUD funded.

TITLE: Property Manager
PROGRAM: All Housing Programs
CLASS: Full-Time, Exempt
Reviewed/Revised: 6/17/2022

PURPOSE AND POSITION SUMMARY

The Property Manager serves as the landlord for all Beatitude House and Ursuline Center affiliated properties or properties that Beatitude House or the Ursuline Center leases. The Property Manager represents the professionalism and dedication that is associated with Beatitude House, the Ursuline Sisters, and the Ursuline Center.

ACCOUNTABILITY

The Property Manager is accountable to the Directors of Beatitude House and Merici Housing.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House & Merici Housing is accomplished, the Property Manager will:

- Carry out all policies and procedures
- Serve on designated Board committee(s), as requested
- Participate in scheduled Director's meetings
- Participate in Continuum of Care meetings and committees when requested
- Carry out public relations activities in a professional manner
- Establish positive relationships with landlords and maintenance vendors
- Provide supervision of maintenance and operations related staff as requested
- Abide by code of professional ethics
- Maintain professional growth through personal study, continuing education and professional networking
- Coordinate with Support Staff to enhance program delivery.
- Schedule and attend annual Fair Housing training for all housing staff
- Provide services as requested by the Directors

To ensure all tenants have safe, affordable housing, the Property Manager will:

- Serve as a subject matter expert in all HUD and other property related regulations
- Exhibit strong leadership and decision making skills and the ability to implement creative, proactive solutions in the best interest of our clients and the agency
- Collaborate with other staff members to ensure grant compliance and excellent service to our clients
- Maintain communication and agreements with landlords in units where Beatitude House or the Ursuline Center owns the lease and we sub-lease to a program participant
- Determine rental amount to be paid by tenants based on proper documentation from case-managers, according to HUD guidelines
- Conduct or oversee the distribution of documentation notifying tenants of annual recertification, rent due, and all other property related correspondence.
- Review each tenant's annual recertification materials, ensuring all required documentation for rent calculations is included
- Address lease violations with clients
- In consultation with the Director, initiate Notice to Vacate for tenants in violation of lease agreement
- Coordinate with agency attorneys as needed regarding move out notices and evictions
- File evictions as a last resort after implementing eviction prevention strategies
- Arrange for the Quality Housing Inspections of all units
- Perform the Environmental Review, if necessary, or delegate and supervise the task
- Perform move-in and move-out inspections for each unit
- Perform regular inspections for all units

In addition the Property Manager will:

- * Signs all lease agreement on behalf of Beatitude House for scattered site units
- * Oversee all sub-leases
- * Oversee all maintenance related projects that are the responsibility of Beatitude House
- * Work with the Site Administrator and/or Operations Assistant to monitor and track rental payments made by tenants.

- * Adhere to all financial process guidelines for security deposits and payments of rent and utility allowances in alignment with the internal controls
- * Proactively advise the Director of Beatitude House of program needs and improvements requiring funding for effective utilization of our resources

To ensure the long term sustainability of all buildings owned and operated by Beatitude House and the Ursuline Center, the property manager will:

- Work with the maintenance director to create and implement a preventative maintenance & capital repairs and improvement plan
- With the maintenance director, keep all building and maintenance logs up to date
- Work with vendors to ensure quality service
- Review all maintenance & operations contracts annually

QUALIFICATIONS

Required: High school diploma or equivalent, at least 2 years property management experience, knowledge of fair housing regulations, excellent communications & leadership skills, and the ability to work independently. A valid driver's license is also required.

Preferred: Bachelor's Degree in business management, real estate or related field, experience in working with HUD subsidized housing projects. Experience in a supervisory role.

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

TITLE: Finance Director
 Ursuline Sisters Mission Administrative Office
CLASS: Exempt
Reviewed/Revised: 6/30/22

PURPOSE AND POSITION SUMMARY

The Finance Director is responsible for executing or overseeing all the activities of the finance office of Ursuline Sisters Mission and its related corporations, including but not limited to preparation of financial reports, analysis allocation of program grants, payment of bills and the collection of all receivables. The Finance Director presents to the public the professionalism, dedication and a caring attitude that is associated with Ursuline Sisters Mission.

