

RESOLUTION APPROVING TITLE XX SERVICES CONTRACT AMENDMENT FOR THE SOAR OHIO PROJECT-HOUSING SERVICES ACDJFS CONTRACT NO. 25-2005-XX

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.** 25-2005-XX

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

Service: Amendment to Title XX contract, Section A change in wording.

Amendment: This Amendment changes to read: Section A:

FROM: This Sub-Grant Agreement is in the total amount of: **\$ 53,361.09.**

The unit rate is: **\$555.84 per SOAR Applicant** per service code **755-XX.**

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

Federal Award Project Description: FFY 2026 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

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

TO: This Sub-Grant Agreement is in the total amount of: **\$ 53,361.09.**

The unit rate is: \$555.84 per SOAR Applicant case management per service code 755-XX;

AND \$555.84 per Independent/Transitional Housing activity/rental assistance for no more than 4 consecutive months in a 12-month eligibility term per service code 756-XX

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

Federal Award Project Description: FFY 2026 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

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

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. 2025-284

June 17, 2025

RESOLUTION APPROVING TITLE XX SERVICES CONTRACT AMENDMENT FOR THE SOAR OHIO PROJECT-HOUSING SERVICES ACDJFS CONTRACT NO. 25-2005-XX

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

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

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the 1st day of October 2024 between the 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 SOAR Ohio Project-Housing Services for individuals determined eligible for Title XX Services.

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#93.667, Federal Social Services Title XX Base Funds.

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 SUB-GRANT/SUB-GRANT DUTIES:

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

ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

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

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

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

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

ARTICLE IV ~ EFFECTIVE DATE OF THE SUB-GRANT:

- A. This Sub-Grant Agreement will be in effect from October 1, 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 Sub-Grant Agreement is in the total amount of: \$ 53,361.09.
The unit rate is: \$555.84 per SOAR Applicant per service code 755-XX.

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

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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 Subgrant 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. Subgrantee 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 subgrant 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, Subgrantee must ensure that it has an audit with a scope as provided in OMB Uniform Guidance, that covers funds received under this agreement. Subgrantee 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 Sub-Grant 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 subgrant to another entity shall be made by means of a subgrant agreement which requires the entity awarded the county subgrant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.
 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 sub-grant 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.

Sub-Grant Agreement #25-2005-XX

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

SIGNATURES:

DocuSigned by:



9/6/2024

Date

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

DocuSigned by:

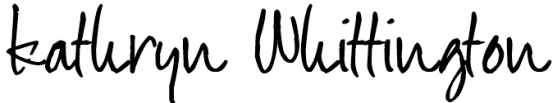


9/6/2024

Date

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Catholic Charities of Ashtabula County

Signed by:



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DocuSigned by:

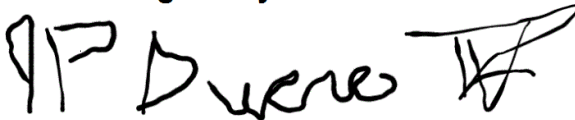


9/9/2024

Date

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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

Request for Proposals

For

Title XX Social Services

Issued by:

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

Issue Date:

June 14, 2024

RFP Number:

ACJFS RFP # 3-24

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REQUEST FOR PROPOSAL TITLE XX SOCIAL SERVICES

1.0 GENERAL OVERVIEW:

1.1 Introduction and Purpose:

Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, announces the availability of funds for Title XX purchase of social service programs. According to the Ohio Revised Code, a County Department of Job & Family Services (CDJFS) that purchases services and those parties the CDJFS has under agreement to provide Title XX services shall administer Title XX services in accordance with the requirements of Title XX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301 (2005), as amended, section 5101.46 of the Revised Code, and Chapter 5101:2-25 of the Administrative Code. See Appendix B.

Those applicants that are selected to provide Title XX Social Services and are awarded an agreement will accept Title XX applications, determine eligibility for Title XX Social Services, as well as schedule and provide Title XX Social Services to eligible recipients. All providers of Title XX services must comply with any licensing, certification, or approval required by state or federal law or regulation. All proposed services must meet one of the five national goals of Title XX Social Services and must be included in the Ashtabula County Title XX County Profile. Applicants must demonstrate both ability and experience in providing the proposed service. The intent of ACJFS is to provide services to all areas of Ashtabula County.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.
The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

1.2 Project Timeline:

- **June 14, 2024:** RFP Release & Question Period Begins
- **June 24, 2024:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2024, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2024:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Monday, June 24, 2024, at 9:30 am** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

1.3 Contact Person/Proposal Delivery:

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: RENE.DRAGON@jfs.ohio.gov

Delivery: Providers must mail or deliver by 2:15 pm on July 11, 2024: one (1) master copy and three (3) duplicates (total of 4) of the entire written proposal in a sealed envelope 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 must be clearly marked with the applicant's name, address, and RFP number:
ACJFS RFP #3-24

1.4 Availability of Funds:

ACJFS reserves the right to not award all or any of the funding available through this request for proposals process, based on available funding, and/or the quality of the proposals submitted. ACJFS will notify the applicant(s) at the earliest possible time if this occurs. ACJFS is under no obligation to compensate the applicant(s) for any expenses incurred as a result of the RFP process.

2.0 SUBMISSION OF PROPOSAL:

2.1 Preparation of Proposal:

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirement of the RFP. Expensive binding, colored displays, promotional materials and the like are not necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to services submitted. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted using Times New Roman (or similar), 12-point font, and not stapled (Please use binder clips or paper clips, if necessary.)

All proposals submitted shall become the property of ACJFS to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary.

2.2 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.

2.3 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(s).

2.4 Proposal Cost:

The costs of developing proposals are entirely the responsibility of the applicants and shall not be chargeable to ACJFS under any circumstances.

2.5 Provider Representative's Signature:

The proposal shall be signed by means of Attachment A, the Applicant Information page, by an individual who is authorized to bind the Provider legally. The signature must indicate the title or position that person holds in the Provider's organization. All unsigned proposals will be rejected.

2.6 Delivery of Proposals:

Applicants should mail or deliver one master copy and three (3) duplicates of the entire written proposal to the Ashtabula County Board of Commissioners at the address listed in Section 1.3 **to be delivered no later than July 11, 2024, at 2:15 pm**. Upon request, a receipt will be issued for all proposals received. Proposals received after the deadline will not be considered. Telegraphic, facsimile, or telephone proposals will not be accepted. If mailed, the applicant should use certified or registered mail, UPS, or Federal Express with return receipt requested. It is absolutely essential that applicants carefully review all elements in their final proposals. Once opened, the proposals cannot be altered. However, ACJFS reserves the right to request additional information.

2.7 Acceptance and Rejection of Proposals:

ACJFS reserves the right to: accept a proposal based on individual items, or on the entire list of items; reject any or all proposals or any part thereof; and waive any informality in the proposals. The decision of ACJFS and the Board of Ashtabula County Commissioners will be final. The waiver of an immaterial defect will not 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 Board of Ashtabula County 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 Board of Ashtabula County Commissioners considers to be excessive, compared to existing market conditions, or determines exceed the available Title XX Funds allocated for the service.
- (b) ACJFS and the Board of Ashtabula County 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 Board of Ashtabula County Commissioners develops, would not be in the best interest of the county.
- (c) ACJFS and the Board of Ashtabula County Commissioners may conduct discussions with applicants 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.

2.8 Evaluation and Award of Agreements:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal materials adhere 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". Partial submissions or proposals submitted after the deadline will be determined non-responsive and will be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2 in accordance with the review process.

A. 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 by **July 11, 2024, 2:15 pm EST** and according to instructions in section 1.3. Proposals mailed but not received at the designated location by the specified date and time will be deemed "Non-Qualified" and will not be considered.
2. Completeness of Submission – The submitted proposal must include at minimum:
 - timely submission of the proposal;
 - required number of copies: 1 master and 3 copies (4 total);
 - all sections defined in Section 5.0 - Proposal Format;
 - signed Applicant Information Sheet (Attachment A);
 - all designated attachments; and
 - determination that the proposal meets all minimum RFP qualifications.

Proposals that do not meet all of the aforementioned First Stage Review submission requirements will be deemed Non-Qualified and will not be reviewed in Stage Two.

B. Stage 2 Review:

All "Qualified" proposals will be reviewed, evaluated, and rated. The Stage 2 Review process may include Applicant Presentations. Stage 2 review applicants may be invited to ACJFS for oral presentations. Applicant representatives for presentations must include the program manager. The program manager is defined as the person from the applicant's organization who has the immediate and direct administrative responsibility for the service. At any time during the review, and at any level of the review, ACJFS may request additional information from the applicant. Such information requests and the applicant's responses must always be in writing. Information may be requested from sources other than the written proposal to evaluate the applicant. All

information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection. All recommendations will come from ACJFS and the Title XX Social Services Proposal Review Committee. The evaluation will include, but will not be limited to:

- the strength and stability of the applicant to provide the proposed services;
- the ability to meet project timelines;
- overall responsiveness, viability and completeness of the proposal as well as the likelihood that, in ACJFS's opinion and at ACJFS's discretion, the proposal best meets or exceeds ACJFS's specifications;
- the criteria for the Stage 1 review;
- the scope of service being proposed;
- completeness of Applicant Information Sheet (Attachment A);
- information from Program Planning and Development (Attachment B);
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service;
- any other facts considered relevant by ACJFS, demonstrated by the proposal or investigation by ACJFS;
- experience with a similar project of comparable size and scope.

2.9 Proposal Selection:

Proposal selection does not guarantee an agreement for services will be awarded. The selection process includes:

- All proposals will be evaluated in accordance with Section 2.8, Evaluation and Award of Agreement. Proposals are rated based on the criteria in the RFP.
- Selection of one or more applicants based on the results of the evaluation, and which ACJFS considers to be most advantageous for the Title XX Social Services Program.
- ACJFS works with the applicant(s) selected to negotiate and finalize the details of the agreement.
- If ACJFS and the applicant are unable to successfully come to terms regarding an agreement, ACJFS reserves the right to terminate agreement discussions with the applicant. In this event, ACJFS reserves the right to select another applicant from the proposal process, cancel the RFP or reissue the RFP if this is deemed necessary.
- ACJFS may 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.

