RESOLUTION APPROVING TITLE XX SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (26-2001-XX & 26-2002-XX); ARMC REGIONAL HOME HEALTH (26-2003-XX); CATHOLIC CHARITIES OF ASHTABULA COUNTY (26-2004-XX & 26-2005-XX & 26-2008-XX); COUNTRY NEIGHBOR PROGRAM, INC. (26-2006-XX); LAKE AREA RECOVERY CENTER (LARC)(26-2007-XX), ACDJFS

WHEREAS, on September 9, 2025 by Resolution No. 2025-389, proposals were awarded for Temporary Assistance for Needy Families (TANF); Title XX Social Service; and Transportation Programs; and

WHEREAS, it is now necessary to approve the Title XX agreements, as follows:

WHEREAS, Patrick Arcaro, Director of the Dept. of Job and Family Services, has presented the following contracts for the approval of the Board, to-wit:

ALL TERMS ARE EFFECTIVE: October 1, 2025 and ending September 30, 2026

SCOPE OF SERVICES: All sub grant agreements listed below provide specified services to Ashtabula County residents.

VARIOUS PROGRAMS (SEE BELOW)
ASHTABULA CO. COMMUNITY ACTION AGENCY, 4200 State Rd, Ashtabula, OH 44004

- **HOME DELIVERED MEALS- Contract No. 26-2001-XX:**
- **Cost: Not to Exceed,** $21,480.00

- **INFORMATION & REFERRAL SERVICES - Contract No. 26-2002-XX:**
- **Cost: Not to Exceed,** $10,000.00

NURSING, HOMEMAKER AND CHORE SERVICES
ARMC REGIONAL HOME HEALTH, 3949 Jefferson Rd., Ashtabula, OH 44004

- **ARMC Regional Home Health-, Contract No. 26-2003-XX**
- **Cost: Not to Exceed**, $41,608.06

VARIOUS PROGRAMS (SEE BELOW)
CATHOLIC CHARITIES OF ASHTABULA COUNTY 4200 Park Ave., 3rd Floor Ashtabula, OH 44004

- **GUARDIANSHIP SERVICES - Contract No. 26-2004-XX:**
- **Cost: Not to Exceed,** $45,000.00

- **SOAR OHIO Project/HOUSING & SSI SPECIALIST SERVICES - Contract No. 26-2005-XX:**
- **Cost: Not to Exceed,** $42,688.87

- **PAYEESHIP SERVICES- Contract No. 26-2008-XX**
- **Cost: Not to Exceed,** $25,615.04

HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC., PO Box 212, Orwell, OH 44076

- **Country Neighbor Program, Inc., Contract No. 26-2006-XX**
- **Cost: Not to exceed**, $62,444.00

RESIDENTIAL TREATMENT SERVICES
LAKE AREA RECOVERY CENTER, 2801 "C" Court, Ashtabula, OH 44004

- **Lake Area Recovery Center, Contract No. 26-2007-XX:**

- **Cost: Not to Exceed,** $4,497.00

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

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2025-402 **September 23, 2025**

RESOLUTION APPROVING TITLE XX SUBGRANT AGREEMENTS WITH ASHTABULA COUNTY COMMUNITY ACTION AGENCY (26-2001-XX & 26-2002-XX); ARMC REGIONAL HOME HEALTH (26-2003-XX); CATHOLIC CHARITIES OF ASHTABULA COUNTY (26-2004-XX & 26-2005-XX & 26-2008-XX); COUNTRY NEIGHBOR PROGRAM, INC. (26-2006-XX); LAKE AREA RECOVERY CENTER (LARC)(26-2007-XX), ACDJFS

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

VOTE:

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

CERTIFICATE OF CLERK

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

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

Docusign Envelope ID: 49001532-C9C0-470D-93C3-CCC4B34115F0

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **Lake Area Recovery Center**, located at: **2801 "C" Court, Ashtabula, Ohio 44004** and whose phone number is: **440-998-0722**, (hereinafter referred to as the "Subgrantee") to provide **Residential Treatment 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 **Lake Area Recovery Center.**

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.

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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.

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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, 2025** through **September 30, 2026** 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: **$4,497.00**

The unit rate is: **$190.00 per day** per service code **702-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

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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,

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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.

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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.