ACCOUNTABILITY

The Finance Director is accountable to the Ursuline Sisters Mission President

RESPONSIBILITIES

To ensure the efficient operation of the Finance Office and sound fiscal management of Ursuline Sisters Mission and its related corporations, the Finance Director will:

- Prepare monthly financial reports, including balance sheet, profit and loss statement and other reports for the Finance Committee and Board
- Participate in Finance Committee Meetings as needed
- Comply with federal, state, and local financial legal requirements
- Keep apprised of current legislation and compliance requirements, and advise management accordingly
- Prepare special financial reports as needed by program or development staff
- Analyze and summarize account information; monitor status, trends, and actuals to budget; and prepare forecasts as needed
- Work with Directors to prepare the annual budget
- Work in collaboration with the Directors and Development team on grant proposals, allocations, and compliance
- Actively collaborate as a member of the administrative team to assure coordination of and efficiency in financial matters
- Assure internal controls are followed and reviewing annually
- Ensure accounting records are accurate, complete and in accordance with generally accepted accounting principles
- Prepare asset, liability, and capital account entries
- Monitor and control account receivables and disbursements
- Oversee payroll process and benefits enrollment
- Provide orientation to financial policies, procedures, and forms to new employees as appropriate
- Prepare materials for and participate in the annual audit as needed
- Supervise bookkeepers
- Perform any other duties as deemed necessary by the Ursuline Sisters Mission president

QUALIFICATIONS

Bachelor's degree and three years experience in accounting, corporate or non-profit finance; CPA preferred
 Proficient in QuickBooks and Excel
 Supervision experience preferred
 Excel at communicating financial information well both verbally and in writing
 Ability to manage time well and meet deadlines

ATTRIBUTES

Flexible
 Ethical/discreet
 Strong problem-solving skills
 Attentive to detail
 Mission oriented

Site Administrator –Our current Site Administrator, Stacy Cole, has over 20 years of management experience, as well a 10-year background in direct client care. She has extensive experience working to help disadvantaged and disabled individuals build confidence to create a better, more stable future.

TITLE: Site Administrator
PROGRAM: House of Blessing, Ashtabula
CLASS: Full-time – Non-Exempt

Reviewed/Revised: 6/17/2021

PURPOSE AND POSITION SUMMARY

The Site Administrator is responsible for the day-to-day property and administrative operations of the Transitional Housing Site. The Site Administrator presents to the public the professionalism, dedication and a caring attitude that is associated with Beatitude House and the Ursuline Sisters of Youngstown.

ACCOUNTABILITY

The Site Administrator is accountable to the Property Manager.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House is accomplished, the Site Administrator will:

- Serve as the overall liaison and the “face” of the site, administrating the day-to-day operations
- Demonstrate hospitality during communications with all people interacting with the site (answering phone calls, greeting visitors and tenants, accepting donations, providing site tours, etc.)
- Review, coordinate and train volunteers at the site
- Help coordinate and be present for site related events, including enrichment and holiday activities, in coordinator with Support Service Specialist
- Attend community meetings and events as requested
- Prepare Incident Reports as needed
- Assist with carrying, answering, and responding to the emergency phone as requested
- Assist with public relations in Ashtabula County as requested
- Assist Property Manager in all other duties as assigned

To ensure the efficient fiscal and administrative operation of the offices, the Site Administrator will:

- Carry out all policies, procedures and financial protocols of Beatitude House
- Approve small purchase requests in maintenance related areas of the budget
- Send invoices to the accounting office in a timely manner
- Maintain appropriate financial records
- Prepare and maintain paperwork for budget requests
- Log donations, send acknowledgements, and make deposits promptly per policies
- Maintain site petty cash and gift card log
- Make site related purchases as needed (office, client related, maintenance related, etc.)
- Manage rent records, notices, and deposits, assisting the Property Manager