2.10 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, a request for an informal meeting and an explanation for it must be submitted in writing within five business 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 Section 1.3.

3.0 TERMS AND CONDITIONS:

The evaluation of proposals submitted in response to this RFP may result in the issuance of an agreement. 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. The successful applicant's proposal, this RFP and other applicable addenda will become part of the final agreement.

The contents of the RFP and the commitments set forth in the selected proposals shall be considered binding obligations if an agreement is awarded. Failure to accept these obligations may result in cancellation of the award.

3.1 Agreement Period, Funding & Invoicing:

An agreement will be written for a period that is determined reasonable by ACJFS with a tentative effective date of October 1, 2024. ACJFS may, at its option, renew for an additional agreement period within the state biennium based on

performance. Funded Providers must submit monthly fiscal reports and invoices, determined, and developed by ACJFS, for reimbursement. 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. For all agreements, part of cost reimbursement will be contingent on meeting performance goals or standards. Providers can claim payment only for services delivered, in amounts determined by negotiated unit rates, and based upon actual cost of service delivery. See Appendix A for a sample Title XX Purchase of Social Services Sub-Grant Agreement for minimum agreement requirements of all ACJFS providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

3.2 Patent or Copyright Liabilities:

The Provider will protect, defend, and hold free and harmless ACJFS, Ashtabula County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringe a U.S. patent or copyright. The Provider will pay all resulting costs, damages, and attorney's fees to defend Ashtabula County against such claims. ACJFS will promptly notify the Provider in writing of all claims, and the Provider will have control of the defense and all related settlement negotiations. If such claim has occurred, or is likely to occur, ACJFS agrees to permit the Provider, at the Provider'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.

3.3 Confidentiality and Security:

Any Provider engaging in any service for ACJFS requiring them to come into contact with confidential ACJFS information will be required to hold confidential such data made available to them. Furthermore, all Title XX recipient files, and all documentation and verification contained in those files, are considered to be confidential in nature.

4.0 REQUIREMENTS & SPECIFICATIONS:

4.1 Description of Services:

ACJFS announces the availability of funds for services or programs that are listed in the Ashtabula County Title XX Profile. These services or programs are for Ashtabula County residents who are determined eligible for Title XX Social Services. Applicant proposals must demonstrate ability and experience in the following areas:

- Accepting applications for social services while following all state requirements regarding the application process. See Appendix B.
- Determining eligibility for Title XX Social Services according to all federal and state requirements. Reimbursement for Title XX Social Services is dependent upon correct determination of recipient eligibility. See Appendix B.
- Provide proposed services to all eligible residents of Ashtabula with a goal of covering residents in as many geographic areas of the county as is possible and reasonable.

Ashtabula County Title XX County Profile: Reimbursement for proposed services is available only for services which are specifically included on the JFS 01821 "Title XX County Profile", for services that are outlined in rule 5101:2-25-07 of the Administrative Code, and for administrative support directly related to the provision of such services.

4.2 Applicant Project Requirements:

Applicants shall meet all requirements in the following Conditions of Participation and Service Specifications. Provider must identify a means to measure program performance. See Appendix B.

A. Conditions of Participation (COP):

Applicants shall meet the following conditions of participation:

1. Be a formally organized business or agency providing the proposed services and shall:
 - Disclose all entities with five percent or more ownership and have a written statement defining the purpose of the business or agency.
 - Have a written statement of policies and directives, bylaws, or articles of incorporation.
 - Have a written table of organization that clearly identifies lines of administrative, advisory, contractual, and supervisory authority unless the business is a sole proprietorship.

- Operate the business in compliance with all applicable federal, state, and local laws, and shall have a written statement supporting compliance with:
 - non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals;
 - non-discrimination laws in the provision of services; and,
 - knowledge that federal rules and statutes take precedence over these conditions in cases where discrepancies exist.
 - Have a written affirmative action plan that must be appropriately updated and will be reviewed at least annually.
2. Have a physical facility, or facilities, from which to conduct business. The facilities should have a telephone, designated, and utilized locked storage space for the maintenance of participant records, and email access for additional agency contact.
 3. Have written procedures supporting the operation of the business and provision of service, and shall:
 - Have a system to document services delivered, billed, and reimbursed that complies with service specifications.
 - Provide evidence supporting financial responsibility in the coverage of 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.
 - Have a written procedure for reporting and documenting all participant incidents including significant changes that affect service delivery or imminent health or safety risks.
 - Maintain a file for each participant. Each file shall include this identifying data:
 - Application signed and completed
 - Income verification (if applicable)
 - Residency verification
 - Household composition verification
 - Signed Rights and Responsibilities including the Right to State Hearing
 - Approval or Denial Letters
 - Social Service Plan
 - Maintain documentation of each participant contact and each service delivered.
 - Obtain written approval from the participant to release participant information.
 - Retain all participant records for at least three years or until an audit is completed and all exceptions resolved, whichever is later.
 - Follow the Right to a State Hearing state policy regarding the procedure for follow-up and investigation of participant complaints and grievances. This includes explaining customer Rights and Responsibilities verbally and provide each customer with written copy of State Hearing Rights. See Appendix B.
 4. Have written personnel policies and documentation that support personnel practices for Providers which include:
 - Job descriptions or statement of job responsibilities including qualifications for each position involved in the delivery of services unless the business is a sole proprietorship.
 - Performance appraisals or a development plan for all employed or contract workers, and volunteers involved in providing service to participants unless the business is a sole proprietorship.
 - Prior to service provision, a Provider staff signature and a date that indicates completion of orientation that includes:
 - Employee position description and expectations,
 - Personnel policies,
 - Reporting procedures and policies,
 - Table of organization and lines of communication,
 - A policy that assures that all participant information will remain confidential.
 5. Deliver services in compliance with service specification practices (following section) for applicants.
 6. Sign an agreement with ACJFS for the program service area (all or part of Ashtabula County) in which applicants' services are rendered; and the applicant shall:

- Maintain documentation demonstrating that all requirements outlined in service specifications have been met when delivered either directly or by sub-contracts or sub-agreements.
 - Allow access to ACJFS and to other representatives with a need to access the Provider's facility, policies, procedures, record, and other documents related to the provision of services.
7. Failure to meet any of the requirements of these conditions may lead to termination of the ACJFS agreement with the applicant.

B. Service Specifications:

Applicants must submit a detailed description of how the program specifications will be fulfilled. The descriptions should demonstrate the proposer understands the program as described in this RFP. Applicants must describe their monitoring system and list the objectives of the proposed service. Applicants must provide a detailed description of how their project will contribute to the needs of Title XX eligible participants.

1. Applicant Requirements:

- The applicant must be able to deliver services daily, weekly, or periodically on a regular pre-arranged schedule.
- The applicant shall maintain a participant record of each service provided.
- The applicant shall document that the staff member or volunteer providing a participant service successfully completes a training program appropriate to the service being provided, prior to service provision.
- The applicant shall maintain sufficient staff to meet the service requirements and provide supervisory direction to both paid and volunteer staff members.

2. Unit of Service:

- The unit of service is to be defined by the applicant based on their individualized program or service. If the applicant is selected for an agreement, ACJFS may negotiate the terms of the unit rate if necessary.
- The unit rate shall include all costs associated with the program including administrative, training and record documentation time.

C. Applicable Laws and Rules:

Applicants 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. Clean Air Act, as amended, 42 USC ' ' AA 7401 et seq. If the agreement amount exceeds \$100,000.00.
5. Certify that no funds appropriated by the agreement will be used for lobbying ads described in 31 USC 1352. If an agreement amount exceeds \$100,000.00, the selected applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
6. The applicant 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. If the agreement amount exceeds \$100,000.00, the applicant shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.
7. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees.
8. Demonstrate compliance with drug testing of all direct service workers for pre-employment, post-accident, and upon reasonable suspicion as required in the Drug Free Workplace Act.
9. Ohio Revised Code - All laws and regulations pertaining to the services provided and listed in Appendix B.
10. Any Federal, State and Local laws regarding the service.
11. Copeland "Anti-Kickback" Act
12. Davis-Bacon Act
13. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
14. "Rights to Inventions" clause 37 CFR part 401
15. Federal Water Pollution Control Act

16. Solid Waste Disposal Act
17. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

D. Performance Goals and Outcome Measures:

Providers are expected to track and measure indicators of program performance on forms that are determined by ACJFS.

4.3 Required Documents:

Applicants shall submit the following with their proposal:

- A. Articles of Incorporation
- B. Proof of Liability Insurance/Other Required Insurances
- C. Equal Employment Opportunity - Affirmative Action Plan
- D. Professional or Operating licenses
- E. Documents used for monitoring goals and outcomes
- F. List any programs for which you have received federal or state financial assistance within the past five (5) years including amounts received for each year.
- G. Affidavit of Delinquent Personal Property Tax ORC 5719.42
- H. Affidavit of Non-Collusion
- I. Non-Discrimination Agreement ORC 153.59
- J. Representation, Assurances, and Certifications document
- K. Financial Statement Requirement: (with master copy only)

Most recent Financial Audit (prepared in accordance with Auditing Standards 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-

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.

