

RESOLUTION APPROVING TANF SERVICES CONTRACT AMENDMENT FOR THE FINANCIAL LITERACY PROGRAM, ACDJFS CONTRACT NO. 25-1005-TANF

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

Original Contract Date: October 1, 2024 **Contract No.** 25-1005-TANF

Provider: Catholic Charities of Ashtabula County, 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.

Service: Amendment to TANF contract, increase funds.

Amendment: Article 1- VI Availability of Funds
Increases available funds for 10/01/2024 – 09/30/2025 in the amount of **\$2,808.30**

Total available funds increase by **\$2,808.30 to \$9,548.30.**

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

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-283

June 17, 2025

**RESOLUTION APPROVING TANF SERVICES CONTRACT AMENDMENT FOR THE
FINANCIAL LITERACY PROGRAM, ACDJFS CONTRACT NO. 25-1005-TANF**

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

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

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 2024 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 Catholic Charities of Ashtabula County, located at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004 and whose phone number is: 440-992-2121 (hereinafter referred to as the "Subgrantee") to provide Financial Literacy Program 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 Catholic Charities of Ashtabula County.
- C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and
- D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT 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 SUBGRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 2024, through September 30, 2025, 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 subgrant agreement is in the total amount of: \$ 6,740.00

The unit rate is: \$ 62.41 per hour of service.

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

Federal Award Project Description: FFY 2025 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, 2024

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: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.
- C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

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.

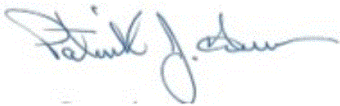
- G. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this agreement to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR, Part 84) and all guidelines and interpretations 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

9/6/2024

Date

DocuSigned by:



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Catholic Charities of Ashtabula County

9/6/2024

Date

Signed by:



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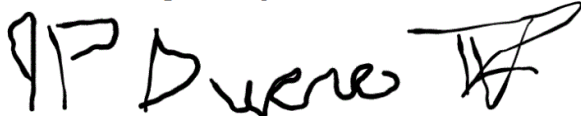


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9/9/2024

Date

DocuSigned by:



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Ashtabula County Board of Commissioners

Approved as to Legal Form Only:



Colleen M. O'Toole
Ashtabula County Prosecutor

9/04/24
Date

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 14, 2024

RFP Number:

ACJFS RFP #2-24

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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: 6-14-24
RFP Question Period Begins	Date: 6-14-24
Pre-Proposal Conference	Date: 6-24-24 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-24 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-11-24 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-24

Pre-Proposal Conference:

A pre-proposal conference will be held on **June 24, 2024 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 by **4:00 p.m. on 6-24-24** to:

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

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 7-11-24 and clearly marked with the applicant’s name, address and RFP number:

ACJFS RFP #2-24

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, 2024.

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: Catholic Charities of Ashtabula County – Financial Literacy

ADDRESS: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004

PHONE: 440-992-2121 FAX: 440-992-5974

SERVICE SITE (if different than above): N/A

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill Valentie


PROGRAM COORDINATOR: Alice Harden EMAIL: Aliceh@doyccac.org

FISCAL CONTACT: James Herschel EMAIL: jherschel@youngstowndiocese.org

TERMS AND CONDITIONS

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

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Jill Valentie SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/9/24

Section 3
Program Planning and Development

Financial Literacy Program

*CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24*

Section 3 – Financial Literacy Program TANF Program Program Planning and Development

A. Program Description

Proposed service

The Financial Literacy Program at Catholic Charities of Ashtabula County (CCAC) provides budgeting, money management and credit education. The goal of the service is to promote self-sufficiency and the ability to sustain one's family. Self-sufficiency must include:

- An ability to manage income and expenses
- Understanding needs versus wants
- Prioritizing spending
- Understanding the financial network of financial institutions, lending and credit practices, credit reporting and predatory lending/scams

The Ashtabula County Department of Job and Family Services provides the client a referral to the CCAC Financial Literacy Program by way of fax or phone call. The CCAC Financial Literacy Counselor contacts the ACDJFS referral to schedule an appointment. Services are provided in a confidential face-to-face session. If a special circumstance prevents the client from traveling to the office, a telephone or zoom session may take place. During a Financial Literacy counseling session, the counselor and client review the total financial situation. All clients are asked to bring specific financial documentation and/or statements to help with the analysis of their financial situation. A budget analysis, spending habits, debt review, and an action plan are completed. The action plan includes goals and steps needed to achieve the goals. Follow up services will be determined by the action plan. The initial session is typically -90 minutes in length with a follow up sessions also lasting 30 to 60 minutes.

When examining a client's financial situation, other issues often surface and the counselor will refer, as appropriate, to other programs, both within the agency and within the community. Reviewing spending habits requires that clients look not only into their monetary goals, but also at their personal goals. Household financial goals should be based around personal goals, not just monetary goals. It is important that all members of a household are included in a spending plan and future goals.

Our CCAC Financial Literacy Counselor works closely with the client. We assist and guide our client in the development of a realistic budget along with an action plan that will help develop goals toward financial stability for the household. Additionally, will refer to other programs at CCAC and/or other partner agencies programs in the community. Our CCAC Financial Literacy Counselor will advocate and assist the client with making referral connections and obtaining key information that will assist in building the household toward financial stability.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24

(1) Need

When the current financial environment for consumers in this country is considered, the need for financial literacy education is greater than ever. According to a report from Cleveland.com (2023) approximately 1-out-of-5 people live in poverty in Ashtabula County which is 18% above the nations average of 12.5%. Ashtabula County's most recent census data shows an estimate 24.2% of children under 18 are below living in the poverty level, long with 13.7% of people 65 years old and over. This data combined is estimating 17.1% of Ashtabula County people 18 to 64 years old are below the poverty level.

Financial experts generally agree that having a household budget is sound financial management, however only a minority keep close track of their typical monthly expenses. The National Foundation for Consumer Credit released the following results from its 2018 Consumer Financial Literacy Survey:

- About 1 in 4 consumers are not paying their bills on time
- Three in 10 adults are not confident at all that they are saving enough for retirement.
- Eight in ten adults agree – and over three in ten *strongly* agree – that they could benefit from advice and answers to everyday financial questions from a professional
- Nearly nine in ten adults have taken out a payday loan or other type of short-term loan either for themselves or to help a friend or family member in the past twelve months (2017 survey)

The report shared the top 5 barriers faced by potential homeowners as:

- Rising home prices
- Lack of funding for the down payment or closing costs
- Existing debt
- Limited housing options within available budget
- Poor credit history or low credit score.

A person who cannot manage his/her money will struggle and even fail. Individuals need the basic framework to make good financial decisions. Armed with this knowledge, they will become responsible citizens and contributors to their community. Financial literacy can change lives. It is also the catalyst to decreasing poverty and making people less dependent upon other types of cash assistance and/or programing. Catholic Charities of Ashtabula County believes that financial literacy education is a critical component in reducing poverty and empowering self-sufficiency.

Research reflects a link between educational attainment and poverty. Poverty rates are significantly lower for those individuals who have a bachelor degree or higher. Data from the latest census in Ashtabula County reports the median income for those with less than a high school education is \$20,073; for those with a high school education, the median income rises to \$24,979, and for those with a bachelor's degree, the level increases to \$38,189. According to the 2018 American Community Survey, only 13.1%

*CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24*

of Ashtabula County residents over the age of 25 have a bachelor's degree or higher; compared to Ohio's rate of 26.7%, and the national rate of 30.3%. This evidence clearly demonstrates that in order to care for a family and sustain self-sufficiency, it is necessary to achieve certain educational and job status achievements.

In 2023, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report. The data revealed that in 2021 16% of Ashtabula County households were at or below the federal poverty level (Ohio state average 13%), and 30% of households that earn more than the Federal Poverty Level (state average 25%), but less than the basic cost of living for the county. As a result, 55% of Ashtabula County households are struggling to afford basic necessities— food, shelter, clothing, medicine, heat, water and electricity. Households are more likely to be seeking immediate assistance with the hope of preventing future and/or additional crisis like eviction/ foreclosure, shut-offs and/or food insecurity. Moreover, the need for a support system to assist and guide them in the overwhelming process. As our clients move out of their crisis, we begin to work on stability, thus the reason for clients to meet with our financial literacy counselor from our agency.

According to the latest American Community Survey statistics from the U.S. Census Bureau, in Ashtabula County, 23.2% of all families, and 19.6% of all people, live below the federal poverty line, however for those families with related children under the age of 5 only, the poverty rate increases to 36.7% and for those families with a female head of household, no husband present, and children under the age of 5 only, the poverty rate is a staggering 48.5%. According to an article published by the Department of Health and Human Services, poverty and unemployment show strong associations with child maltreatment, particularly neglect. Financial problems have often been cited as a reason for divorce. Spouses or financial partners are encouraged to attend the budget session together.

Americans like to spend money – in many cases, more than they earn. A Nerdwallet analysis of Fed data found that among households with credit card debt, the average balance stood at \$15,863, as of July 2015. Ashtabula County historically has ranked high in the number of payday lending locations, which is another sign of unhealthy financial practices on the part of consumers. These services prey on the low-income and those with poor credit.

(3) Experience

Catholic Charities of Ashtabula County has been providing money management and financial literacy education for over twenty-five years. CCAC became a HUD-Certified Agency in 2004. Money management is within the fabric of all CCAC programming especially within our Basic Needs/Housing programs. It is the goal of CCAC to help clients work toward self-sufficiency and provide the tools to empower individuals/households to move beyond poverty.