To ensure the building and all property of Beatitude House is secure and well maintained and that the site is able to support residents and staff, the Site Administrator will:

- Coordinate day-to-day maintenance
- Provide daily supervision to site custodial/maintenance worker
- Assess any site or maintenance emergencies and alert the proper staff
- Call out maintenance vendors for service/repair as requested by the Property Manager
- Assist with conducting inspections of the apartment and building
- Work with the property manager and maintenance staff on long-term maintenance and capital needs
- Monitor all security cameras and document unusual or suspicious activity as needed
- Maintain documentation of security issues and important interactions with tenants and alert property manager if need be
- Ensure that all security features are working properly

- Track security fobs, disabling them as needed
- Maintain a log of all keys given and returned/lost
- Coordinate all apartment turnovers with maintenance and support staff to ensure a quick transition to the next tenant (goal is within 2 weeks)
- Stock apartments for new tenants in coordination with the Support Service Specialist
- Track site vehicle maintenance and take vehicle for maintenance and repair appointments

To support the overall program operations at the site the Site Administrator will:

- Oversee the organization of gift-in-kind donations and apartment supplies, turning over donations quickly and ensuring site remains free of clutter
- Assist Support Service Specialist in crisis related situations
- Participate in team meetings with clients as needed
- Post information and host tenant related meetings to address questions, concerns, and provide reminders as needed
- Assist with Move In, Annual Recertification, and Exit related paperwork as requested

QUALIFICATIONS

- High school diploma, GED
- Bachelor's degree in social work, business, management, real estate or related field preferred
- Clerical skills with experience in bookkeeping
- Experience in property management preferred
- Experience in social service setting preferred
- Diversity or Poverty Training preferred
- Proficient in Microsoft Office, Excel
- Attuned to details
- Excellent organizational and communication skills
- Ability to work independently
- Ability to carry up to 25 lbs. and walk stairs
- Knowledgeable in ODSA/HUD regulations or willing and capable of learning.

.....

Support Service Specialist (Case Manager) - Tammy Weatherbee, our our Support Service Specialist in Ashtabula, has the perfect combination of education, experience and a caring, compassionate nature that helps her provide a comfortable environment to connect with our program participants. Weatherbee has a Bachelor's degree in special education and is a certified Family Self Sufficient Case Management Specialist. She has extensive experience working with disadvantaged populations, especially homeless and low income.

TITLE: Support Service Specialist
PROGRAM: Transitional Housing
JOB CLASS: Full-Time, Non-Exempt
 Revised: 6/29/2021

PURPOSE AND POSITION SUMMARY

The Support Service Specialist provides case management services to individuals and families who are experiencing disabling conditions and homelessness to obtain and maintain housing with supportive services. Once housed within the TH program, the Support Service Specialist empowers the household with skills for

greater independence in the areas of goal setting, parenting, finance, employment, education, and housing stability. The Support Service Specialist is responsible for proper assessment of client needs, providing individual and group interventions, collaborating with other providers and evaluating each client's progress toward goal attainment. The Support Service Specialist represents the professionalism and dedication that is associated with Beatitude House.

ACCOUNTABILITY

The Support Service Specialist is accountable to the Director of Housing & Supportive Services.

RESPONSIBILITIES

To ensure the mission and purpose of Beatitude House is accomplished, the Support Service Specialist will:

- Carry out all policies and procedures of Beatitude House
- Participate in staff meetings, as scheduled
- Delegate tasks to interns, as needed
- Establish positive partnerships with area resource providers
- Abide by code of professional ethics
- Participate in public relations activities as requested by the Housing Program Director
- Maintain professional growth through goals set annually
- Prepare Incident Reports on situations that may have legal and/or organizational ramifications
- Carry the on-call phone as requested
- Stay updated on all government and grant regulations
- Provide support services to other agency programs as needed
- Provide any other services as requested by the Director of Housing and/or Director

To ensure program compliance with all grant and organizational regulations for client eligibility, the Support Service Specialist will:

- Coordinate referrals from CEARS and assess clients based on TH eligibility guidelines and barriers to housing
- Facilitate program admission, completing all required intake documentation and updates in HMIS
- Collaborate with Property Management during the move in process

To carry out housing stability planning with clients, the Support Service Specialist will:

- Schedule and meet with the clients regularly in the office and their homes
- Facilitate group meetings with clients and provide education on basic life skills
- Develop goals with clients and document client progress using the Housing Stability Plan
- Implement evidence based interventions with clients, including harm reduction, motivational interviewing, and strengths-based approaches
- Assist clients with removing barriers to independent housing
- Provide information, education, interventions and referrals related to the needs of the children in the household
- Provide referrals and coordinate services with other providers while monitoring involvement
- Document goals, interventions, and accomplishments in records and databases
- Maintain current, up to date documentation of all case related activity
- Collaborate with other site staff on event and program planning for clients

- Provide transportation for participants, as needed

To facilitate a client's transition to ongoing permanent housing and ensure continuity of care, the Support Service Specialist will:

- Continually assess when supports are no longer needed to maintain housing
- Assist client with appropriate housing referrals and ongoing community resource referrals
- Complete exit documentation and enter into databases
- Continue supportive contact for up to six months after a household's exit

QUALIFICATIONS

- Bachelor's degree in social work or equivalent field
- LSW or LISW and two years of client-related services preferred
- Excellent communication skills & versatility
- Have a positive attitude that promotes the values of Beatitude House
- Ability to work independently, yet seek supervision when necessary
- Capable of making decisions
- Proficient in crisis management
- Experience in providing individual and group services to clients
- Experience in utilizing community resources
- Adept with technology, including databases
- Dedicated to ongoing personal and professional growth
- Valid driver's license and insurance
- Ability to walk up stairs

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

TITLE: Support Service Coordinator

PROGRAM: Housing Programs

CLASS: Full-Time, Exempt

PURPOSE AND POSITION SUMMARY

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

ACCOUNTABILITY

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

RESPONSIBILITIES

To ensure the mission and purpose of support services is accomplished the Support Service Coordinator will:

- Oversee the day to day operations of supportive services and ensure agency mission, values, evidence based practices and trauma informed approaches are demonstrated during service delivery
- Oversee the development of the housing program, continually exploring new evidence-based practices and implementing new programming when appropriate
- Coordinate with staff and community resources to facilitate group sessions
- Plan special events and projects which encourage client engagement
- Represent Ursuline Sisters Mission & Beatitude House at local meetings, including housing continuum and committee meetings
- Participate in Board Committee meetings as requested
- Carry out all policies and procedures of the agency
- Participate in scheduled Directors' meetings
- Carry out public relations activities in a professional manner
- Abide by code of professional ethics
- Maintain and further develop case management software
- Oversee the emergency phone operations and provide supervision as needed
- Carry the on call phone on an as needed basis (volunteers are considered first)
- Complete all other duties as requested by the Agency Directors

To promote the professional growth of support staff and ensure service is delivered in a professional way, the Support Service Coordinator will:

- Ensure ongoing training and development opportunities are available
- Train for and promote the use of evidence-based practices
- Ensure staff are trained on how to use agency databases and provide support for HMIS
- Coordinate and facilitate staff meetings at each site
- Provide scheduled individual and group supervision sessions
- Maintain proactive contact with outside agencies, provide information on new agencies and hold team meetings when appropriate to help facilitate resource knowledge
- Establish and communicate consistent support service standards and hold staff accountable for meeting standards
- Review documentation of staff on a weekly basis and enforce documentation guidelines
- Supervise college interns and/or Americorps workers, as requested
- Consistently collaborate with property management staff and with Ministry Directors
- Facilitate meetings between support and property management as needed to enhance service delivery
- Provide corrective action to employees as needed

To ensure continuity of care for our clients the Support Service Coordinator will:

- Ensure the needs of the children living in the housing programs are being met by staff
- Oversee the development of life skills and goal setting aspects of the programs
- Collaborate with Property Manager and ministry Directors to reach client and agency goals
- With staff, regularly evaluate the progress of each client
- Attend case management meetings with staff and client periodically to assess client progress towards goals and adherence to program guidelines

- Supervise coordinated entry services, client move in process and facilitate move ins with coordination with property management staff
- Supervise client exit process, offering feedback to staff as necessary

To support the administrative aspect of support services, the Support Service Coordinator will:

- Review all agency databases and run reports on a monthly basis
- Work with staff members to improve data quality as needed
- Ensure all performance measures are being met and create a plan to meet standards if they are not met
- Work with the Government Programs Administrator to ensure grant compliance for all government grants and provide information as requested
- Supervise and hold staff accountable for the documentation of events that might have legal ramifications
- Assist with gathering housing documentation as requested (grant reports, legal issues, etc.)
- Maintain petty cash and agency gift card logs, if requested
- Provide service related statistics as requested

QUALIFICATIONS

Masters degree in social work or equivalent field
LISW preferred
Excellent leadership and supervision skills
Subject matter expertise in the agency programs and services
Good communication, interpersonal & organizational skills
Ability to work independently
Willingness to be versatile
Capable of making decisions
Experience in utilizing community resources
Dedicated to ongoing personal and professional growth
Valid Driver's License
Ability to climb stairs

2. Provide a description of your organization's employee training requirements.

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

Staff members also attend the annual Housing Conference in Columbus put out by the Coalition on Housing and Homeless in Ohio (COHHIO)

Staff members who are currently working on their education are also encouraged to take advantage of a scholarship specifically for employees.

Also, each new staff member has a 30-day training program to fully understand the agency, its goals and how each department/facility works to improve the lives of our clients. The outline of the new hire training program is below.

Orientation/Training Program

New employee receive a very thorough orientation that includes orientation to the history and mission of Beatitude House and the Ursuline Sisters Mission. They also learn about the values and philosophy of both organizations. All staff members, regardless of their job title and/or their site, participate in a 30-day orientation process so they have a better understanding of the organization as a whole and not just their part. They meet all of the directors as well as visit the other sites.