- L. OMB Circular 2 CFR 200 Audit Certification Form
- M. Certification Regarding Lobbying

4.4 Program Planning and Development:

Applicants must provide complete descriptions of programs and services, a list of geographical service areas and personnel information which will become Attachment B ~ Program Planning and Development. Attachment B of the proposal must include:

- A. Program description and proposed service
- B. Summary of service
- C. Geographic service areas
- D. Gaps in service
- E. Limitations in meeting conditions of an agreement
- F. Organizational structure
- G. Board of Trustees/Advisory Council
- H. Job duties of Project Director
- I. Job description of Project Personnel

5.0 PROPOSAL FORMAT:

To expedite and simplify the process for evaluating proposals, and 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

shall contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

- Cover Page - The cover page must include the applicant's name, the RFP title (identifying the proposed service such as "Residential Treatment", "Personal Care") and the RFP number (ACJFS RFP #3-24.) The Cover Page must clearly identify the proposal as a "master" or "copy".
- Section 1 - Applicant Information. Master Copy must have original signature (Attachment A)
- Section 2 - Required documents in order listed in Section 4.3 (with appropriate cover pages)
- Section 3 - Program Planning and Development documents from Section 4.4 (Attachment B)
- Section 4 - Provider Budget (Attachment C)
- Section 5 - Proposal RFP Check List (Attachment D)

**ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION**

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – SSI/SSDI Outreach,
Access, and Recovery - SOAR Housing

ADDRESS: 4200 Park Avenue, Third Floor, Ashtabula, OH 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 Valentic

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 Valentic SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/9/24

Section 4.4 – Planning and Development

A. Program description and proposed service – SOAR Ohio Project

Background – SOAR Ohio Project

The SOAR (SSI/SSDI Outreach, Access, and Recovery) Ohio Project is designed to move Ohio's most vulnerable populations into better housing opportunities. A SOAR Ohio Specialist will file an application on behalf of disabled individuals who are homeless, at risk of becoming homeless and/or preparing to exit institutions by helping expedite the SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) application process. Once the SOAR applicant receives their benefits, clients can access safe, decent, affordable housing.

According to the National Alliance to End Homelessness (2016) the SOAR program is an effective tool that increases the SSI/SSDI application approval rates and access disability income benefit programs. Ohio has adopted the SOAR Model developed by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA). The Coalition on Homelessness and Housing in Ohio (COHHIO) has been administering the program since 2008.

How does the SOAR OHIO Project Work? SOAR Clients meet with a SOAR Ohio Specialist. These are highly trained caseworkers who use best practices, including the SOAR methodology (SSI/SSDI Outreach, Access, and Recovery), to complete expedited disability applications on behalf of clients. SOAR is a national technical assistance program that helps people who are experiencing or at risk for homelessness to access SSA disability benefits. The Catholic Charities SOAR Ohio Specialist is certified to assist Adult and Children SSI clients.

Through a strong partnership with the Social Security Administration and the Division of Disability Determination, SOAR Ohio Specialists represent clients during the application process from start to finish.

Who is eligible to work with a SOAR Specialist? Individuals who are homeless (living on the streets, shelter or place not meant for habitation etc.), at risk of homelessness (e.g. home in foreclosure or “couch surfing”) or exiting a prison, hospital, nursing home, or other institution, and who present with a mental illness and/or physical disability that interferes with their ability to work may be eligible to work with a Specialist. Homeless individuals have historically had a lower rate of approvals for disability benefits due to their inability to fully complete the application and provide all of the necessary documentation. See attached eligibility documents

The Ashtabula County Parole Authority has forecasted during the timeframe of 2024-2025 over 250 individuals being release from the state prison system will return to Ashtabula County. Many of these individuals will be referred to our Agency for re-entry services and support. Most likely those referred for re-entry services will be referred to our SOAR Ohio Specialist for eligibility.

In addition, SSI/SSDI benefits can be suspended due to the client being incarcerated or hospitalized for a period of less than 12 months. Clients who have been released from incarceration or hospitalization may face barriers that will inhibit their ability to reinstate their SSI Benefits. A SOAR Ohio Specialist can assist those clients with getting their SSI benefits reinstated. If benefits are not reinstated by the client within 12 months, SSI benefits will be terminated, then the client

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Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

will need to reapply and start the application process from the beginning. Research has found (Wrenn et al., 2018) that many individuals with serious disabilities such as mental illness who are released from prison often are not aware of the process, find the process confusing and/or do not have the cognitive ability to follow through having their own benefits reinstated. In many instances this happens to individuals therefore their benefits are suspended. This unfortunate outcome may increase the risk of homelessness, substance use, lack of medical care/basic needs and recidivism for an individual. The SOAR Ohio Specialist will help ameliorate and/or prevent this potential situation from occurring and will ensure self-sufficiency for the client.

Ultimately, our SOAR Ohio Specialist will help by assisting the individual through the process and help navigate and secure individuals back into the community with the basic essentials for a quality of life: income, health care, and housing. Research has found those with disabilities that have been given attention promotes a healthy community (Ware & Dennis, 2013). As the SSI SOAR Specialist works with an applicant, our Agency is well-equipped to refer wraparound services such as housing assistance, basic needs, financial literacy and representative payeeship services to those in need. These services ensure and help promote a healthy and financially stable household.

SOAR Ohio Project Title XX Goal

The SOAR Ohio Project fulfills the following Title XX goals:

- A) Preventing neglect, abuse or exploitation – Preventing or remedying neglect, abuse, or exploitation of children or adults unable to protect their own interests.
- B) Preserving families – Preserving, rehabilitating, or reuniting families.

Collaboration

Referrals to this program are regularly received from:

- Catholic Charities of Ashtabula County – internal Agency referrals
- Ashtabula County Department of Job and Family Services
- Ashtabula County Mental Health and Recovery Services Board
- Ashtabula County Medical Center Psychiatric Unit
- 211/Community Action information and Referral
- Samaritan House (homeless shelter)
- Nursing homes, and outside county nursing homes
- Mental health agencies and outside of the county mental health treatment facilities
- Adult Parole Authority
- Second Chance Citizen Circle
- Ashtabula County Probation
- Homesafe (domestic violence shelter)
- Recovery homes
- Beatitude House- Transitional housing

ACJFS RFP 3-24

Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Although the majority of assessments take place at the office, the program has a strong emphasis on outreach and engagement with clients, especially individuals who have been traditionally “hard to reach” due to severe mental illness and/or chronic homelessness. As a result, the Specialist has a laptop and is willing to meet clients where they are most comfortable, as long as safety is not compromised.

People who are homeless and disabled face enormous obstacles when applying for or reinstating disability benefits, including long waits, lack of a mailing address, and incomplete medical records. The SOAR Ohio Specialist coordinates people and resources to help remove systemic barriers so more eligible disabled individuals can be awarded benefits. Also the SOAR Ohio Specialist will assist individuals to reinstate benefits if suspended in an efficient manner.

CCAC believes that the SOAR Ohio Project has provided valuable benefits to homeless, disabled individuals, and is, therefore, seeking Title XX funds for a full-time SOAR Specialist serving individuals in Ashtabula County.

SSI Statistics

SSI Application Analysis				
	Application Goal	Application Submitted	% approved goal	% approved actual
July 2011 - June 2012	84	74	50%	26%
July 2012 - June 2013	84	72	50%	36%
July 2013 - June 2014	84	72	50%	39%
July 2014 - June 2015	84	75	50-60%	48%
July 2015 - June 2016	84	58 ¹	50-60%	52%
July 2016 - June 2017	48 ¹	38 ²	50%	38%
July 2017 - June 2018	48	31 ³	50%	40%
July 2018 - June 2019	48	48	50%	58%
July 2019 – June 2020	48	51	50%	58%
July 2020 – June 2021	96	51 ⁴	50%	47%
July 2021 – June 2022	96	35 ⁴	50%	31%
July 2022 – June 2023	96	76	50%	48%
July 2023 – June 2024	96	92	50%	⁵ 40%
July 2024 – June 2025	96	96	50%	50%

¹Due to a reduction in funding from COHHIO, the position went from full-time to part-time.

²Due to the resignation of the caseworker, applications were not taken in June.

³Reflects a gap in service between the resignation of one caseworker and the hire and training of the new caseworker.

⁴ Pandemic reduced and slowed the referral process

⁵ SSI application submissions to the local Social Security Administration branch have various lead-times of SSI application submission times to the SSI adjudicators in Columbus. Currently the program has 24 pending cases which prolongs the affects the anticipated approval number of 50%.

Section 4.3 (E)
Documents Used for Monitoring Goals and Outcomes

**SSI/SSDI Outreach, Access, and Recovery
(SOAR) - Housing**

THIS SIDE FOR AGENCY USE ONLY:

ELIGIBILITY WORKER CHECK OFF LIST (Please initial each requirement as completed):

The contract provider agency worker determining eligibility must:

- _____ Enter the name of the contracted provider agency.
- _____ Enter the date that the application is received at the contracted provider agency. This is the application date.
- _____ Gather all documentation verifying applicant's household eligibility (residency & income) and staple it to application.
- _____ Determine eligibility, and category of eligibility, within 30 days of the application date.
- _____ Provide the applicant with a letter of approval or denial of services.
- _____ Provide the applicant with a copy, and verbal explanation, of the applicants' Rights & Responsibilities.
- _____ Complete a Social Service Plan for the applicant.
- _____ Sign and date the bottom of the application.

Agency Name/Contracted Provider: Catholic Charities of Ashtabula County	Applicant Name:
Name of Eligibility Determiner: VIRGINIA PUTT	Case Number:

Eligibility Determination:

<input type="checkbox"/> Date application was received at provider agency: _____ <input type="checkbox"/> Action taken: Approved / Denied (circle one) -- Date: _____ <input type="checkbox"/> Number of people in household: _____ <input type="checkbox"/> Residency Verification (attach copy): _____ <input type="checkbox"/> Total Household Income (attach verification): \$ _____ To: _____ <input type="checkbox"/> Eligibility Dates: From: _____ To: _____	Eligibility Category <input type="checkbox"/> Services Provided for Free <input type="checkbox"/> Services provided for fee - Fee Amount: \$ _____ <input type="checkbox"/> Services provided without regard to income - APS or I&R (circle one)
---	---

Social Service Plan Goal:

Check the box indicating the assigned goal:
 5101:2-25-03 (B) (1 - 5)

- Self Support
- Self Sufficiency
- Preventing neglect, abuse, or exploitation
- Preserving Families
- Community based care
- Institutional care

Social Service Plan:

Consumer Name:	Service Name:	Service Begin Date:	Service End Date:	Service Code:	Fee Amount:
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Signature of Eligibility Determiner: _____

Date: _____

Title XX Consumer Rights & Responsibilities

You have the right to apply for services and have eligibility determined within thirty calendar days of the receipt of the application

You have the right to receive any needed service listed in the county's profile as provided in the consumer's eligibility category in the consumers' county provided all eligibility factors are met and sufficient funds are available to provide the services.