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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;

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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: 2801 "C" Court, Ashtabula, OH 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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

Lake Area Recovery Center

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9/22/2025
Date

Signed by:

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9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

Docusign Envelope ID: 49001532-C9C0-470D-93C3-CCC4B34115F0

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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

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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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Lake Area Recovery Center

ADDRESS: 2801 C Court Ashtabula, Ohio 44004

PHONE: (440) 998-0722 FAX: (440) 992-1699

SERVICE SITE (if different than above): Turning Point

ADDRESS: 2711 Donahoe Drive Ashtabula, Ohio 44004

PHONE: (440) 998-0722 FAX: (440) 536-4731

FEDERAL TAX I.D. NUMBER: 34-6608640

EXECUTIVE DIRECTOR/DIRECTOR: Michael Murphy

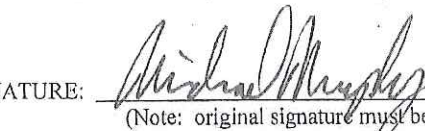
PROGRAM COORDINATOR: Kevin Ellis EMAIL: Kevin@lakearearccovery.org

FISCAL CONTACT: Joy Trenn EMAIL: jtrenn@lakeareарecovery.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: Michael Murphy SIGNATURE: 
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6-26-25

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Attachment B

1. Program Description and Proposed Service

Program Description and proposed service

The Lake Area Recovery Center is a private not for profit corporation. Our purpose is to promote public understanding of compulsive and addictive behaviors and disorders, including, but not limited to, alcoholism, drug abuse and other addictions; to support remedial action for the prevention of compulsive and addictive behaviors and disorders by means of community leadership, appropriate legislation and education; to provide rehabilitation and other services.

The Service

Turning Point is operated by the Lake Area Recovery Center and is designed to meet the treatment needs of the chronically chemically dependent. The facility accommodates twenty-eight residents, fourteen of which are for 3.5 Level of Care for men, for a planned length of stay of two to four months and fourteen of which are for a lower 3.1 Level of Care for men which allows these men to maintain jobs. This program is most appropriate for individuals who need a highly structured environment to maintain abstinence while developing a chemical-free lifestyle. Many have been incarcerated for drug related offenses and/or have not been successful in less intense levels of treatment.

Turning Point works effectively with multiple needs clients, those with special needs in addition to chemical dependency including dually disordered, diabetic, or physically challenged residents.

This project is designed to serve income eligible Ashtabula County males with children. As they are in the late stages of addiction they are typically unable to provide financial or emotional support to their children. Our goal is reunification with their children and the ability to work and support their dependent children upon successful completion of treatment.

2. Summary of Service

LARC will provide 23.66 days of residential treatment. We estimate that this will serve portions of treatment for approximately 1 men. Once these funds are depleted, other methods of funding will be used.

3. Geographic Service Areas

This project will serve income eligible residents of Ashtabula County.

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4. Gaps in Services

Gaps in services encompasses both unmet needs and unmet demand for treatment. Not all those who need treatment attempt to access it. Need is defined as physical and behavioral indicators e.g. frequency and quantity of substance use, diagnoses etc... Demand is defined by those that actually sought treatment, were admitted, turned away or placed on a waiting list. While the gap in services in terms of need is even greater than the treatment gap in terms of demand, both are considerable and result in losses to Ashtabula County both in terms of dollars and lives. These funds are essential for the treatment and recovery for men in Ashtabula County and with these funds we will be able to provide much needed treatment for them, so that they can live active pro-social lives.

5. Limitations in meeting conditions of contract.

There are no known limitations in providing the units proposed.