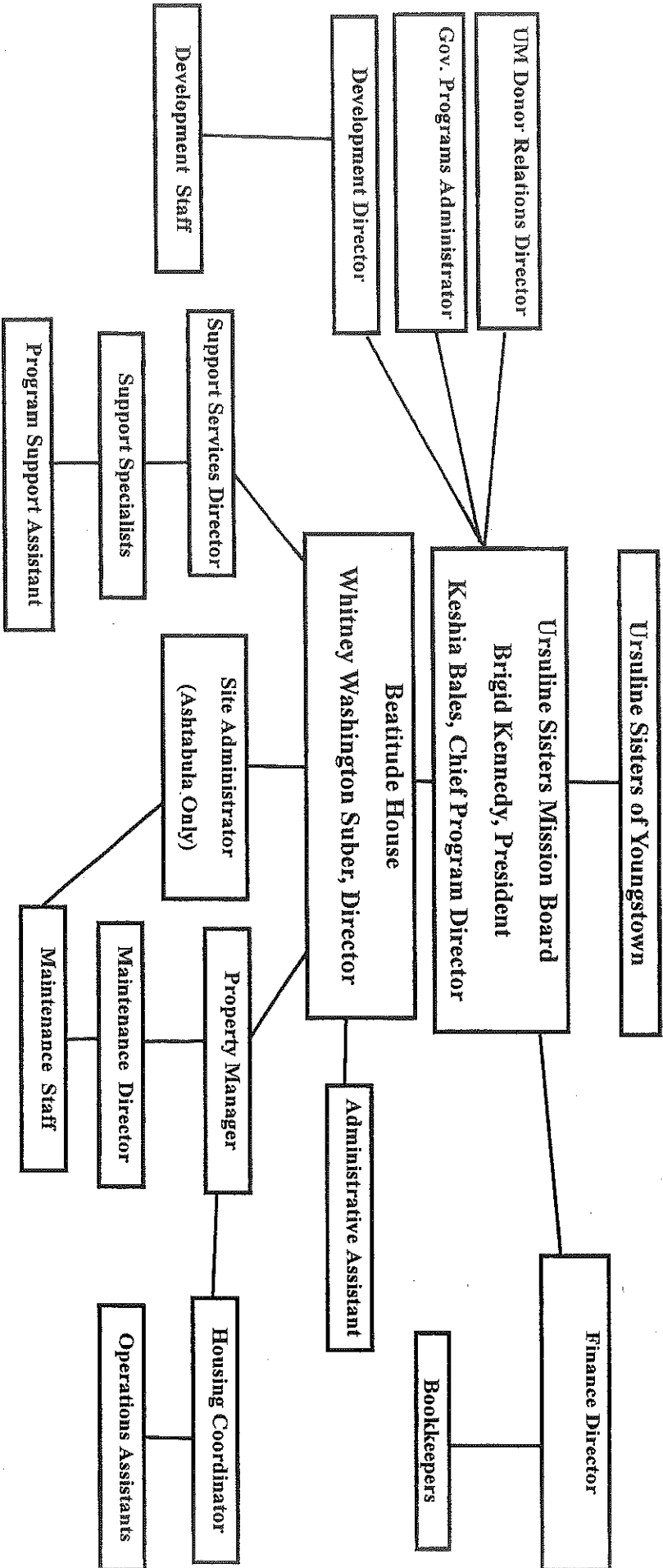
Beatitude House

30-Day New Hire Orientation Process

The 30-Day Orientation Process is designed to help acclimate the new team member to the agency, introduce them to at least one team member in each department, shorten the learning curve and to increase their knowledge and comfort level with overall agency operations. Each department has a detailed list of items that must be covered.

1. During the first day of employment, the Director will review the 30-Day Orientation Process with the new team member.
2. The new team member will request to share calendars with each team member on the checklist and schedule meetings with each of them throughout the first 30-days.
3. Each team member will review the items on their department specific checklist with the new hire during the meeting and then initial the checklist.
4. When all meetings are complete, the new hire will turn-in the initialed and signed checklist to the Director for their personnel file.

Beatitude House Organizational Chart



Ursuline Sisters of Youngstown (501c3)

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

Ursuline Sisters Mission (501c3)

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

Sisters' Services/
Motherhouse
Operations

Ursuline Preschool
& Kindergarten
200+ students ages 2
through Kindergarten

Education Outreach

Ursuline Sisters
Scholars
Providing mentorship, support &
financial assistance to 30+ first-
generation college students in 3
counties

Immigrant
Outreach
Providing English language
classes and other vital resources
for 30+ newcomers & refugees
and their families

USM Children's
Programs
Providing tutoring, enrichment,
life skills, support & advocacy
for 200 at-risk children

USSL (501c3,
supp org to USY)
**Senior Housing
Community**
Currently: 21
independent living
apartments
Future plans: 44-57
Assisted Living suites

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

Beatitude House
(501c)

Supportive Housing
Programs in Mahoning &
Ashabula counties

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

Ursuline Center
(501c3)

HIV/AIDS Ministry
Clinic, Café & Pantries

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

Exhibit III

**Section 4
Applicant Budget
Attachment B**

**Applicant Budget
Summary**

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

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

Budget Computation

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

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

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

II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 1,500.00	\$ -
Cleaning Supplies	\$ 1,500.00	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ 3,000.00	\$ -

II. C. Occupancy Costs

	Entire Program	TANF Program
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	\$ 3,600.00	\$ 1,000.00
Electric	\$ 11,000.00	\$ 1,000.00
Water	\$ 8,500.00	\$ 1,000.00
Telephone	\$ 2,500.00	\$ -
Sewer	Included with water	Included with water
Other (<i>Security</i>)	\$ 1,500.00	\$ -
Other (<i>identify</i>)		
Total Occupancy Costs	\$ 31,900.00	\$ 3,000.00

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

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

II. E. Other-Miscellaneous

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

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

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

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery



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: **BEATITUDE HOUSE**
Date: **9/8/2023 10:29:37 AM**

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

<u>Name/Organization</u>	<u>Address</u>
Beaver, Chris	110 State Route 56 NW

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

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

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

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

Signature Page

Agreement Title: JFS Contracts 2023

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

Approved as to Legal Form Only:



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

Date: 9/6/23

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2023 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **\$12,500.00**, and free from any previous encumbrances.