You have the right to be advised of the eligibility requirements for social services.

You have the right to the safeguarding of information reported by or about the consumer, to the extent permitted by law.

You have the responsibility to report, within ten calendar days, any information that may affect eligibility.

You have the responsibility to provide documentation to substantiate eligibility.

You have the responsibility to cooperate with subsequent efforts to assess any error rate made in the eligibility process.

Effective: 05/31/2012

R.C. 119.032 review dates: 02/02/2012 and 05/01/2017

Certification: CERTIFIED ELECTRONICALLY

Date: 04/25/2012

Promulgated Under: 119.03

Statutory Authority: 5101.46

Rule Amplifies: 5101.46

Prior Effective Dates: 10/01/82, 10/01/90, 08/15/91, 11/01/91 (Emer.), 01/10/92, 08/01/98, 01/01/04, 01/12/07

Signature: _____

Date: _____

Ohio Department of Job and Family Services
NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name:	Assistance Group: N/A	
Street Address:	Case Number: N/A	Program: Guardianship
City, State, and Zip Code:	County: ASHTABULA	Mailing Date:

We approved your **Title XX** application dated .

Starting _____, you will get **SSI OHIO PROJECT SERVICES** .

The people affected by this action are: _____.

The reason for this action is: **Guardianship**

The rules that require this action are: **5101:2-25-07 --- You meet Title XX eligibility.**

Caseworker: Virginia Putt	Worker I.D.: N/A	Telephone Number: 440-992-2121 ext. 7014
-------------------------------------	----------------------------	--

Your Right to a State Hearing

This notice tells you what we are doing on your case.

Contact your caseworker if you do not understand this notice. We can explain it. We also may be able to change what we are doing.

Ask for a State Hearing if you want to appeal

Ask for a State Hearing if you disagree with what we are doing or think we are making a mistake. At the state hearing, you can explain your reasons. We will explain our reasons. A hearing officer from the Ohio Department of Job and Family Services will make a decision after the hearing.

We must receive your request for a State Hearing by this deadline: _____.

(Note: The deadline is 90 days after the Mailing Date at the top of this page. If a deadline falls on a Saturday, Sunday, or state or federal legal holiday, then the deadline is extended to the next workday.)

Follow the instructions on page 2 of this notice if you want to ask for a State Hearing.

Someone else may help you (a lawyer, social worker, friend, relative, etc....) They may ask for a hearing and go to the hearing for you if they send us your signed authorization.

You can ask your local Legal Aid program for free help with your case. Call the Ohio State Legal Services Association at 1-800-589-5888 (a free call) if you need your local phone number.

Ag Name:	Case Number:	Mailing Date:
----------	--------------	---------------

State Hearing Request

If you disagree with what we are doing or think we are making a mistake, you may use this form to ask for a State Hearing.

Step 1 **If you would like to ask for a State Hearing, read, sign, date and fill in your phone number. Another person may sign this for you if they send us your signed authorization.**

I want a State Hearing because I disagree with what you are doing or think you are making a mistake on my case.

Sign:	Date:	Phone:
-------	-------	--------

Step 2 **Optional – You may check boxes and fill in blanks to help us schedule your State Hearing.**

- I want a State Hearing about:
 - Checks or case assistance (*OWF, DFA, RSS, Refugee Case Assistance, etc.*)
 - Medical coverage (*Medicaid, Disability Medical, Alien Emergency Medical, Refugee Medical, etc.*)
 - Other benefits (*PRC, Child Care, Child Support, Work Allowance, etc.*) _____
- I want a State Hearing because _____
- I need an interpreter, a signer, or other assistance, at my State Hearing (explain) _____
- The days/time I cannot come to a State Hearing are _____
- I also want a County Conference (*a meeting with County Department of Job & Family Services staff*)
- This person has agreed to help me with my State Hearing (*my "authorized representative"*):

Name:	Phone:
Address:	Fax:
City, State and Zip Code:	E-mail:

Step 3 You must choose one of the following ways to send this State Hearing request to us. We must receive this request by the deadline on previous page of this notice. You should keep proof of when and how you sent this hearing request to us.

- **Mail** – Mail both pages of this notice to ODJFS Bureau of State Hearings, P.O. Box 182825, Columbus, Ohio 43218-2825.
- **Fax** – Fax both pages of this notice to ODJFS Bureau of State Hearings at (614) 728-9574.
- **E-mail** – E-mail the ODJFS Bureau of State Hearing at < bsh@jfs.ohio.gov >. In the subject, put "State Hearing Request." In the message, put all the information from the boxes at the top of this page and from Steps 1 and 2.
- **Phone** – Phone the ODJFS Consumer Access Line at 1-866-635-3748. Follow the instructions for State Hearings. Mention this notice.
- **Contact your caseworker** – It is better to send your request using one of the other methods above. But, you may give this page (completed and signed) to your caseworker. Or, you may phone your caseworker. Mention this notice.

Catholic Charities of Ashtabula County SELF-DECLARATION OF INCOME

Applicant Name: _____

This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
- Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
- Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Check only one box and complete only that section

I certify, under penalty of perjury, that I currently receive the following income:

Source: _____	Amount: _____	Frequency: _____
Source: _____	Amount: _____	Frequency: _____
Source: _____	Amount: _____	Frequency: _____

Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I do not have any income from any source at this time.

Applicant Signature: _____ Date: _____

Staff Verification

I understand that third-party verification is the preferred method of certifying income for HPRP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Staff Signature: _____ Date: _____

Catholic Charities of Ashtabula County SELF-DECLARATION OF HOUSING STATUS

Applicant Name: _____

- Household without dependent children (complete one form for each adult in the household)
 - Household with dependent children (complete one form for household)
- Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

- I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).
- I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.
- I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next ____ days.

I certify that the information above and any other information I have provided in applying for HHP assistance is true, accurate and complete.

Applicant Signature: _____ Date: _____

Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for HHP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Staff Signature: _____ Date: _____

Catholic Charities of Ashtabula County SELF-DECLARATION OF INCOME

Applicant Name: _____

This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
- Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
- Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Check only one box and complete only that section

I certify, under penalty of perjury, that I currently receive the following income:

Source: _____ Amount: _____ Frequency: _____
 Source: _____ Amount: _____ Frequency: _____
 Source: _____ Amount: _____ Frequency: _____

Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I do not have any income from any source at this time.

Applicant Signature: _____ Date: _____

Staff Verification

I understand that third-party verification is the preferred method of certifying income for HPRP assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Staff Signature: _____ Date: _____



Catholic Charities of Ashtabula County
Providing Help - Creating Hope
4200 Park Avenue – Third Floor, Ashtabula, OH 44004
Telephone: (440) 992-2121 – Fax: (440) 992-5974 – www.doyccac.org

We regularly survey our clients so that we can provide the best possible services. We are asking your assistance in completing this short survey. Please return it in the enclosed envelope. Thank you for your input.

Client Satisfaction Survey

1. Were you treated with courtesy, respect and promptness when you arrived at the agency?
 - Yes
 - No

2. Do you feel that you were treated with respect and dignity by your caseworker/counselor?
 - Yes
 - No

3. How would you rate your satisfaction with the quality of the services received?
 - Excellent
 - Good
 - Fair
 - Poor

4. Please tell us how our services have helped you/your family.

5. What could we have done differently?

6. As a result of your visit(s), please indicate any lifestyle changes that you will make.

7. Would you recommend our services to someone else?

- Yes
- No

8. How do you think our services can be improved?

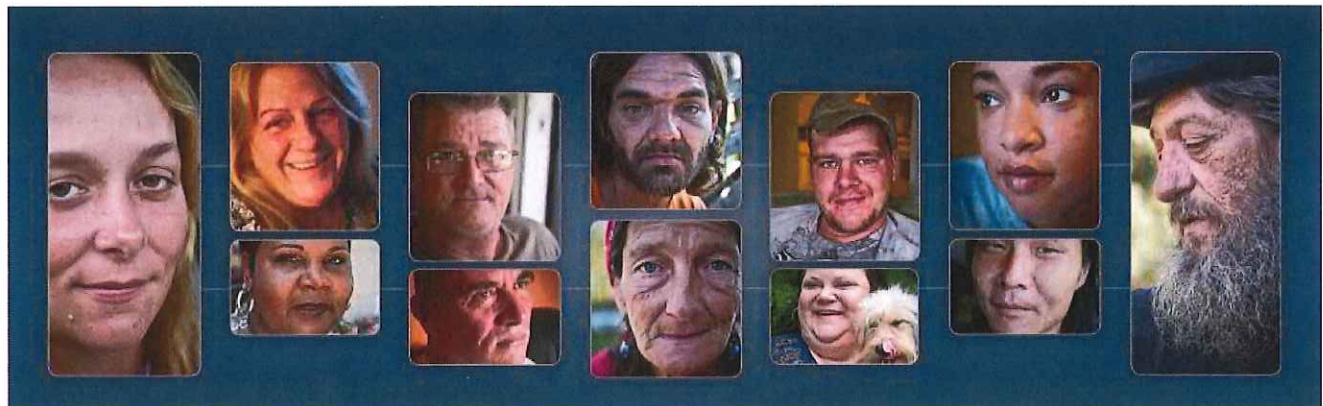
Name (optional): _____



SOAR Online Course: Adult Curriculum

This course trains case workers to assist adults (age 18+) who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder to apply for the Social Security Administration's (SSA) disability programs, Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

[Home](#) > [Online Courses](#) > SOAR Online Course: Adult Curriculum



About the SOAR Online Course: Adult Curriculum

What you will learn:

- Comprehensive information about SSI/SSDI and SSA's disability determination process
- SOAR *Critical Components* of completing and submitting comprehensive and high quality SSI/SSDI applications

How you will learn it:

- Seven comprehensive classes each include a series of articles and "Try-It" quizzes.