6. Organizational Structure

See attached Organizational Chart

7. Board of Trustees

See attached Board Roster

8. Job duties of Project Director

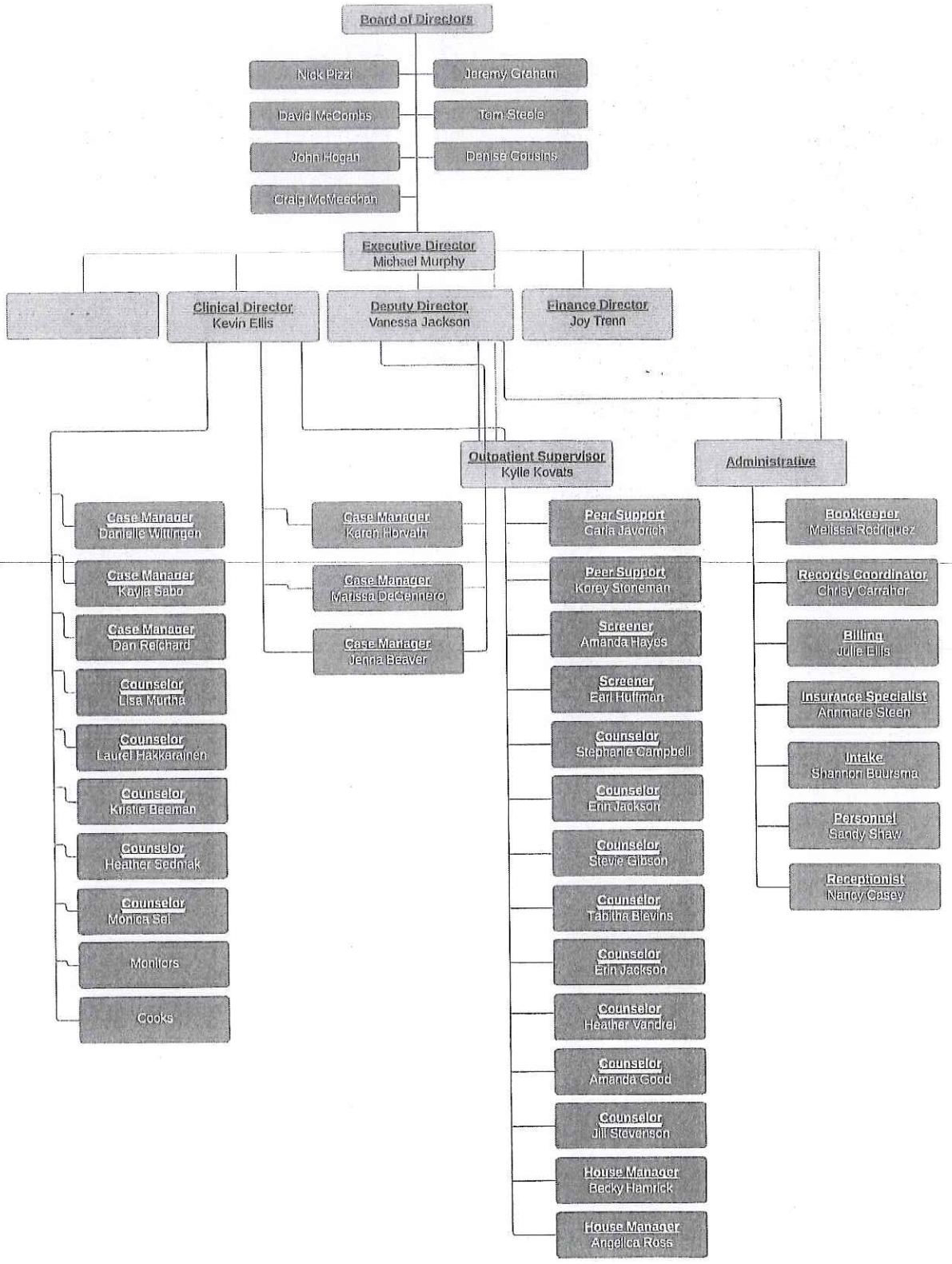
The Clinical Supervisor - Residential will serve as Project Director. See attached job Description

9. Job description of Project Personnel

See attached job descriptions of Residential (Turning Point) positions.

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Lake Area Recovery Center



Docusign Envelope ID: 49001532-C9C0-470D-93C3-CCC4B34115F0

LAKE AREA RECOVERY CENTER
BOARD MEMBERS

	BUSINESS
John Hogan – President 1732 East 47th Street Ashtabula, Ohio 44004 Phone: 440-645-3460 Cell: 440-645-3460 Jhogan82nd@gmail.com	WSA Inc. (Weather Sealco) 4707 State Road Ashtabula, Ohio 44004 Phone: 440-645-3460
Craig McMeechan, CPA - Treasurer 833 Needham Court Macedonia, Ohio 44056 Phone: (330) 285-9611 Craig.mcmeechan@gmail.com	Park Ohio Mayfield Heights, Ohio
Jeremy Graham 1991 State Route 193 Dorset, Ohio 44032 Phone: (440) 813-4955 Jeremy.graham72@gmail.com	Probation Officer
Nick Pizzi 306 East Main Street Geneva, Ohio 44041 Phone: (440) 536-2827 nickpizzisfloors@gmail.com	Pizzi's Flooring
Chad Kendzerski 1368 E Jefferson Street Jefferson, Ohio 44047 Phone: (440) 813-3317 firechief@atfd.net	Ashtabula Township Fire Department 2718 North Ridge Road East Ashtabula, Ohio 44004 Phone: (440) 997-4641
Jesse Wodrig 410 Emily Drive Madison, Ohio 44057 Phone: (570) 419-6820 jcwodrig@gmail.com	Problem Gambling Network of Ohio 355 E Campus View Blvd, #285 Columbus, Ohio 43235

*Preferred Mailing Address

Updated May 2025

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Residential Director

FUNCTION: Supervises all TP treatment related personnel including Residential Counselors, Case Managers, Monitors, Cooks, and Maintenance. Assures services rendered meet or exceed policy standards and guidelines and funding requirements.