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24**

(4) Statistics

Clients who receive a financial assist through Ashtabula County Department of Job and Family Services are instructed to contact CCAC for a budgeting session.

Year	Number served
2014-2015	23
2015-2016	24
2016-2017	36
2017-2018	22
2018-2019	26
2019-2020	20
2020-2021	24
2021-2022	15
2022-2023	24
**2023-2024	24 Households projected To date: Served 48 through June 2024 from DJFS referrals Forecasting 66 – 70 households by contract end.
2024-2025	Forecasting 72 Households/ 6 HH per month

** Current contract exceeded original contract forecast of 24 Households. A contract budget amendment was submitted to DJFS to balance the uptick in referrals.

(5) Monitoring – Annual Survey

After the completion of services in the current contract 2023-2024, clients were contacted via telephone to answer questions about their situation and experience. An agency volunteer facilitated this survey and reported:

- 80% of clients reported that they are following the budget prepared at the appointment
- 75% of clients reported that they were current with their rent/mortgage.
- 83% of clients reported that they were current with their utilities.
- 97% are not using payday loans
- 50% of clients reported they are not prepared for financial emergency.
- 100% of clients reported that they gained knowledge about other community resources.
- 100% of clients felt that they were treated with dignity and respect from staff at CCAC.
- When asked “What was the most valuable piece of information you learned?” Majority of the participants stated “Budgeting”.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24

(6) Days and hours of program

Catholic Charities of Ashtabula County's office hours are 8:00 am - 4:00 pm Monday through Friday. Special arrangements are made for clients who need appointments outside of regular business hours.

(7) Program funding

The following table reflects the funding received from ACDJFS for this program. Since services are provided for only those clients referred from ACDJFS, no other funding is included.

Source	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025 Estimate
PRC/TANF	\$1,248	\$1475.24	\$1,134	\$1305.00	\$851.10	\$2,247.00	\$4,494.00	\$6,740.00
Unit Rate	\$56.74	\$56.74	\$56.74	\$56.74	\$62.41	\$62.41	\$62.41	\$62.41

• PRC clients sessions are recorded at 1.5 hour sessions

Catholic Charities of Ashtabula County

2023 Financial Literacy PRC Counseling Session
Telephone Follow-Up Survey

Client Name: _____

	QUESTION	YES	NO	COMMENTS
1	During your PRC appointment, were you given referrals to other agencies?			
2	If so, did you follow through with them? Were they helpful?			
3	Did you learn about pulling your credit score? If not, would you like more information?			
4	Are you following the budget you prepared with your Financial Literacy caseworker?			
5	Are you able to purchase household necessities out of your monthly budget?			
6	Are your utilities or rent current? If not, why?			
7	Are you currently using cash advances or payday loans?			
8	Have you been able to save money monthly?			
9	Do you think you are making better financial decisions?			
10	Do you consider your budget when spending money?			
11	Do you feel prepared to cope with a household emergency?			
12	As a result of my PRC appointment, I am more likely to: Pick one or more: <input type="checkbox"/> try to follow a budget <input type="checkbox"/> be more aware of the impact of credit <input type="checkbox"/> pull my credit report			
13	Has your situation improved overall?			

During your appointment, what was the most valuable piece of information you learned?

*
*
*
*

YES NO COMMENTS

Do you feel you were treated with dignity and respect by our staff while at our agency?

*
*
*

Total clients attempted to contact:

Client responses:

Reasons for non-contact:

- Telephone not in service _____
- No longer at address _____
- No answer after 3 attempts _____
- Telephone number not provided _____
- Refused to respond _____

Notes:

*CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACJFS RFP #2-24*

B. Organizational Structure

Catholic Charities of Ashtabula County was established as an adoption and child welfare agency in 1944, its original name was Catholic Service League. It was incorporated on October 4, 1962. CCAC has expanded and changed over the years to meet the emerging needs of Ashtabula County. CCAC a private, 501(c)(3) not-for-profit corporation, is governed by a local, volunteer board of directors, and is an affiliate of the Catholic Charities Corporation Diocese of Youngstown. CCAC employees 18 staff and manages between 50-100 volunteers annually between all programing. The Finance and Audit Committee meets monthly while other committees meet as needed.

The mission of CCAC is “to provide service to people in need, to advocate for justice in social structures, and to call the entire Church and other people of good will to do the same.” To this end, CCAC works with individuals, families and communities to proclaim life, strengthen families, and fight poverty. CCAC is about *Providing Help and Creating Hope* in Ashtabula County. To carry out its mission, the Agency provides Basic Needs Assistance, Housing Counseling, Homeless Assistance and Outreach, SSI SOAR Program, Financial Literacy Education, Education Programs: Getting Ahead and Opening Doors Parenting Program, Hygiene Site, Guardianship and Representative Payeeship.

Approximately 40% of the Agency’s funding is from the Annual Appeal Diocese of Youngstown. Approximately 30% is government funds, such as the Ashtabula County Department of Job and Family Services, the Ohio Department of Health, U.S. Department of Housing and Urban Development (HUD), and the Ohio Development Services Agency. Locally, funds are received from organizations such as the Ashtabula County Mental Health and Recovery Services Board, Ashtabula County United Way, the Senior Service Levy and the Ashtabula Foundation. Program service fees, where applicable, and donations are part of the revenue.

The 2024 Organizational Chart and 2024 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
2023 ORGANIZATIONAL CHART

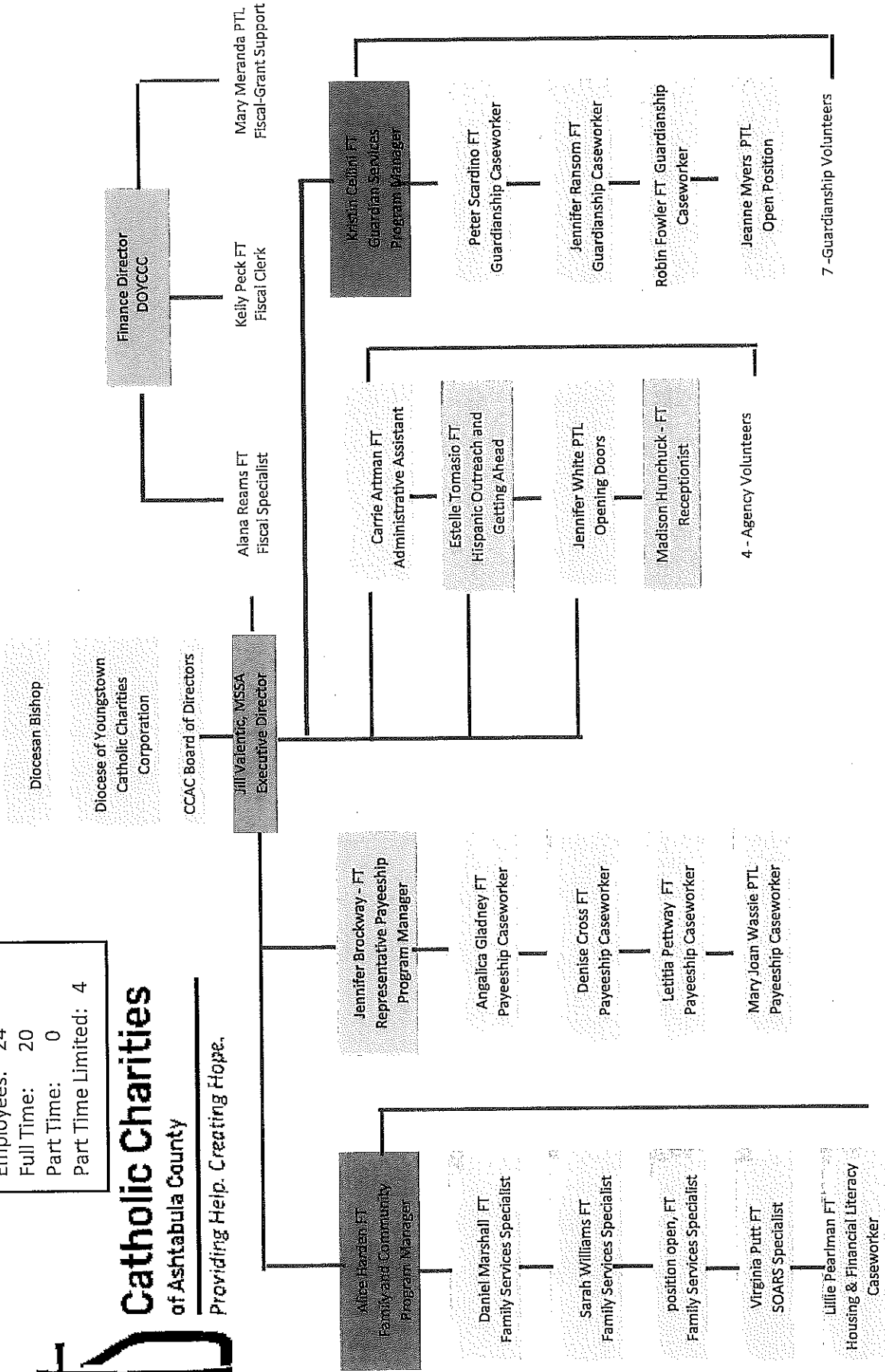
Employees: 24
 Full Time: 20
 Part Time: 0
 Part Time Limited: 4



Catholic Charities
 of Ashtabula County

Providing Help. Creating Hope.