- Apply what you learn by completing a *Practice Case* SSI/SSDI Application Packet for a fictional applicant. We provide the video interviews, medical records, and progress notes you need!
- You will work at your own pace, starting and stopping as you wish.

Who Should Take the SOAR Online Course?

- Anyone who would like to learn more about SOAR and the SSI/SSDI application process is welcome to enroll. There is no cost and no obligation to complete the course once enrolled.
 - *Class 1: The Need for SOAR* provides a broad overview of the SOAR model, often referred to as "SOAR 101." This may be helpful for *agency administrators and supervisors of SOAR-trained staff*.
- **However**, completion of the entire course and submission of a *Practice Case Application Packet* is geared toward case workers who **will be assisting with SSI/SSDI applications using the SOAR model**.
 - Completion of the course and *Practice Case* takes an estimated 20 hours.
 - *Practice Case Application Packets* are submitted to the SAMHSA SOAR TA Center for individualized review and feedback within 10 business days. Revisions may be requested.
 - Certificate of Completion includes 20 CEUs from the National Association of Social Workers (NASW).
 - Your state may have additional SOAR training/certification requirements. See our [State Directory](#).

Course Access

Log-in or Sign-up for an account to enroll and access courses.

Log-In

About This Site

SSI/SSDI Outreach, Access, and Recovery (SOAR) is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration (SSA) for eligible adults and children who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder.

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SAMHSA SOAR Technical Assistance Center

433 River St, Suite 1005
Troy, NY 12180

518-439-7415 x2
soar@prainc.com

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Have a question about government services? [Contact USA.gov](#)

SAMHSA's mission is to reduce the impact of substance abuse and mental illness of America's communities.

5600 Fishers Lane, Rockville, MD 20857
1-877-SAMHSA-7 (1-877-726-4727)



SOAR Online Course Overview and Objectives

Overview

The SOAR (SSI/SSDI Outreach, Access and Recovery) Online Course trains case managers to assist individuals who are experiencing homelessness to apply for the Social Security Administration (SSA) disability programs: Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). The techniques taught in this online course can improve the quality and completeness of any application for SSI/SSDI, however, the label "SOAR" should only be used on SSI/SSDI applications for persons who are homeless or at risk for homelessness.

The SOAR Online Course consists of seven classes, each of which has a series of articles, short quizzes, and a practice case. This practice case provides an opportunity for case managers to apply what they have learned by completing an SSI/SSDI application packet for a fictional applicant using SOAR techniques. Video interviews, medical records, and progress notes provide the information needed to complete five SSA forms and write a Medical Summary Report (MSR) for the applicant. The complete application packet is submitted to the SOAR Technical Assistance (TA) Center for review. Upon approval, the participant will receive a certificate of completion and 20 continuing education (CE) contact hours from the National Association of Social Workers (NASW). There is no charge for this course.

We estimate that it will take about 20 hours to complete the course and participants can work at their own pace, starting and stopping as they wish. However, we encourage students to complete the course within 30 days to retain the information learned and get connected sooner to local SOAR initiatives.

Learning Objectives

Class 1: The Need for SOAR

The Need for SOAR provides an introduction to SOAR, its values, and the roles and responsibilities of key stakeholders, especially case managers.

- Why SOAR is an important tool for case managers to use when assisting people who are experiencing or at-risk of homelessness and who have a mental illness, co-occurring substance use disorder or other disability apply for SSA disability benefits
- What values inform the SOAR process
- Important community organizations and stakeholders necessary for a successful SOAR effort and the roles they play
- An overview of SSA's disability benefit programs, SSI and SSDI
- Key steps in the disability application process

Class 2: Initiating the Application

Initiating the Application describes strategies to engage an applicant in the application process. It also stresses two key components in the SOAR program – becoming the applicant's representative and collecting medical evidence.

- Effective strategies for case managers to use in engaging the applicant they are assisting
- Importance of becoming the applicant's representative
- SOAR strategies for collecting medical evidence
- Ways of establishing the protective filing date and starting the application process

What is SOAR?

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a program designed to increase access to Social Security Administration (SSA) disability benefits for eligible individuals who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder.

Many people with disabilities who experience homelessness or are at risk of homelessness (e.g., those returning to the community from institutions such as jails, prisons, or hospitals) struggle to access the resources they need. Many suffer from disabling mental illnesses, co-occurring substance use, trauma, and medical issues that impact their ability to work. The path to recovery can be extraordinarily challenging when one is constantly struggling to meet basic needs. Having income and health care benefits is often a critical first step on the road to recovery.

The Social Security Administration (SSA) has two programs that can provide assistance.

- Supplemental Security Income (SSI), a needs-based program, for individuals who are blind, disabled, or elderly, with low income/resources
- Social Security Disability Insurance (SSDI) for blind or disabled individuals who are insured through employee and employer contributions to the Social Security Trust Fund
- In most states, Medicaid and/or Medicare health insurance accompany these benefits for those eligible

Circumstances can impede access to income and health care benefits.

- SSA communicates mainly by mail, which is a challenge when one does not have a permanent, reliable address.
- People who are experiencing homelessness often have sporadic medical care, making it difficult to access medical records to document disability.
- Symptoms can interfere with cognitive functioning, making it difficult to navigate a complex system.
- **SOAR helps to overcome these barriers!**

SOAR = SSI/SSDI Outreach, Access, and Recovery

SOAR is a Best Practice supported by the Substance Abuse and Mental Health Services Administration (SAMHSA)

What is SOAR?

- Designed to help states increase access to SSI/SSDI for eligible adults who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder.
- The SAMHSA SOAR Technical Assistance (TA) Center utilizes a three-step approach to assist communities in SOAR implementation:
 1. Strategic planning meetings to bring together key stakeholders to collaborate and agree upon a SOAR process and develop a SOAR action plan;
 2. Training SOAR Leaders through the SOAR Leadership Academy, who coordinate local SOAR initiatives; and
 3. Individualized TA to support action plan implementation, develop quality review procedures, assist with questions about SSA disability applications, and help with tracking outcomes

The SOAR model:

- Encourages a collaborative process;
- Facilitates communication among SSI/SSDI benefit applicants, case managers, SSA, Disability Determination Services (DDS), and community providers;
- Prepares case managers to assume a central role in gathering complete, targeted, and relevant information for SSA and DDS;
- Helps the disability determination process move more smoothly and quickly by providing assistance to SSA and DDS;
- Seeks approval on initial applications, avoiding the need for appeals; and
- Works to increase access to supportive services and employment opportunities

SOAR Works!

- Since 2006, 50 states and the District of Columbia have reported 34,919 approvals on SOAR-assisted initial applications for adults (2017 National Outcomes).
- Applying the SOAR model has resulted in an approval rate of 64 percent in an average of 96 days (2017 National Outcomes).
- A SOAR pilot program for children in Washoe County, NV from 2014 to 2016 reported an approval rate of 62 percent in an average of 129 days.
- Visit <https://soarworks.prainc.com/article/soar-outcomes-and-impact> for up-to-date information about approval rates using the SOAR model.

Sustainability

- Collecting outcomes is crucial in sustaining both the local and national efforts.
- SOAR provides an Online Application Tracking (OAT) program to at no cost.



Expectations of Participation and Certification in SOAR Ohio:

The SOAR Ohio certification is a two-step process and only those who successfully complete the National SOAR online course and the SOAR Ohio virtual training can submit SSI and/or SSDI applications using the SOAR model in Ohio.

1. The National SOAR Online Course takes approximately 20 hours to complete. Currently, Ohio uses the SOAR Online Course as its approved training method. The SOAR Online Course consists of seven classes, each of which has a series of articles, short quizzes, and a practice case. The SOAR Online Course is free and can be accessed by clicking on the "Online Courses" tab on the National SOAR website <https://soarworks.samhsa.gov/content/soar-online-course-catalog>. After completing the online course, individuals will be connected to the State Team Lead who will provide ongoing technical assistance and trainings on state specific procedures for SOAR applications.

2. A SOAR Ohio Adult Online Course Review Session and SOAR Ohio virtual training will be offered to those individuals who have successfully completed the National SOAR Online Course: Adult or Child Curriculum. This training will provide policy specifics for Ohio SSA and DDD, a review of the National SOAR online course with hands-on skill set activities, and cover how to submit quality claims with the focus on fidelity to the SOAR model.

A certificate will be provided at the end of the training which provides access to the DDD Expedited Homelessness Unit, that is dedicated to the submission of SOAR Ohio claims. This training is by invitation only and attendance requires that you have completed the National SOAR Online Course at least two weeks prior to the scheduled training date.

Upcoming training dates:

July 6, 2022
October 5, 2022
January 4, 2023
April 5, 2023

Outcome Tracking:

SOAR Ohio uses the National SOAR Online Application Tracking (OAT) system to report outcomes. All SOAR Ohio certified providers are required to report their outcomes on SOAR assisted claims by submitting SOAR Ohio claimant data into SOAR OAT at <https://soartrack.samhsa.gov/login.php> in real time with accurate and timely application data entry.

To maintain the SOAR Ohio certification, one is committing to completing and recording outcomes of a minimum of 24 SOAR assisted SSI/SSDI claims per calendar year with a minimum of a 60 percent approval rate in an average of 100 days or less as targeted goal.



Please reach out with any questions to The SOAR (SSI/SSDI Outreach, Assess and Recovery) Team here at COHHIO that provides training, technical assistance and support to all SOAR Specialist throughout Ohio. Social Service and community workers are trained to use evidence-based best practices and methodology to complete expedited disability benefits applications on behalf of clients. SOAR Ohio specialists represent clients during the entire application process. SOAR methodology is the best practice model and is a truly beneficial resource for all agencies serving Ohio's most vulnerable populations.