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

DocuSigned by:


181E4CE35A6C459

David Thomas
Ashtabula County Auditor

Date: 9/15/2023

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

DS
PJA

9/12/2024

Patrick J. Arcaro, Executive Director

Date

Presented by:

Julie Carlo, Fiscal Specialist, ACJFS; phone 994-2065.

Proposed Agenda Date:

September 24, 2024

Brief Description of Item and Recommendation:

Attached is a FY 2024 TANF Sub-Grant Agreement #24-1003-TANF, Amendment #1; amendment for Beatitude House funded by Temporary Assistance for Needy Families, which provides a Transitional Housing Program to TANF eligible clients. The amendment adds TANF funds in the amount of \$5,000.00.

Name and Address of Provider(s):

Beatitude House
3404 Lake Avenue
Ashtabula, Ohio 44004

Cost (include where funds are coming from):

\$ 50,000.00 = FY 2024 TANF Fund for Sub-Grant #24-1003-TANF
+ 5,000.00 = FY 2024 TANF Fund for Sub-Grant #24-1003-TANF (Amendment #1)
\$ 55,000.00 = Total TANF Funds for FY 2024

Term (beginning and ending date, if applicable):

FY 2024 ~ October 1, 2023 to September 30, 2024

**TANF Services Subgrant Amendment
Amendment # 1 Subgrant Agreement # 24-1003-TANF**

An amendment to the Subgrant Agreement between the Ashtabula County Job and Family Services (Grantor) and Beatitude House located at 3404 Lake Avenue, Ashtabula, Ohio 44004 (business mailing address: 238 Tod Lane, Youngstown, Ohio 44504) (Subgrantee) to provide Transitional Housing for individuals determined eligible for these services which was entered into on the 1st day of October 2023.

I. Article V- Amount of Grant/Payments:

This amendment increases Transitional Housing Program funds for the period 10/01/23 – 9/30/24 in the amount of \$5,000.00 from \$50,000.00 to \$55,000.00.

DocuSigned by:

Signatures:



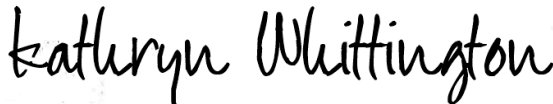
FB74060D0EAC4B8...
Patrick J. Arcaro, Executive Director
Ashtabula County Job & Family Services

9/12/2024
Date



9C6FC2AE4FDB4C9...
Teresa Boyce
Beatitude House

9/12/2024
Date

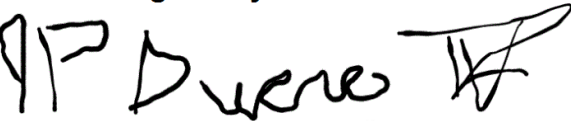


72C9CAG40E3D4A8...
Kathryn Whittington

9/30/2024
Date



DE6154C9E1DA44C...
Casey Kozlowski



8CC3D2025A6D44F...
Ashtabula County Board of Commissioners

Approved as to Legal Form Only:



Colleen M. O'Toole
Ashtabula County Prosecutor

9/10/24
Date

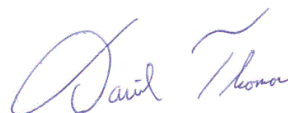
FISCAL OFFICER'S CERTIFICATE

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: **2006.030.100-601 Contract Services**, not to exceed **\$5,000.00**, and free from any previous encumbrances.

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

DocuSigned by:



181F4CE35A6C459...

David Thomas
Ashtabula County Auditor

Date: 9/12/2024