Mission: To provide service to people in need, to advocate for justice in social structures and to call the entire Church and other people of good will to do the same



Halo Volunteers

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER JANUARY 2024**

Nicholas Perkoski, Vice President

512 Walnut Street
Conneaut, Ohio 44030
Diocesan Pastoral Associate
Home: N/A
Office: 440-599-1968
Cell: 330-815-4253
Email: nperkoski@gmail.com

Second Term begins: 01/01/2023

Second Term ends: 12/31/2025

Parish: Corpus Christi, Conneaut

Cecilia Cooper, 2nd Vice President

2114 West 16th Street
Ashtabula, Ohio 44004
Ashtabula City Solicitor
Home: 440-789-0704
Office: 440-992-7101
Cell: N/A
Email: attorneycooper@gmail.com

Second Term begins: 01/01/2023

Second Term ends: 12/31/2025

Parish: Our Lady of Peace, Ashtabula

Michael Geary, Treasurer

153 Maple Street
Jefferson, Ohio 44047
Attorney
Home: 440-576-3873
Office: 440-576-0288 Fax: 440-576-0620
Cell: 440-228-1911
Email: mike@mgearylaw.com

Second Term begins: 01/01/2022

Second Term ends: 12/31/2024

Parish: St Joseph Calasanctius, Jefferson

Nanci Austin, Director

810 State Route 534 South
Geneva, Ohio 44041
Retired/Hospice Manager Bella Care
Home: N/A

Renee Incorvati, 1st Vice President

5707 South Ridge Road East
Ashtabula, Ohio 44004
St John School, Teacher
Home: N/A
Office: 440-997-5531
Cell: 440-344-3286
Email: rmincorvati@gmail.com

Second Term begins: 01/01/2022

Second Term ends: 12/31/2024

Parish: Our Lady of Peace, Ashtabula

Donna Leeson, Secretary

176 Prospect Street, P.O. Box 108
Andover, Ohio 44003
Community Volunteer
Home: 440-293-7397
Office: N/A
Cell: 440-789-2428
Email: djleeson@yahoo.com

Second Term begins: 01/01/2024

Second Term ends: 12/31/2026

Parish: Our Lady of Victory, Andover

Traci Warren, Director

2523 Carson Avenue
Ashtabula, Ohio 44004
ACMC Regional Home Health, Billing
Home: N/A
Office: N/A
Cell: 440-969-8293
Email: tadew1456@yahoo.com

First Term begins: 01/01/2022

First Term ends: 12/31/2024

Parish: Our Lady of Peace, Ashtabula

Ma Luisa Aguinaga Garcia, Director

944 Bunker Hill Road
Ashtabula, Ohio 44004
Molded Fiber Glass, Document Control Admin
Home: 440-992-9271

Office: N/A
Cell: 440-812-7642
Email: naustin19@icloud.com
First Term begins: 01/01/2022
First Term ends: 12/31/2024
Parish: Assumption, Geneva

Edward I. Somppi, Director

932 Lincoln Drive
Conneaut, Ohio 44030
Retired
Home: N/A
Cell: 440-862-1967
Office: N/A
Email: eila@gwcmail.net
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Corpus Christi, Conneaut

Rachel Hrbolich, Diocesan Director

144 West Wood Street
Youngstown, Ohio 44503
Office: 330-744-8451
Email: rhrbolich@youngstowndiocese.org

Cell: 440-813-7551
Office: 440-994-5851
Email: andrealondra72@gmail.com
First Term begins: July 1, 2022
First Term ends: June 30, 2025
Parish: Our Lady of Peace, Ashtabula

Joyanna Sharkey

93 Riverside Drive
Ashtabula, Ohio 44004
Community Volunteer
Home: N/A
Cell: 440-669-0991
Office: N/A
E-mail: joyshark1975@yahoo.com
First Term begins: July 1, 2023
First Term ends: June 30, 2026
Parish: Our Lady of Peace, Ashtabula

CATHOLIC CHARITIES OF ASHTABULA COUNTY
ACDJFS RFP #2-24

C. Provider/Staff Qualifications

(1) Explanation of qualified staff - Financial Literacy Education

Catholic Charities has been providing money management and financial literacy education for twenty-five years. Family Services caseworkers receive training and education to conduct PRC TANF Financial Literacy Counseling through the US Department of Housing and Urban Development (HUD), through the Housing Counseling Training & Certification Program. Caseworkers continue to receive ongoing professional development training relevant to their work.

The Family and Community Services Supervisor is the program supervisor for the program and has been with the agency for over four years. The Program Supervisor has over seventeen years experience as a service provider working with the homeless, at-risk, and most vulnerable population in Ashtabula County. Additionally, the Supervisor has over four years as a trained direct service SSI Specialist.

The following job descriptions are included:

- Family Services Caseworker (financial literacy educator)
- Family & Community Services Supervisor (program supervisor)
- Fiscal Coordinator
- Office Coordinator: Grants/payroll
- Support Services: Fiscal Clerk

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

TITLE: Caseworker: Family Services

SUPERVISOR: Family & Community Services Supervisor

GENERAL STATEMENT:

The Family Services caseworker is responsible for all aspects of the day-to-day functions associated with the Family Services Program, which may include payeeship services, housing counseling, emergency assistance, prescription assistance, financial literacy, family support, and outreach. The Family Services caseworker is responsible for ensuring the implementation of the program and services, and that they are executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- ❖ Ensure the highest degree of achievement and performance in the Family Services Program
- ❖ Provide direct service in the Family Services Program.
- ❖ Work within the financial boundaries of the funding available, alerting the supervisor of any deviation.
- ❖ Develop and build relationships with other appropriate entities in the county for networking and referral purposes.
- ❖ Promote the Agency and program services in the community.
- ❖ Coordinate and compile required reports.
- ❖ Coordinate special projects as necessary.
- ❖ Recruit, train and develop volunteers as needed.
- ❖ Ensure that all program reporting requirements are completed in an accurate and timely manner.
- ❖ Implement Family Services Program area policies and procedures.
- ❖ Become a HUD Certified Counselor
- ❖ Prepare, and study for the HUD-Certification Exam to become a HUD-Certified Counselor
- ❖ Assist in the development of and compliance with quality assurance standards of the Family Services Program.
- ❖ Keep abreast of and focus on continuous quality improvement.
- ❖ Attend required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Participate in public speaking engagements.
- ❖ Assist the Assistant Director and the Executive Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ LSW or LISW preferred.
- ❖ Training and/or experience with population served.
- ❖ Experience in collaborative projects.
- ❖ Proficient in the use of technology and basic computer literacy.

STATUS: Full-time, program Non-exempt
SALARY RANGE: \$26,000 - \$35,000

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

JOB DESCRIPTION

TITLE: The Family and Community Services Supervisor

SUPERVISOR: Executive Director

GENERAL STATEMENT:

The Family and Community Services Supervisor is responsible for assisting the Executive Director in all aspects of daily activities by aiding in the planning and implementation of program area goals, policies and procedures in the area of the Family Services Program. The Family and Community Services Supervisor will manage numerous administrative duties, keeping the Executive Director informed on all matters of Agency operations pertaining to staff and client activity. The Family and Community Services Supervisor will oversee the Family Services, providing the necessary leadership to ensure the implementation and development of the program and services. The Family and Community Services Supervisor will provide a high degree of achievement and performance and ensure the mission of the Agency is developed and fulfilled by all who are a part of the Agency.

RESPONSIBILITIES:

- ❖ Assists the Executive Director with the research, structuring and development of new programs including the operational and evaluative features of programming.
- ❖ Collaborates with the Executive Director and program staff in the development of goals and strategies related to new program development and evaluation.
- ❖ Supervises agency and community based programs including the training and development of program area staff; ensuring coordination of schedules, workload distribution, and delivery of service.
- ❖ Ensures that the program areas have appropriate stand operating procedures and other required policies in effect.
- ❖ Ensures the appropriate Agency accreditation and licensing for the program areas and the licensing/certification of individual staff members, if appropriate.
- ❖ Provides direct service, as necessary.
- ❖ Meets regular with program staff.
- ❖ Coordinates funding and grant writing efforts as necessary.
- ❖ Prepares grant renewals as required.
- ❖ Implements Agency policies and procedures.
- ❖ Assists in the development of and compliance with quality assurance standards of the Agency and program areas.
- ❖ Keeps abreast of and focuses on continuous quality improvement.
- ❖ Attends required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Participates in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Actively pursues relationships in the community with Catholic parishes/community, ecumenical organizations, businesses, other organizations and possible clients for the benefit and enhancement of the vision and mission of the Agency.
- ❖ Promotes and represents the Agency in the community.
- ❖ Participates in public speaking engagements.
- ❖ Acts with designated authority, in the absence of the Executive Director during an emergency.
- ❖ Assists the Executive Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's degree preferred.
- ❖ Working knowledge of community supports and resources
- ❖ Experience working with diverse populations
- ❖ Supervisory experience
- ❖ Possess outstanding public speaking skills and organizational skills
- ❖ Proficient in the use of technology and basic computer literacy