Thank you,

Candace Talty, BASW
SOAR Ohio and HNHF Director
SOAR Ohio State Lead

COHHIO

175 S Third St. Suite 580
Columbus, Ohio 43215
P:614.280.1984 ext. 137
F:614.463.1060

candacetalty@cohhio.org

Websites: www.cohhio.org
<https://cohhio.org/programs/soar-ohio/>
<https://cohhio.org/housing-now-for-homeless-families-program/>

Erica Copley, BSW, LSW
SOAR Ohio T&TA Coordinator

COHHIO

175 S. Third Street, Suite 580
Columbus, OH 43215
Phone: 614.280.1984 ext. 142

ericacopley@cohhio.org



SOAR Ohio Frequently Asked Questions (FAQ)

1. What is SOAR Ohio?

SOAR Ohio is designed to move Ohio's most vulnerable populations into better housing opportunities and access other needed recourses. SOAR Ohio providers work on behalf of disabled individuals who are homeless or at risk of becoming homeless, preparing to exit institutions and/or a diagnosis of a severe and persistent mental illness by helping them expedite the SSI/SSDI (Supplemental Security Income/Social Security Disability Insurance) application process. Once they receive their benefits, clients can access safe, decent, affordable housing.

2. What is SOAR?

SSI/SSDI, Outreach, Access and Recovery is a program designed to increase access to SSI/SSDI for eligible participants who are experiencing or at risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder. Highly trained SOAR Specialists assist from the start to finish and represent the applicant through the entire application process.

3. How would it benefit my agency?

This would increase stability for the individuals you serve. Not only does this increase their income but links them to Medicaid, and other resources all leading towards increases in future housing stability for all populations of individuals.

- Learning skills to complete quality applications and forms that are approved on **initial** submission
- Direct connection with local SSA work and the SOAR/homeless adjudicating unit- No one waiting hours on the phone or at the offices
- Decision on claims in about 90 days
- Training, technical assistance and consistent support
- Potential to earn 20 C.E.U.'s for free with completion of training
- Notifications to changes in SSA and procedures before general public
- Most important getting income stability to your clients!



4. What if the person recently got diagnosed, will they be eligible for the SOAR Ohio Program?

Yes, if the person has a medically determinable diagnosis that is expected to last over 12 months, then they will be SOAR eligible.

5. How long will it take to hear a decision on the SSI/SSDI application?

Ohio is averaging 90 days or less to receive the official SSA decision.

6. What if the person started out homeless but was housed prior to the referral?

A formally homeless individual has 90 days after signing of the lease to complete an application or if they are living in a temporary housing situation and has no income.

7. What if a person is staying in a permanent supportive housing unit are they eligible?

Yes, the person is eligible if they are at imminent risk of homelessness, such as their rent may be covered but the tenant may be responsible for the utilities and without income that could get them evicted. Also, their diagnosis is a factor. It's kind of loose around this so it would be more situational of the client's circumstances.

8. How do find a SOAR specialist in my area?

The community partner agencies are focused on serving the clients most in need within their perspective community settings. Please reach out to SOAR Ohio State Lead team with questions on how to get involved with SOAR Ohio to serve your client benefit needs. Please reach out to us here at COHHIO as we are the SOAR Ohio State Lead team and the program coordinator, Candace Talty with questions on registering for the free SOAR certification course work. candacetalty@cohhio.org

The SOAR (SSI/SSDI Outreach, Assess and Recovery) Team here at COHHIO provides training, technical assistance and support to all SOAR Specialist throughout Ohio. Social Service and community workers are trained to use evidence-based best practices and methodology to complete expedited disability applications on behalf of client. Specialists represent clients during the entire process of the application process. SOAR is a truly beneficial resource for agencies serving some of Ohio's most vulnerable populations

9. How do I or someone from my organization get trained?

You can sign up and complete a free training through soarworks.prainc.com or by using this link [SOAR Works](#) .This also qualifies for 20 hours of Social Work CEU's. You will then need to complete a four-hour virtual SOAR Ohio training to learn the Ohio specific practices.

10. Will I be eligible for Technical Assistance if I complete training?

Yes, the SOAR Ohio State Lead team provides training and technical assistance for individuals who have passed the online course and completed the four-hour virtual Ohio training through COHHIO.

For all other questions please reach out to the SOAR Ohio Team listed below:

Candace Talty, AAS, BASW
SOAR Ohio and HNHF Coordinator
SOAR Ohio Local Lead

COHHIO

175 S Third St. Suite 580
Columbus, Ohio 43215
P:614.280.1984 ext. 137
F:614.463.1060
candacetalty@cohhio.org
Website: www.cohhio.org

AND

Amy Lamerson, MSW
SOAR Ohio and HNHF Director
SOAR Ohio State Lead

COHHIO

175 S. Third Street, Suite 580
Columbus, OH 43215
P: 614.280.1984 ext. 128
C: (614) 425-9312
F: 614.463.1060
amylamerson@cohhio.org
Website: www.cohhio.org
SOAR Ohio Website: <https://cohhio.org/programs/soar-ohio/>

ACJFS RFP 3-24
 Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

C. Geographic Service Areas

Catholic Charities of Ashtabula County serves all of Ashtabula County.

	2023-2024 Applications processed	Applications since October 2017
Area	Numbers served	Number served
Ashtabula	71	274
Conneaut	8	27
Geneva	6	23
Jefferson	3	12
Orwell	1	4
Pierpont	0	2
North Kingsville	1	1
Roaming Shore	0	1
Rock Creek	1	3
Austinburg	0	1
Andover	0	2
Kingsville	1	3
TOTAL	92	353

ACJFS RFP 3-24
Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

D. Service Gaps

There are no known service gaps at this time.

ACJFS RFP 3-24
Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

E. Limitations in meeting condition of an agreement

There are no known service limitations at this time.

ACJFS RFP 3-24

Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

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 24 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 also part of the revenue.

The 2024 Organizational Chart

**CATHOLIC CHARITIES OF ASHTABULA COUNTY
2023 ORGANIZATIONAL CHART**

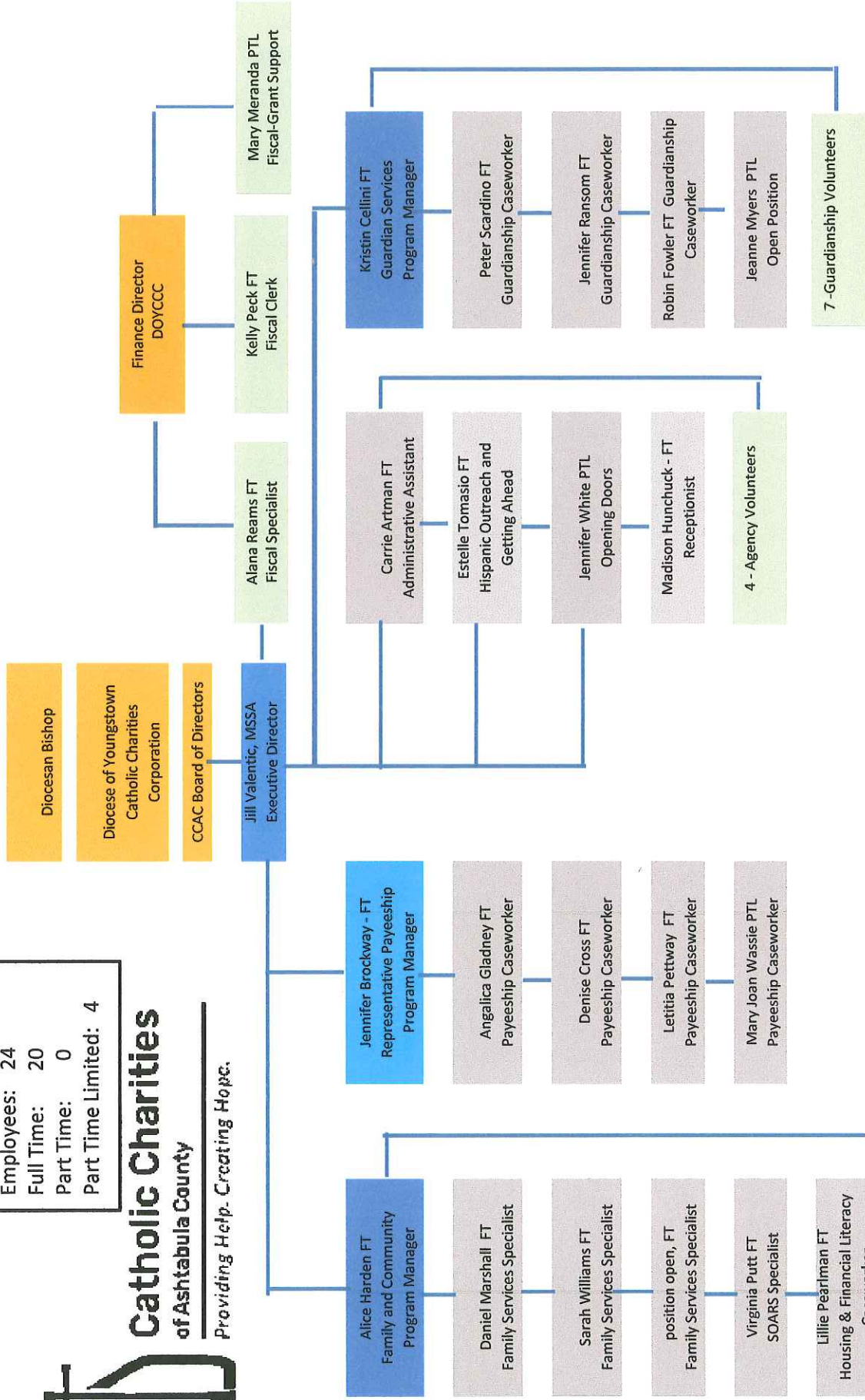
Employees: 24
Full Time: 20
Part Time: 0
Part Time Limited: 4



**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



ACJFS RFP 3-24

Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

F. Board of Trustees/Advisory Council

Catholic Charities of Ashtabula County is governed by a volunteer Board of Directors comprised of local Ashtabula County citizens. The board also has several active committees: The Finance and Audit Committee, Programs & Services Committee, Personnel Committee and special Adhoc committees.

The 2024 Board of Directors Roster is included.