STATUS: Full-time, Administrative; Exempt

SALARY RANGE: \$30,000-\$40,000/FTE

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

JOB DESCRIPTION

TITLE: Fiscal Coordinator

SUPERVISOR: Executive Director

GENERAL STATEMENT:

The Fiscal Coordinator is to perform the day to day functions associated with coordinating and supervising the fiscal operations of the Agency; managing the accounting of all the agency assets and liabilities; assisting the Executive Director with research and development of budgets for the total agency as well as individual grants, contracts and allocation proposals; making recommendations for the effective, efficient utilization of operations and funds; managing benefits and ensuring successful audits. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- ❖ Responsible for oversight and operation of all fiscal operations of the Agency.
- ❖ Ensuring the highest degree of achievement and performance in the area of fiscal operations.
- ❖ Supervision, training and development of fiscal and support staffs.
- ❖ Oversee processing of payroll and employment forms.
- ❖ Oversee the administration of Agency benefits.
- ❖ Coordinating all phases of the annual audit, as well as the monthly, quarterly and annual reports, ensuring accuracy and timeliness of the financial statements, tax returns and associated reports.
- ❖ Provide support to the Executive Director and Assistant Director with needed research and development of forecasts, budgets and cost reports necessary.
- ❖ Participates in subcommittee meetings of the Board of Directors as requested.
- ❖ Ensuring that the fiscal operations area is operated in an efficient manner.
- ❖ Ensuring that the program area has appropriate standard operating procedures and other required policies in effect.
- ❖ Implements Agency policies, procedures and internal controls.
- ❖ Assists in the development of and compliance with quality assurance standards of the program area.
- ❖ Keeps abreast of and focuses on continuous quality improvement.
- ❖ Actively pursue relationships within the community to the benefit and enhancement of the vision and mission of the Agency.
- ❖ Promote the Agency and program services and represent the Agency in the community.
- ❖ Attends required meetings, which may include evening and weekend meetings as well as overnight travel.
- ❖ Required to participate in meetings, events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- ❖ Participates in public speaking engagements.
- ❖ Assists the Executive Director and Assistant Director as necessary.
- ❖ Other duties as necessary.

QUALIFICATIONS:

- ❖ Bachelor's Degree or greater preferred.
- ❖ Training and/or experience in administration and supervision.
- ❖ Accounting and auditing experience.
- ❖ Experience in human and financial resource management.
- ❖ Proficient in the use of technology and basic computer literacy.

STATUS: Part Time, Administrative; Non-Exempt

SALARY RANGE: \$25,000.00 - \$40,000.00 /FTE

Revised March 2007, April 2009, July 2013

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

JOB DESCRIPTION

TITLE: Office Coordinator

SUPERVISOR: Fiscal Coordinator

GENERAL STATEMENT:

The Office Coordinator position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports the Fiscal Coordinator and helps manage the computerized accounting system; prepares financial reports and forecasts; keeping financial and benefit records. These and all responsibilities shall be executed with respect to the vision and mission of the Agency.

RESPONSIBILITIES:

- Enter and maintain accounts receivable system.
- Process employee benefits – medical, dental and life insurance plans and pension plan.
- Track employee sick, vacation, personal and other leaves.
- Process and prepare payroll.
- Process paperwork and file set up for new employees.
- Report Child Protection data to the Diocese.
- Assist in the preparation of monthly financial statements.
- Prepare accounting spreadsheets and reports as needed.
- Prepare bank reconciliations monthly.
- Assist in the preparation of budgets.
- Assist in preparation of reports and cost analysis for grants.
- Assist in the documentation of and preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Back up front Desk Support.
- Process and prepare accounts receivable billings.
- Oversight of information technology.
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meeting and trainings as required. May be required to travel to off-site locations.
- Assists the Fiscal Coordinator and the Executive Director as necessary.
- Performs other duties as necessary.

QUALIFICATIONS:

- Associate degree or greater.
- Experience in non profit/government accounting preferred.
- Experience with computerized accounting and all associated office equipment.
- Experience with audits and financial recordkeeping and interpretation.
- Advanced computer literacy.

STATUS: Full-time; Non-Exempt

SALARY RANGE: \$25,000 - \$35,000/FTE

Revised: May 2006,
October 2006
June 2008
April 2009
April 2011
May 2013

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

JOB DESCRIPTION:

TITLE: Support Services: Fiscal
SUPERVISION: Fiscal Coordinator

GENERAL STATEMENT:

The Support Services Fiscal position performs the day to day functions of the Agency's internal accounting needs; records transactions within established systems and procedures; supports Fiscal Coordinator and helps manage the computerized accounting system. These and all responsibilities shall be executed with respect to the vision and the mission of the Agency.

RESPONSIBILITIES:

- Process and prepare accounts payable checks.
- Monitor agency records retention policy.
- Prepare payeeship statistical reports.
- Maintain fixed asset schedules, including the reporting of acquisitions and dispositions.
- Monitor agency supply inventory, including stationery, and coordinate ordering.
- Enter deposits into the accounting system.
- Back up front desk Support.
- Assist in the documentation of the preparation for the Agency's annual audit.
- Accounting for special program areas i.e. HALO, Payeeship
- Assist on an as needed basis with agency program administration.
- Compose and type routine correspondence.
- Track expiration dates on employees driver's licenses and auto insurance.
- Filing
- Participate in planning and goal setting for the overall support of the Agency.
- Participate in Agency meetings and trainings as required. May be required to travel to off-site locations.
- Other duties as necessary.

QUALIFICATIONS:

Associates degree preferred.

Experience in non profit/government accounting preferred.

Experience with computerized accounting and all associated office equipment.

Experience with audits and financial recordkeeping and interpretation.

Advanced computer literacy.

STATUS: Non-exempt, hourly
HOURLY: \$10.00 - \$13.00

May 3, 2013

From: HUD Housing Counselors Training and Testing for Certification <no-reply@hudhousingcounselors.com>
Sent: Thursday, June 27, 2024 2:30 PM
To: Lillie Pearlman <LillieP@doyccac.org>
Subject: HUD Housing Counselors Certification Examination Results

Hello Lillie,

You completed the assessment, **HUD Housing Counselors Certification Examination**, on June 27, 2024.

Result: PASS

Congratulations! You achieved a passing score on the HUD Housing Counselor Certification written examination. To become a HUD Certified Housing Counselor, a counselor must meet the following two eligibility requirements: 1) pass the HUD Housing Counselor Certification written examination and 2) work for an agency approved to participate in HUD's Housing Counseling Program.

To continue the process to become certified:

1. Sign in to your HUDHousingCounselors.com account and go to [Transfer Results to FHA Connection](#) in the Exam Center.
2. Provide the additional information to authorize the transfer of your results. Note that you will receive a Counselor Exam ID during this step.
3. Begin your HUD Certified Housing Counselor Application in FHA Connection. The application will require your Counselor Exam ID, which is also available on your [User Profile](#).

For more information, please visit the [HUD Certified Housing Counselor Application Process](#) on the HUD Exchange.

Thank you,

The HUDHousingCounselors.com Team

Please do not reply to this email as it is automatically generated from our testing system. If you have questions, please contact us at HUDHousingCounselors.com/Support.



HUD CERTIFIED HOUSING COUNSELOR

This Certificate is issued by the U.S. Department of Housing and Urban Development to

SARAH WILLIAMS
of
CATHOLIC CHARITIES OF ASHTABULA COUNTY

for meeting the criteria for this certification.
This Certificate is valid only for the above named Housing Counselor while employed by the named Housing Counseling Agency, and while such Agency remains a HUD approved Housing Counseling Agency.

Date Issued: June 6, 2022

Agency HCS ID: 80434

Housing Counselor ID: ERESNY

Jerrold H. Mayer, Director
Office of Outreach and Capacity Building

The purpose of this Certificate is to identify the above named individual as being approved and certified by HUD to provide counseling pursuant to Section 106 of the Housing and Urban Development (HUD) Act of 1968 and other pertinent regulations and requirements. The approval and certification of a counselor does not create or imply a warranty or endorsement by HUD of the Counselor or the HUD Participating Agency which employs the Counselor, nor does the approval and certification of a Counselor represent a warranty of any counseling provided by the Counselor or the Participating Agency which employs the Counselor. Approval and Certification means only that the Counselor has met the qualifications and conditions prescribed by HUD

Warning: Misuse of this Certificate may subject users to Criminal penalties under 18 U.S.C. 709 or other civil or administrative action.

CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

Lillie Pearlman

has successfully completed the two-hour course

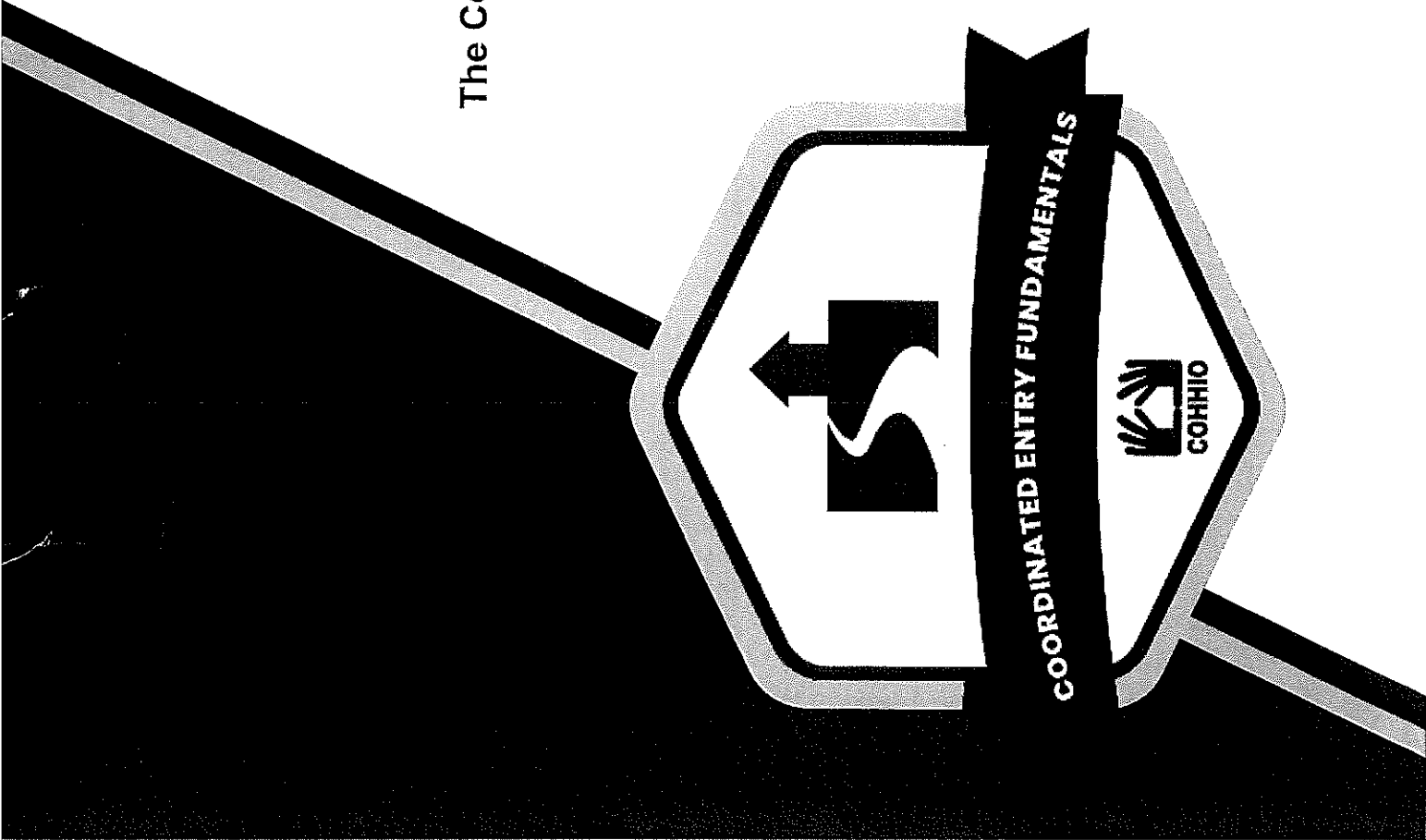
Coordinated Entry Fundamentals

03/07/2024

Completion Date



Coalition on Homelessness and Housing in Ohio



CERTIFICATE OF COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

Lillie Pearlman

has successfully completed the two-hour training

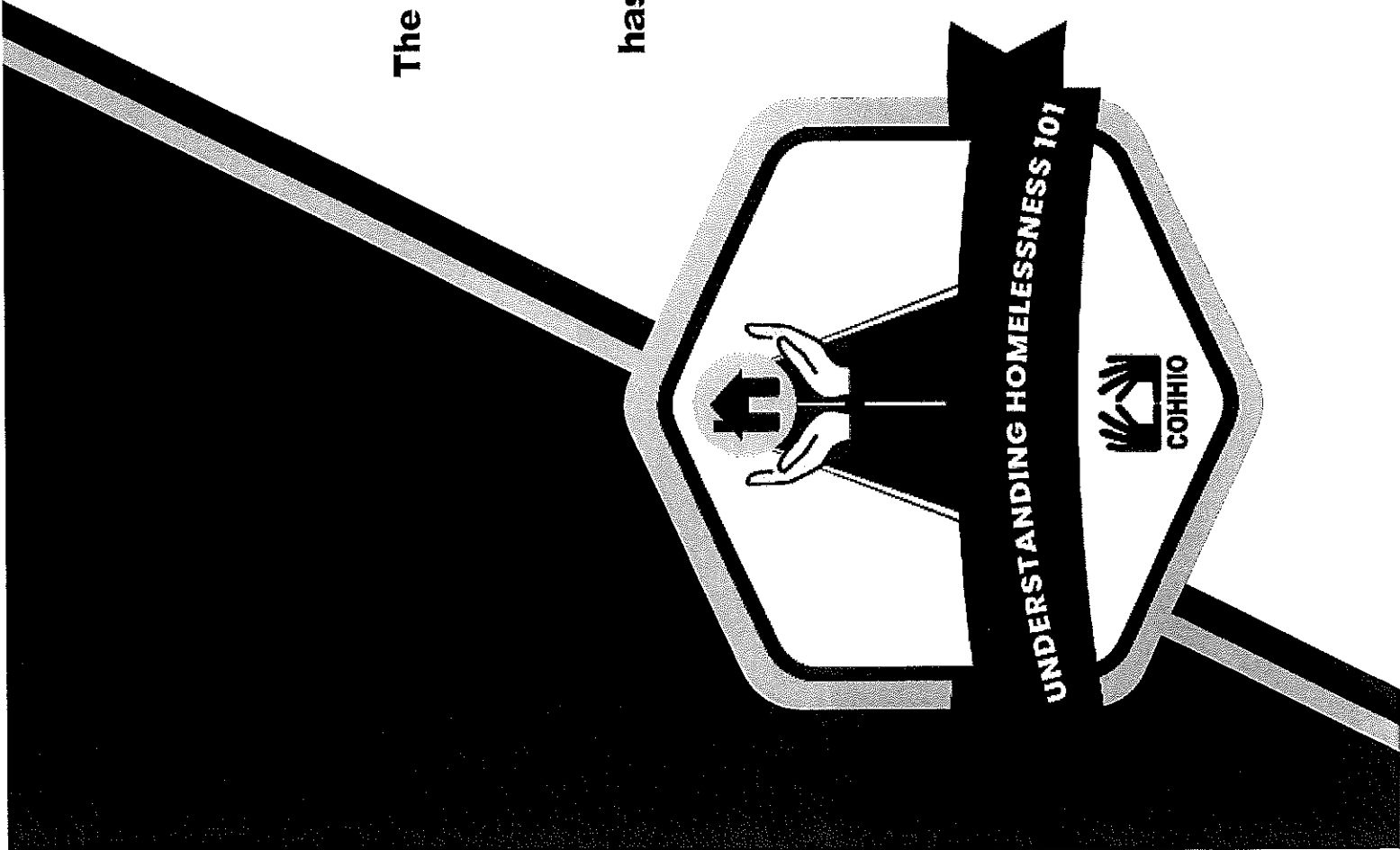
Understanding Homelessness 101

03/06/2024

Completion Date



Coalition on Homelessness and Housing in Ohio



CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

Lillie Pearlman

has successfully completed the two-hour course

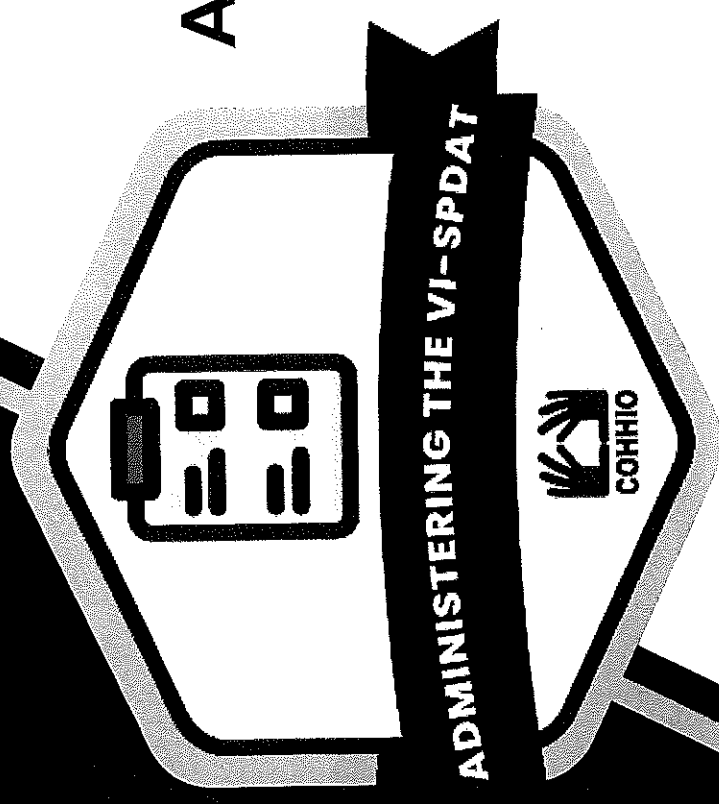
Administering the VI-SPDAT

03/06/2024

Completion Date



COHHIO
Coalition on Homelessness
and Housing in Ohio





QPR Gatekeeper Certificate

Alice Harden

has met all the requirements of the course:

QPR Suicide Prevention Gatekeeper Program

Presented by:

Bridget M. Shannon

QPR Certified Gatekeeper Instructor

Certified: 15 March 2024

Expires: 14 March 2025

CERTIFICATE OF COMPLETION

The Coalition on Homelessness and Housing in Ohio
certifies that

Alice Harden

has successfully completed the two-hour training

Understanding
Homelessness 101

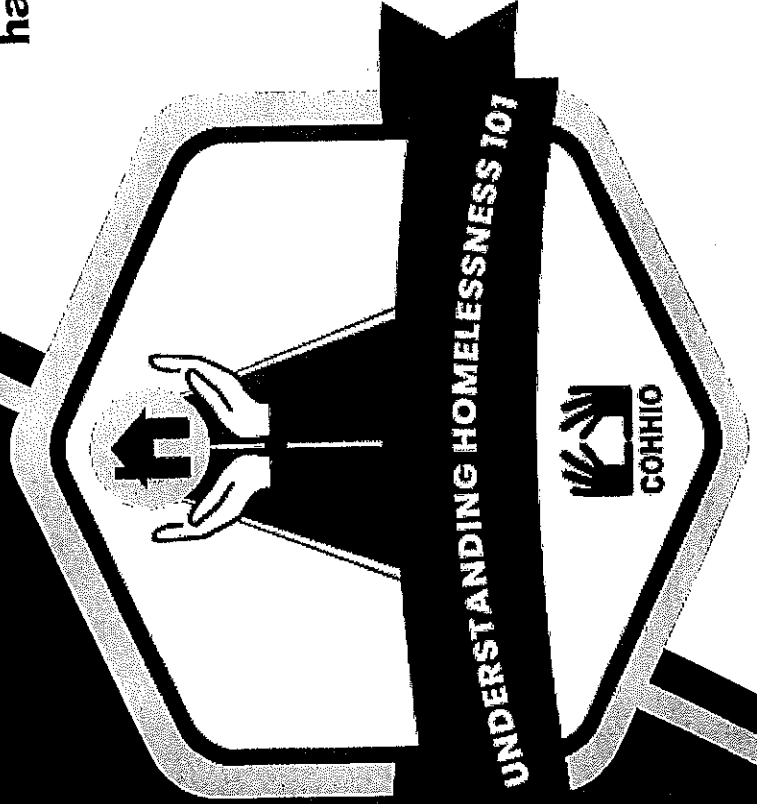
02/07/2024

Completion Date



COHHIO

Coalition on Homelessness
and Housing in Ohio



CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

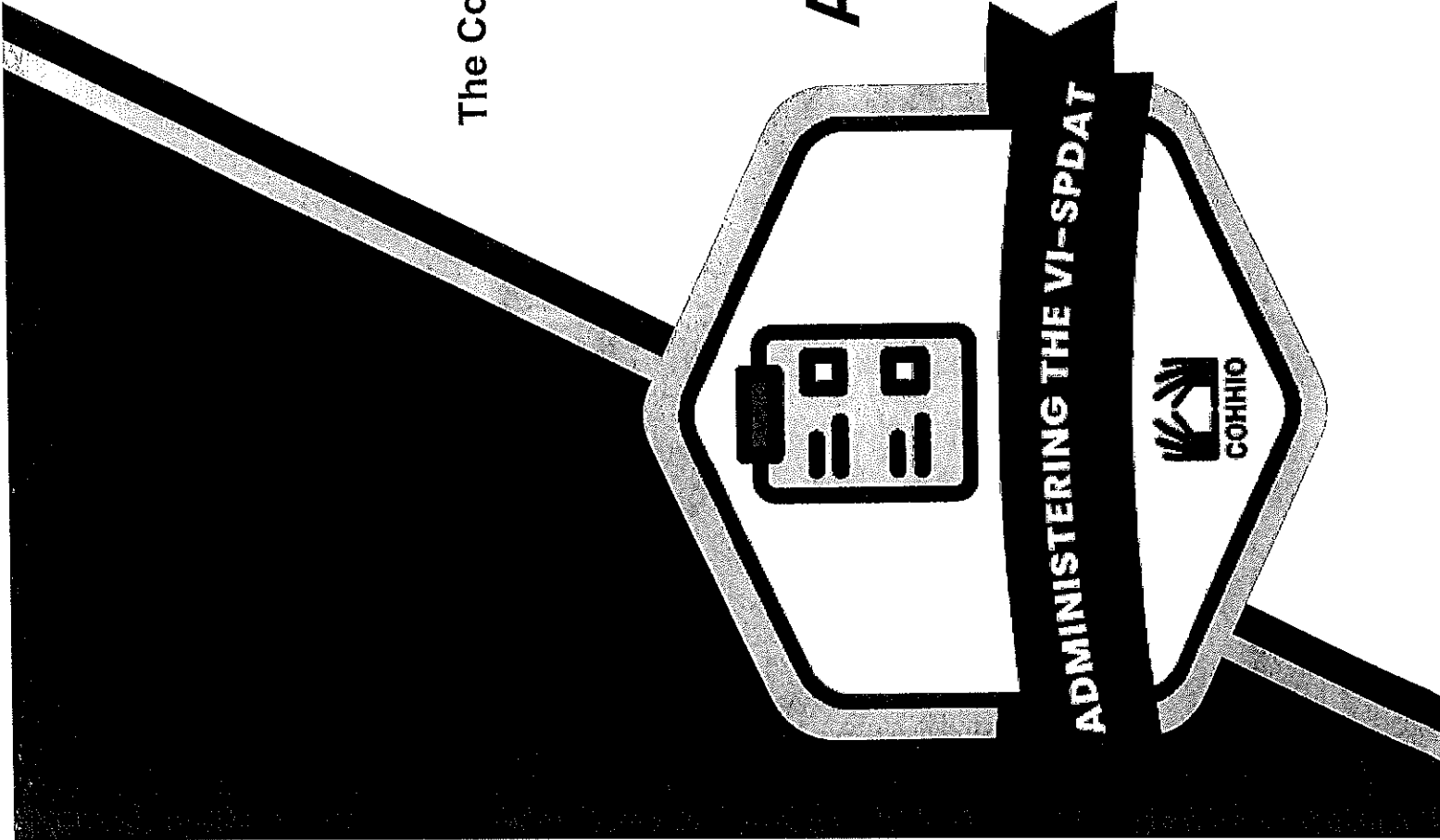
Alice Harden

has successfully completed the two-hour course

Administering the VI-SPDAT

02/06/2024

Completion Date



CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

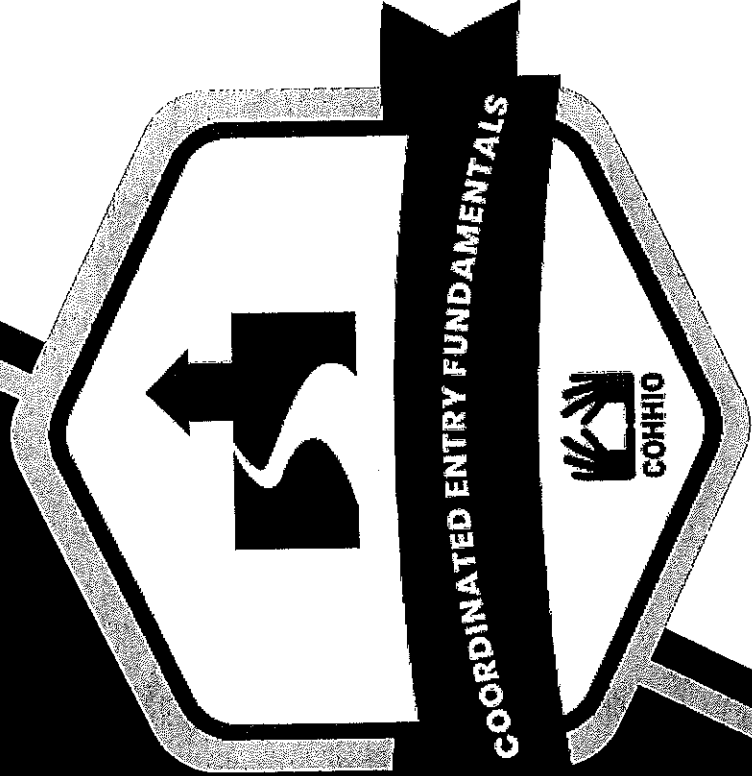
Alice Harden

has successfully completed the two-hour course

Coordinated Entry Fundamentals

02/02/2024

Completion Date



CERTIFICATE OF TRAINING COMPLETION

This Certifies That

ALICE HARDEN

Has successfully completed the training program requirement for

HMIS USER LICENSING

09/15/2023

COMPLETION DATE



162169345

Certificate of Completion

Alice Harden

Has earned this certificate for completing a three-hour First Aid training.



Catholic Charities
Diocese of Youngstown

Monica Offensend
Monica Offensend

March 23, 2018

Date

CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

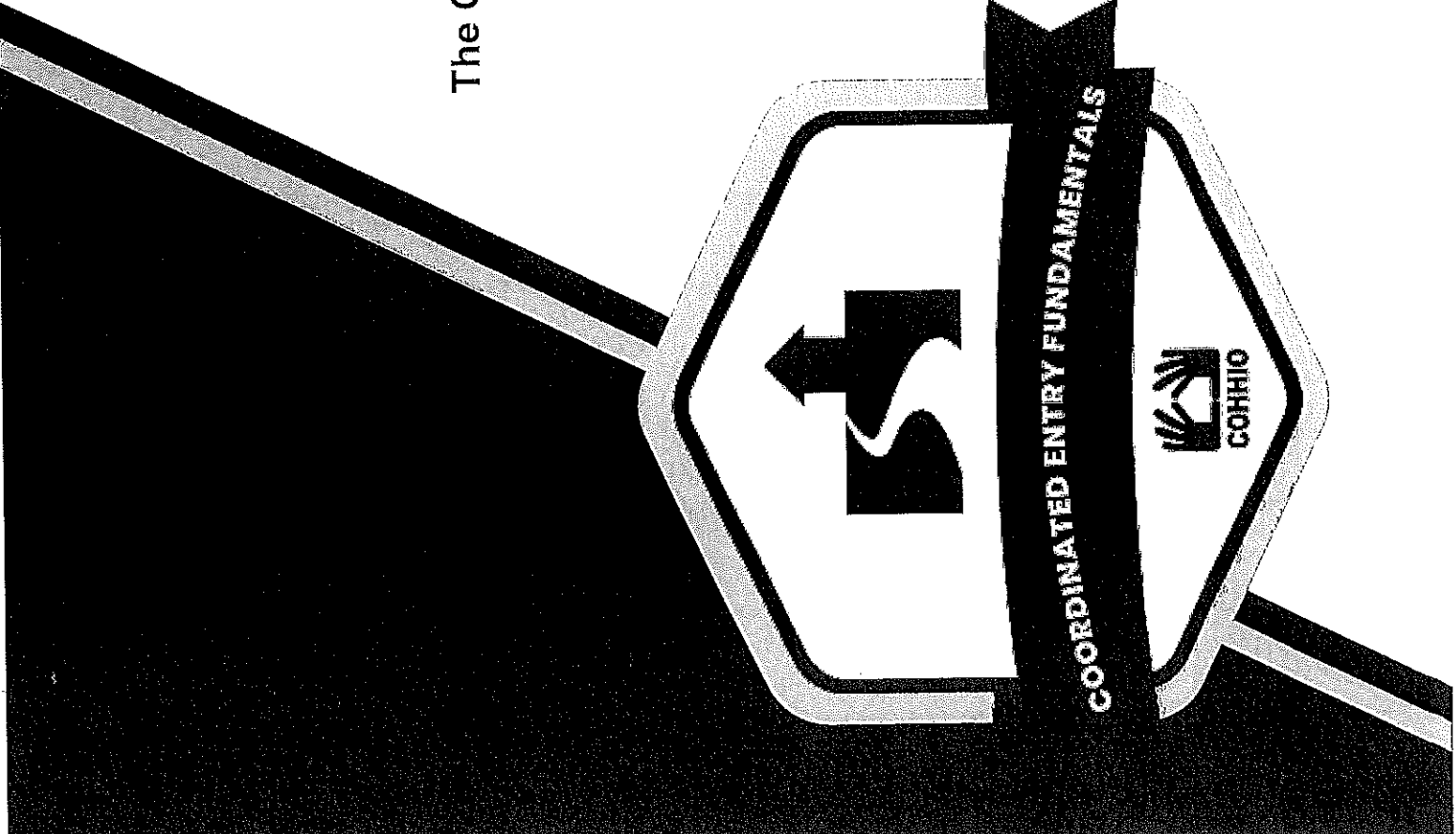
Marshall Daniel

has successfully completed the two-hour course

Coordinated Entry Fundamentals

04/26/2024

Completion Date



COHHIO

Coalition on Homelessness and Housing in Ohio

CERTIFICATE OF TRAINING COMPLETION

The Coalition on Homelessness and Housing in Ohio certifies that

Marshall Daniel

has successfully completed the two-hour course

Administering the VI-SPDAT

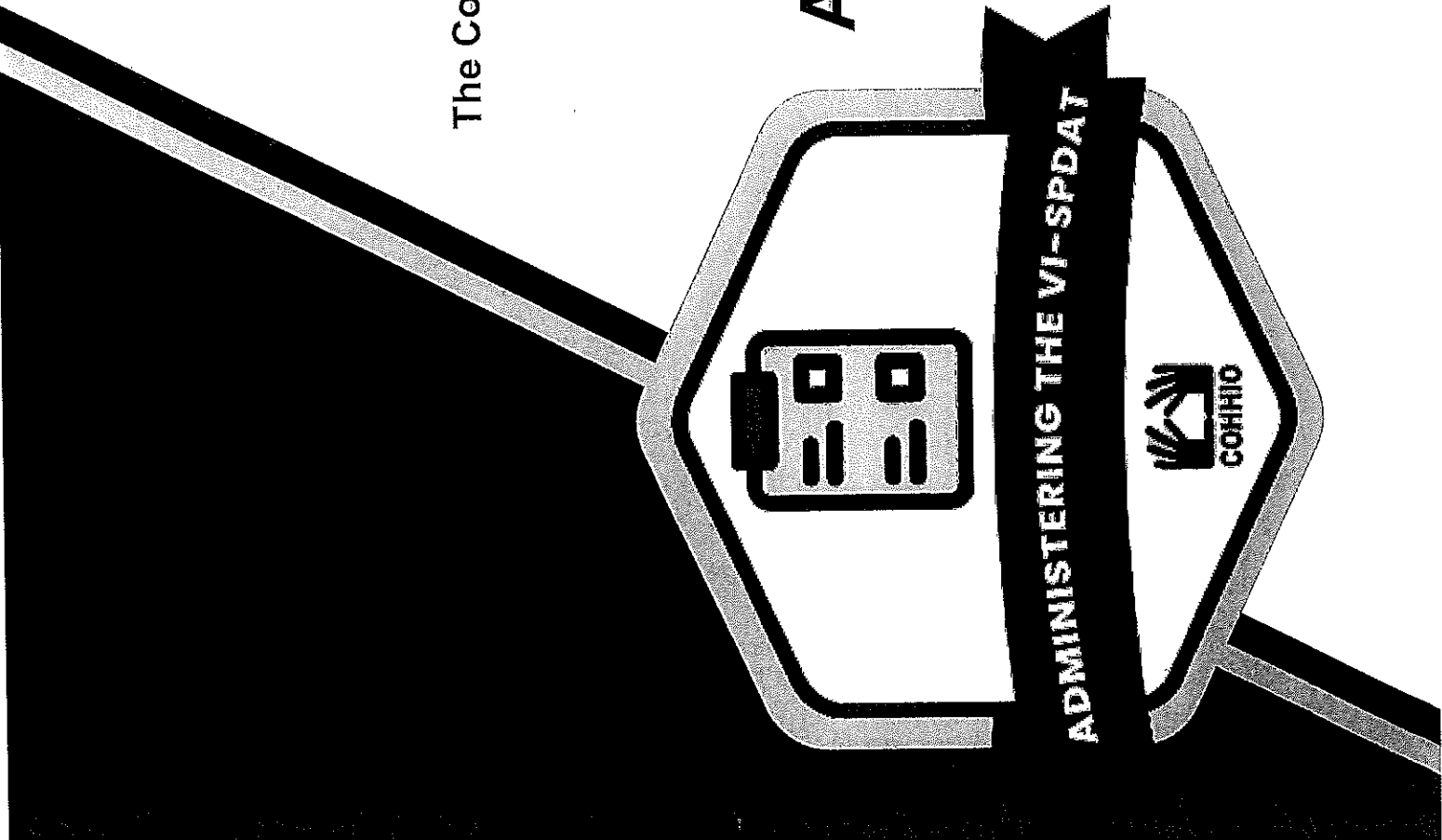
04/25/2024

Completion Date



COHHIO

Coalition on Homelessness
and Housing in Ohio



CERTIFICATE OF COMPLETION

The Coalition on Homelessness and Housing in Ohio
certifies that

Marshall Daniel

has successfully completed the two-hour training

Understanding
Homelessness 101

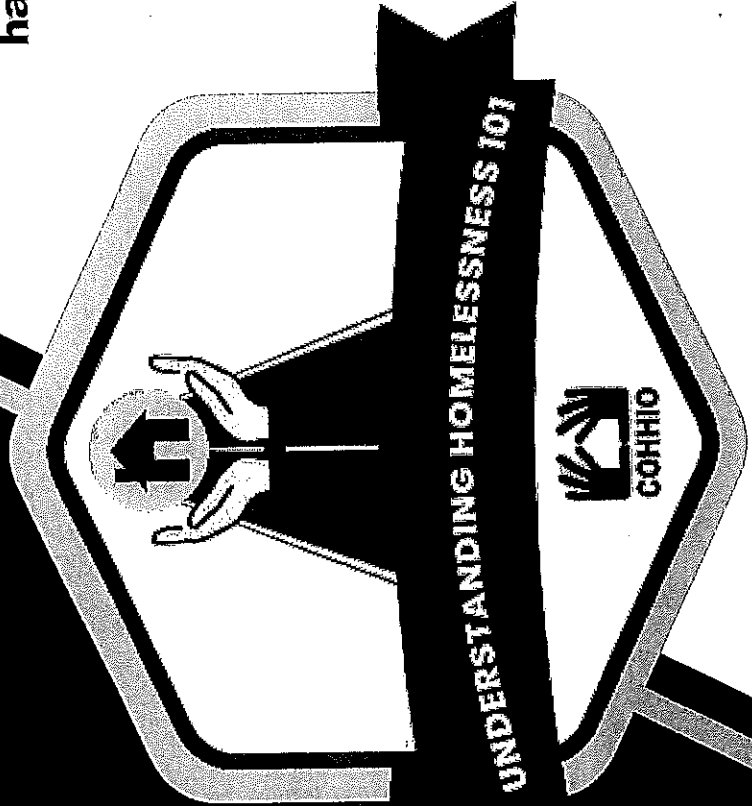
04/24/2024

Completion Date



COHHIO

Coalition on Homelessness
and Housing in Ohio



Section 2 (G)
Employee Training Program Description

Financial Literacy Program



**Study Guide
Glossary**

HUD Housing Counselors Training



**U.S. Department of Housing
and Urban Development**

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HUD Housing Counselors.com

HUD HOUSING COUNSELORS TRAINING AND TESTING FOR CERTIFICATION

HUD Housing Counselors Interactive Online Training

Select each module to access and download the material. Select [Help \(http://www.hudhousingcounselors.com/help\)](http://www.hudhousingcounselors.com/help) if you have additional questions. Access the [Glossary \(/glossary\)](#) to review training terms and definitions. Review the [Revision History \(/training/revision-history\)](#) for information about training content updates. Please review the [Training Technology Requirements \(/support/training/training-technology-requirements\)](#) for module functionality.