**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@mgearyl.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

ACJFS RFP 3-24
Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

G. Job duties of Project Director

The Family and Community Services Supervisor is the program supervisor for the program and has been with the agency for over seven (7) years. The Program Supervisor has over twenty years' experience as a service provider working with the homeless and most vulnerable population in Ashtabula County. Additionally, the program supervisor has is trained and has provided direct service as a SOAR Ohio Specialist.

Job Description of the Family & Community Services Supervisor is included.

**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

ACJFS RFP 3-24
Catholic Charities of Ashtabula County – SSI/SSDI SOAR -Housing

H. Job Description of project personnel

The current SOAR Ohio Specialist has serving in her postion for over a year at CCAC. Previous to working at Catholic Charities our Specialist has twelve years experience working with the vulnerable population in Ashtabula County. The SOAR Specialist is trained and certified to assist Adults and Children in the SOARS system and has a master's in social work.

Job Description for the SOAR Ohio Specialist (Family Services Caseworker) is included. Certifications attached.



Catholic Charities
of Ashtabula County

Providing Help. Creating Hope.

SOAR Ohio Specialist

Position Title: SOAR Ohio Specialist
Immediate Supervisor: Family Services Supervisor
FLSA Status*: Non-exempt
Positions Supervised: Yes

Position Summary: The SOAR Ohio Program is a model that helps individuals experiencing or at risk of homelessness who have a serious mental illness, medical impairment, and/or developmental delays apply for Social Security disability benefits. The SOAR Ohio Specialist is responsible for ensuring the implementation of the program, and is executed with respect to the vision and mission of the Agency.

Duties and Responsibilities:

- Develop, build, and work with referral sources and community partners to identify applicants through team meetings, outreach, and referrals. Also with those that may assist in the SSA Case.
- Complete Intake Interview with client to determine the client's appropriateness based on the SOARS model to apply or to be reinstated.
- Complete SSI/SSDI application: meet with individual, gather medical records.
- Complete function report: gather work history and other forms needed.
- Follow SOAR Ohio methodology and Social Security Administration policies and procedures.
- Notify individual of appointments to: Social Security Administration, medical doctors, psychiatrists, case management services that were scheduled during the intake process.
- After submission, keep in contact to update SSA concerns, new diagnosis, or other medical evidence.
- Demonstrate strengths-based approaches, principles of self-determination and person-centered planning with client.
- All client documentation requirements completed in an accurate and timely manner.
- Attend required meetings, which may include evening and weekends as well as overnight travel.
- Attend events and activities sponsored by the Diocese of Youngstown or area Catholic parishes.
- Other duties as necessary.

Qualifications:

- Exercise considerable judgement with a high level of confidentiality.
- A high level of computer expertise in Microsoft Office products including Word, Excel, and PowerPoint.
- Strong interpersonal, written, and verbal communication skills, including producing clear, concise reports.

- Ability to balance multiple tasks simultaneously
- Must be able to adjust to the environment of the target population including making visits to nursing homes, shelters, and personal living environments when needed
- Superior organizational skills and attention to detail
- Good writing skills and the ability to analyze extensive data and create written reports with accuracy and brevity
- Ability to maintain professional boundaries and engagement skills with a challenging population and in non-traditional work conditions
- Evidence of ongoing training and education in related areas such as mental illness, substance abuse, and/or homelessness

Education and/or Experience:

- Associate's degree in Social Work, or a related field, or/and two years' experience preferably in the human services or behavioral health field. LSW or LISW is a plus.

Certificates and Registration:

- Successful completion of BCI/FBI background screening
- Successful completion of Exclusion Checks
- Successful completion of a 20 hour SOARS training, to be done after hire.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties of this job, the employee is frequently required to sit, talk, and hear.
- The employee is required to stand, walk, and climb stairs
- The employee must occasionally lift and/or move up to 25 pounds.

Reports To: Alice Harden, Family Services Supervisor

3.2 Posting of Openings

Catholic Charities of Ashtabula County desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on employee bulletin boards. Prior to any outside recruitment, the Agency will announce all new positions within the Agency for five consecutive working days (Employee Manual, pg. 10).

* Fair Labor Standards Act (**FLSA**)



CERTIFICATE of COMPLETION

THIS ACKNOWLEDGES THAT

Virginia Putt

HAS SUCCESSFULLY COMPLETED THE

SOAR ONLINE COURSE: ADULT CURRICULUM

Format: Online Course

MAY 25, 2023

This program is Approved by the National Association of Social Workers (Approval #886500698-5028) for 20 continuing education contact hours.

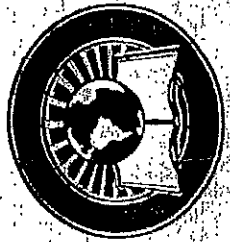
SAMHSA SOAR Technical Assistance Center
Policy Research Associates, Inc. | Delmar, New York
518-439-7415 - soar@prainc.com - <https://soarworks.samhsa.gov>

Walden University

Having completed the studies and satisfied the requirements prescribed
by the Board of Directors of Walden University,

Virginia Ann Putt
is conferred the degree of
Master of Social Work

and to all rights, privileges and honors pertaining thereto.
In Testimony Whereof, this diploma is conferred at Minneapolis, Minnesota,
on this twelfth day of February, two thousand seventeen.



Paula R. Angus
Chair of the Board of Directors

Jonathan C. Kaplan
President

THE KAPLAN UNIVERSITY

Upon the Recommendation of the President and Faculty and by the authority of the Board of Trustees, Kaplan University has conferred upon

Virginia Hunt

The degree of

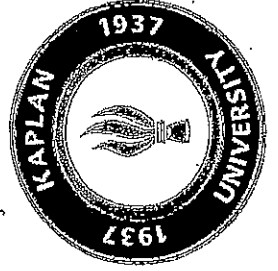
Bachelor of Science in Human Services

with a concentration in

Child and Family Welfare

Summa Cum Laude

with all the honors and privileges appertaining thereto. In testimony, inherent, the Board of Trustees has granted this diploma bearing the seal of the University. Given in this month of October in the year 2013



BV-L650
President

Jade J. Syle
President

TRIS STATE BUSINESS INSTITUTE

ERIE, PENNSYLVANIA

is pleased to certify that

Virginia A. Pitt

has earned the

Degree of Associate In Specialized Business

for successfully fulfilling all requirements prescribed in the

Business Administration/Marketing and Management

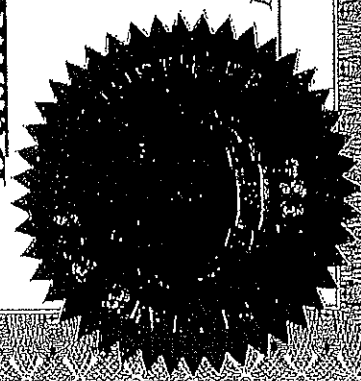
and is hereby presented this award as an
acknowledgement of the achievement to all concerned.

February 13, 2009

DATE

[Signature]

PRESIDENT



TRI-STATE BUSINESS INSTITUTE

ERIE, PENNSYLVANIA

is pleased to certify that

Virginia Patt

has earned the

Degree of Associate In Specialized Business

for successfully fulfilling all requirements prescribed in the
Business Administration/Accounting

1984

and is hereby presented this award as an
acknowledgement of the achievement to all concerned.



September 24, 2008

DATE

PRESIDENT



Certificate of Continuing Education

Introduction to Motivational Interviewing Intensive Home-Based
Treatment - Conversations About Change (part 2)

This is to certify that **Virginia Putt** satisfactorily completed
this Continuing Education offering on **August 4, 2023.**

License # _____ Adjusted Contact Hours 3

OhioMHAS Continuing Education Committee is an approved provider of Continuing Education for RNs and LPNs for the Ohio Board of Nursing and has awarded **3.0** CE contact hours per **OBN003 92-3721CO**.

OhioMHAS has been approved as a provider of Continuing Professional Education credit by the Ohio Counselor, Social Work, Marriage and Family Therapist Board.
3.00 CPEs have been awarded to Social Workers per **RSX088902-5202CO**
and to Counselors per **RCX068915-4245CO**

OhioMHAS is approved by OPA-MCE to offer continuing education for Psychologists.
3.00 MCEs are awarded per **311334820-5010CO**

Lori Criss, Director
Ohio Mental Health & Addiction Services

Monica Schafer, RN, MSN, LCDC III, ICADC
System Chief Nursing Executive
Ohio Mental Health & Addiction Services



Certificate of Continuing Education

Introduction to Motivational Interviewing for Care Coordinators

This is to certify that **Virginia Putt** satisfactorily completed
this Continuing Education offering on **June 2, 2023**.

License # _____ Adjusted Contact Hours 3

OhioMHAS Continuing Education Committee is an approved provider of Continuing Education for RNs and LPNs for the Ohio Board of Nursing and has awarded **3.0 CE** contact hours per **OBN003 92-3665CO**.