Financial Management



- [Module 1.1 \(/node/23056/play\)](#) 30 minutes
- [Module 1.2 \(/node/23061/play\)](#) 60 minutes
- [Module 1.3 \(/node/23066/play\)](#) 45 minutes
- [Module 1.4 \(/node/23071/play\)](#) 30 minutes

Housing Affordability



- [Module 2.1 \(/node/23076/play\)](#) 45 minutes
- [Module 2.2 \(/node/23081/play\)](#) 45 minutes

Fair Housing



- [Module 3.1 \(/node/23086/play\)](#) 60 minutes
- [Module 3.2 \(/node/23091/play\)](#) 60 minutes

Homeownership



- [Module 4.1 \(/node/23096/play\)](#) 90 minutes
- [Module 4.2 \(/node/23101/play\)](#) 60 minutes

Avoiding Foreclosure



- [Module 5.1 \(/node/23221/play\)](#) 60 minutes
- [Module 5.2 \(/node/23111/play\)](#) 45 minutes
- [Module 5.3 \(/node/23226/play\)](#) 45 minutes

Tenancy



- [Module 6.1 \(/node/23121/play\)](#) 60 minutes
- [Module 6.2 \(/node/23126/play\)](#) 30 minutes

Exhibit III

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Financial Literacy	
Date From: October 2024	To: September 2025

	Program	TANF
I. Staff		
A. Salaries	\$ 4,501.00	\$ 4,501.00
B. Payroll-Related Expenses	\$ 1,724.00	\$ 1,724.00
Total Staff Costs	\$ 6,225.00	\$ 6,225.00
II. Operations		
A. Travel and Short-Term Training	\$ 39.00	\$ 39.00
B. Consumable Supplies	\$ 30.00	\$ 30.00
C. Occupancy Costs	\$ 96.00	\$ 96.00
D. Contract and Professional Services	\$ 120.00	\$ 120.00
E. Other - Miscellaneous	\$ 230.00	\$ 230.00
Total Operational Costs	\$ 515.00	\$ 515.00
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 6,740.00	\$ 6,740.00
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ 6,740.00	\$ 6,740.00

Budget Computation

Total Operating Expenses	\$ 6,740.00	\$ 6,740.00
Divided by Total Operating Units	108.00	108.00
= Unit Rate	62.41	62.41

Unit Rate	62.41	62.41
X number of units purchased	108.00	108.00
= Total Contract Amount	\$ 6,740.00	\$ 6,740.00

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: \$ -	\$ -	\$ -
Short-Term, Training	\$ 39.00	\$ 39.00
Total Travel and Short-Term Training	\$ 39.00	\$ 39.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	\$ 30.00	\$ 30.00
Cleaning Supplies	\$ -	\$ -
Other (identify) Program Supplies	\$ -	\$ -
Other (identify) Other Supplies		
Total Consumable Supplies	\$ 30.00	\$ 30.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	\$ 60.00	\$ 60.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	\$ -	\$ -
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	\$ 36.00	\$ 36.00
Sewer		
Other (identify) Alarm		
Other (identify)		
Total Occupancy Costs	\$ 96.00	\$ 96.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	\$ -	\$ -
Technology	\$ 60.00	\$ 60.00
Other Contract Service Fees	\$ 60.00	\$ 60.00
Total Contract & Services Costs	\$ 120.00	\$ 120.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage & Shipping	\$ 30.00	\$ 30.00
Advertising	\$ 30.00	\$ 30.00
Other Technological	\$ 60.00	\$ 60.00
Other Printing & Publications	\$ -	\$ -
Computer Software & Support	\$ 60.00	\$ 60.00
Other Misc.	\$ 50.00	\$ 50.00
Total Miscellaneous Costs	\$ 230.00	\$ 230.00

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

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for TANF services
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
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: **CATHOLIC CHARITIES OF ASHTABULA COUNTY**
 Date: **8/16/2024 3:19:52 PM**

This search produced the following list of **9** possible matches:

Name/Organization	Address
African Refugee Educational and Cultural Services	3800 Sullivant Avenue
Anew Educational Services	11470 Euclid Ave. #170
Anew Educational Services	11470 Euclid Avenue #170
Education Recruiting Services	4601 E. 5th Avenue
Educational Institute of Learning and Innovation	2935 Lafeuille Avenue
Greater Educational Service Center, Phoenix Village Academy P2	5455 North Marginal Road, Suite 521
Greater Educational Service Center, Phoenix Village Academy S1	5455 North Marginal Road, Suite 521
HOME-Hands on Math/Reading Education	5437 Maple Canyon Avenue
Third Wave Communications, LLC	PO Box 1355

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

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

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

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

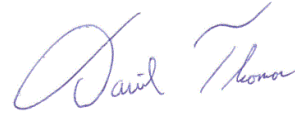
FISCAL OFFICER'S CERTIFICATE

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 **\$1,685.00**, and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County**.

DocuSigned by:



181F4CE35A6C459...
David Thomas

Ashtabula County Auditor

Date: 9/9/2024

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

Initial


6/9/2025

Patrick J. Arcaro, Executive Director

Date

Presented by:

Julie Carlo Social Services Supervisor, ACJFS; phone 994-2065.

Proposed Agenda Date:

June 17, 2025

Brief Description of Item and Recommendation:

Attached is a FY 2025 TANF Sub-Grant Agreement #25-1005-TANF, Amendment #1; amendment for Catholic Charities of Ashtabula County funded by Temporary Assistance for Needy Families, which provides Financial Literacy Program to TANF eligible clients. The amendment adds TANF funds in the amount of \$2,808.30.

Name and Address of Provider(s):

Catholic Charities of Ashtabula County
4200 Park Avenue, Third floor
Ashtabula, Ohio 44004

Cost (include where funds are coming from):

\$ 6,740.00 = FY 2025 TANF Fund for Sub-Grant #25-1005-TANF
+ \$2,808.30= FY 2025 TANF Fund for Sub-Grant #25-1005-TANF (Amendment #1)
\$ 9,548.30 = Total TANF Funds for FY 2025

Term (beginning and ending date, if applicable):

FY 2025 ~ October 1, 2024 to September 30, 2025

**TANF Services Subgrant Amendment
Amendment # 1 Subgrant Agreement # 25-1005-TANF**

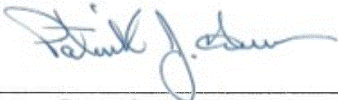
An amendment to the Subgrant Agreement between the Ashtabula County Job and Family Services (Grantor) and Catholic Charities of Ashtabula County, located at 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004 (Subgrantee) to provide Financial Literacy Program for individuals determined eligible for these services which was entered into on the 1st day of October 2024.

I. Article I-VI- Availability of Funds

This amendment increases the Financial Literacy Program funds for the period 10/01/24 – 9/30/25 in the amount of \$2,808.30 from \$6,740.00 to \$9,548.30.

Signatures:

DocuSigned by:



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

6/9/2025

Date

DocuSigned by:



Catholic Charities of Ashtabula County

6/9/2025

Date

Signed by:

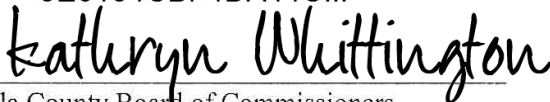


DocuSigned by:



6/17/2025

Signed by:



Ashtabula County Board of Commissioners

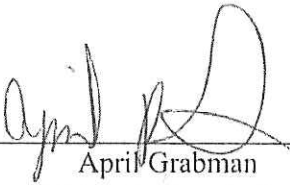
Date

Sub-Grant Agreement #25-1005-TANF, Amendment #1

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and Catholic Charities of Ashtabula County for the Financial Literacy Program.

Approved as to Legal Form Only:

By:  _____
April Grabman
Ashtabula County Prosecutor

Date: 5 - 28 - 25

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 2025 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **\$2,808.30**, and free from any previous encumbrances.

Agreement Title: a TANF Services Sub-Grant Agreement between Ashtabula County Job & Family Services and **Catholic Charities of Ashtabula County**.

Signed by:

Scott Yamamoto

E4BD530A1B13411...

Scott Yamamoto

Ashtabula County Auditor

Date: 6/10/2025