OhioMHAS has been approved as a provider of Continuing Professional Education credit by the Ohio Counselor, Social Work, Marriage and Family Therapist Board.
3.00 CPEs have been awarded to Social Workers per **RSX088902-5123CO**
and to Counselors per **RCX068915-4175CO**

OhioMHAS is approved by OPA-MCE to offer continuing education for Psychologists.
3.00 MCEs are awarded per **311334820-4038CO**

OhioMHAS has been approved by the Ohio Chemical Dependency Professionals Board as a provider of Continuing Education Units and has awarded **3.00 CEUs** per **50-18528**.
This program is approved for the following content area/s: **C2- 3.00 hours**

Lori Criss, Director
Ohio Mental Health & Addiction Services

Monica Schaffer, RN, MSN, LCDC III, ICADC
System Chief Nursing Executive
Ohio Mental Health & Addiction Services



QPR Gatekeeper Certificate

Virginia Putt

has met all the requirements of the course:

QPR Suicide Prevention Gatekeeper Program

Presented by:

Bridget Hill Hanna

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

Virginia Putt

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

Virginia Putt

has successfully completed the two-hour course

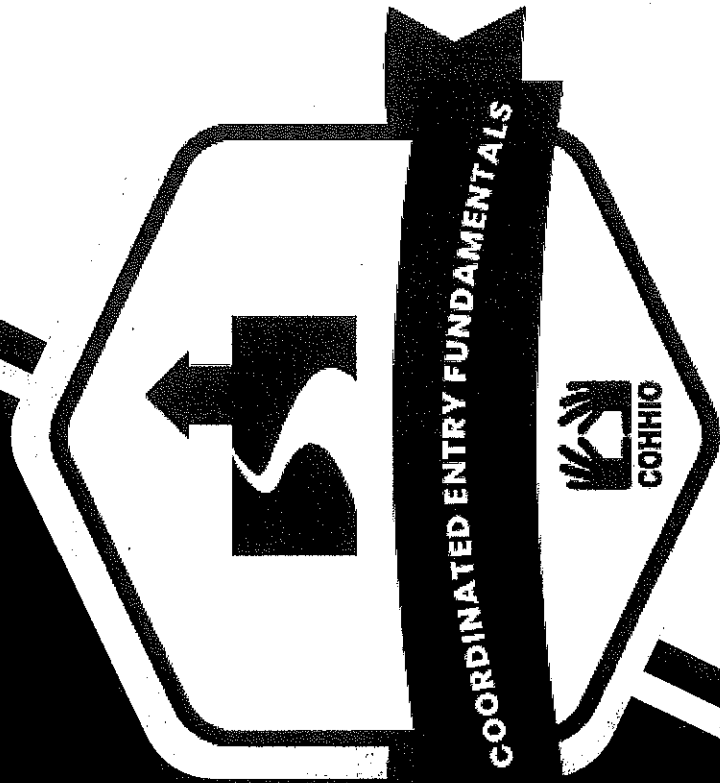
Coordinated Entry Fundamentals

02/06/2024

Completion Date



Coalition on Homelessness and Housing in Ohio





NationalCPRFoundation™
Provider Card

Student: Virginia Putt

The mentioned individual is now Certified in the mentioned Course by demonstrating proficiency by successfully passing the Examination in accordance with the Terms and Conditions of National CPR Foundation (NCPRF). Valid for 2 Years.

(Infant - Child - Adult)

ID#: FDFD4C

Certificate: CPR / AED / First-Aid

Date: 12/28/2022

Course administered by National CPR Foundation in
Accordance with the 2020 ECC/ILCOR and AHA® guidelines



NationalCPRFoundation™
The Smarter Way!

www.NationalCPRFoundation.com

Certificate of Completion

Presented to:



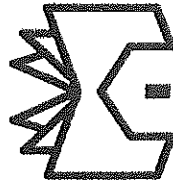
Virginia Putt

For Successfully Completing a 24 Hour Course In

Pre-Purchase Counseling Training

On March 18, 2023

Presented by:



NEJAC NACA'S
ECONOMIC JUSTICE
& ADVOCACY CENTER

Neighborhood Stabilization Corporation

A HUD Approved Training Organization

Lea Watterson

Lea Watterson
Training Director

JLDFKDJHF-BHWVTCWZ-YDBWQGQRSD

March 24, 2023



Hiring and Supervising SOAR Case Workers

A Toolkit for Managers and Leads

A SOAR (SSI/SSDI Outreach, Access, and Recovery) case worker will assist eligible individuals who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder apply for Social Security Disability benefits. Due to the unique nature of the position, the following are helpful suggestions and key considerations when hiring and supervising SOAR case workers.

SAMHSA SOAR TA Center

soar@prainc.com



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Special thanks to the SAMHSA SOAR Expert Panel Hiring and Supervision Workgroup and SOAR Leads who helped shape this toolkit and provide examples from their programs: Caroline Bolas, Ashley Blum, Emily Carmody, Kascadare Causeya, Jordan Durrett, Amy Lamerson, Ashley Moore, and Cindy Schwartz.

Exhibit II

**Applicant Budget
Summary**

Applicant: Catholic Charities of Ashtabula County - Housing Services - Title XX	
Date From: October 2024	To: September 2025

	Program	Title XX
I. Staff		
A. Salaries	\$ 34,162.00	\$ 34,162.00
B. Payroll-Related Expenses	\$ 14,848.00	\$ 14,848.00
Total Staff Costs	\$ 49,010.00	\$ 49,010.00
II. Operations		
A. Travel and Short-Term Training	\$ 364.00	\$ 364.00
B. Consumable Supplies	\$ 180.00	\$ 180.00
C. Occupancy Costs	\$ 1,334.09	\$ 1,334.09
D. Contract and Professional Services	\$ 1,460.00	\$ 1,460.00
E. Other - Miscellaneous	\$ 1,013.00	\$ 1,013.00
Total Operational Costs	\$ 4,351.09	\$ 4,351.09
III. Equipment		
A. Equipment Depreciation	\$ -	\$ -
B. Small Equipment Purchases	\$ -	\$ -
C. Leased and Rented Equipment	\$ -	\$ -
Total Equipment Costs	\$ -	\$ -
Sub- Total of All Costs	\$ 53,361.09	\$ 53,361.09
IV. Minus Other Program Resources	\$ -	\$ -
Total Program Costs	\$ 53,361.09	\$ 53,361.09

Budget Computation

Total Operating Expenses	\$ 53,361.09	\$ 53,361.09
Divided by Total Operating Units	96.00	96.00
= Unit Rate	555.8446875	555.8446875
Unit Rate	\$ 555.84	\$ 555.84
X number of units purchased	96.00	96.00
= Total Contract Amount	\$ 53,361.09	\$ 53,361.09

Unit = Example: 1 meal, 1 hour

II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile:	\$ 189.00	\$ 189.00
Short-Term, Training	\$ 175.00	\$ 175.00
Total Travel and Short-Term Training	\$ 364.00	\$ 364.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	\$ 300.00	\$ 150.00
Cleaning Supplies		
Other (<i>identify</i>)	\$ 5.00	\$ 30.00
Other (<i>identify</i>)	\$ -	\$ -
Total Consumable Supplies	\$ 180.00	\$ 180.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	\$ 1,200.00	\$ 1,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	\$ 25.00	\$ 25.00
Utilities (if not included in rent) must be itemized		
Heat		
Electric		
Water		
Telephone	\$ 90.09	\$ 90.09
Sewer		
Other Alarm	\$ 19.00	\$ 19.00
Other (<i>identify</i>)		
Total Occupancy Costs	\$ 1,334.09	\$ 1,334.09

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Technology	\$ 500.00	\$ 500.00
Auditor	\$ 280.00	\$ 280.00
Other Contract Service Fees	\$ 680.00	\$ 680.00
Total Contract & Services Costs	\$ 1,460.00	\$ 1,460.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Postage & Shipping	\$ 173.00	\$ 173.00
Advertising & Printing	\$ 50.00	\$ 50.00
Other Technological	\$ 590.00	\$ 590.00
Computer Software Training & Support	\$ 200.00	\$ 200.00
Diues & Other Misc. Expenses	\$ -	\$ -
Total Miscellaneous Costs	\$ 1,013.00	\$ 1,013.00

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

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Small Equipment Purchases		\$ -	\$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount Entire Program	Amount for Title XX
Total Leased and Rented Equipment		\$ -	\$ -

IV. Other Program Resources

Source	Amount Entire Program	Amount for Title XX
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.

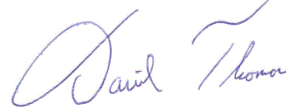
FISCAL OFFICER'S CERTIFICATE

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 **\$13,340.27**, and free from any previous encumbrances.

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

DocuSigned by:



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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


6/11/2025

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 Title XX Sub-Grant Agreement #25-2005-XX, Amendment #1; amendment for Catholic Charities of Ashtabula County funded by Title XX, which provides SOAR Ohio Project-Housing Services. The amendment changes the wording in Section A to allow Independent/Transitional Housing activity/rental assistance for no more than 4 consecutive months in a 12-month eligibility term.

Name and Address of Provider(s):

Catholic Charities of Ashtabula County

4200 Park Avenue, Third floor

Ashtabula, Ohio 44004

Term (beginning and ending date, if applicable):

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

Title XX Services Subgrant Amendment
Amendment # 1 Subgrant Agreement # 25-2005-XX

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

1. Article V — AMOUNT OF GRANT/PAYMENTS:

This amendment changes to read: Section A.:

From: This Sub-Grant Agreement is in the total amount of: \$ 53,361.09.

The unit rate is: \$555.84 per SOAR Applicant per service code 755-XX.

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

Federal Award Project Description: FFY 2026 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

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

To: This Sub-Grant Agreement is in the total amount of: \$ 53,361.09.

The unit rate is: \$555.84 per SOAR Applicant case management per service code 755-XX;

AND \$555.84 per Independent/Transitional Housing activity/rental assistance for no more than 4 consecutive months in a 12 month eligibility term per service code 756-XX

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

Federal Award Project Description: FFY 2026 Title XX Social Services Block Grant

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

Catalog of Federal Domestic Assistance (CFDA): 93.667

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

Federal Award Date of Award to the Recipient by the Federal Agency: October 1, 2025

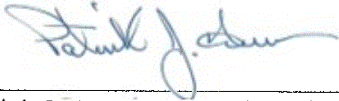
Is the Award Research and Development: No

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

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

SIGNATURES:

DocuSigned by:



6/11/2025

Date

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

DocuSigned by:



6/12/2025

Date

Catholic Charities of Ashtabula County

Signed by:



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DocuSigned by:

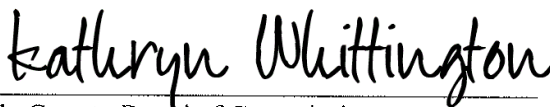


6/17/2025

Date

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Signed by:



Ashtabula County Board of Commissioners

Signature Page

Re: An amendment between Ashtabula County Job & Family Services and Catholic Charities of Ashtabula County for a Title XX Sub-Grant Agreement for FY 2025.

Approved as to Legal Form Only:

By: 

April Grabman

Ashtabula County Prosecutor

Date: 6/11/25