TASKS: Supervises and provides services in the following areas: consultation, referral and information services, intervention, training services, outreach, assessments, case management, individual counseling, group counseling, family counseling services, intensive outpatient services, and adjunctive alcohol/drug services. Make recommendations to the Executive Director regarding development of treatment services and related policies and procedures. Responsible for reviewing and approving clinical forms, and reviewing and approving content and format of all new and or revised treatment modalities. Assures cooperative coordination between components. Meets with counselors and treatment consultants on a regularly scheduled basis to staff clients and review treatment plans and case notes. Routinely reviews client records and treatment practices assuring consistent application of program philosophy and policies throughout the agency. Provides public information services as assigned. Provides crisis intervention services on an on-call basis. Routinely appraises the Director of current component activities. Compiles and submits reports as required. May assist the Executive Director in the planning and implementation of related community projects. May supervise non-counseling staff as delegated. Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS:

LICDC preferred, LISW or LPCC. Prior paid experience in the field of substance abuse required. Must have an extensive understanding of various substance abuse treatment modalities. Supervisory experience required. Must be willing to participate in training programs and seminars. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

SUPERVISOR:

Executive Director – Clinical Supervisor CS (if applicable ie: not a LICDC)

SUPERVISES:

Residential Counselors, Case Managers, Monitors, Cooks and Maintenance

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RESIDENTIAL COUNSELOR

FUNCTION: Evaluate residents, prepares bi-weekly reports of clients' general progress; provides and documents required individual and group counseling. Is personally responsible for preparation and submission of progress reports, recommendations and evaluations.

TASKS: Dependent upon privileges, develops and implements resident treatment plans in conjunction with other Outpatient Clinical Staff; provides counseling services, both group and individual to assigned clients; maintains records in accordance with LARC client record policy; is responsible for issuance of passes to assigned clients; meets routinely with Turning Point staff and Residential Clinical Supervisor for staffing of clients and discussion of progress notes. May transport clients to (and attend with) activities; supervises residents and maintains house rules in coordination with other Turning Point staff; meets routinely with other Turning Point staff to assure uniform implementation of treatment plans; coordinates work schedule with other personnel assuring integration guidelines; completes and compiles all client related information required for reports, LARC client data, Residential records, service logs, financial and billing information, and demographics as required by the supervisor; provides crisis intervention services on an on-call basis; other related tasks as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in Social Sciences preferred or comparable experience in the field of chemical dependency modalities. Must have at least a CDCA. Must be willing to participate in training programs and seminars. Possession of valid driver's license and use of a care on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Meets weekly with the Residential Clinical Supervisor as outlined in the agency employee supervision policy.

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Residential Case Manager

FUNCTION:

- Responsible for recording intake information for admission consideration by the Clinical Supervisor. Maintains "Waiting List"; contacts applicants with admission dates and related information when asked by the Clinical Supervisor. Conducts orientation for new admissions.
- Provides or arranges client transportation for any outside appointments.
- Assists assigned clients in obtaining assistance, including making necessary transportation arrangements, etc.; obtains required medical assistance with the approval of direct supervisor

TASKS:

- Maintains list for appointments with Job & Family Services on weekly sign up day; Brings residents to main office at the appropriate JFS appointment times.
- Provide client admission or discharge reports to the Accounts Receivable Officer, as well as to the Accounts Payable Officer on a daily basis.
- Coordinate client prescriptions with the pharmacy. Responsible for collecting reimbursement from the client or the family or when they receive a check, before they are discharged.
- Coordinate and give necessary support for the weekly medical visits to new clients.
- Responsible to report any immediate maintenance problem(s) to the Clinical Supervisor, filling out the proper Maintenance request form.
- Assists with daily filing in client charts
- Assists in case management functions for residents
- Assists in discharge referrals and planning
- Utilizing the log, communicates with Turning Point staff on a daily basis
- Upon admission, completes initial intake packet; signs releases, consent forms and financial information with residents.
- Coordinates housing, educational and vocational services for clients in order to transition clients back into society.
- Any other tasks as assigned

MINIMUM QUALIFICATIONS:

- Candidate must be at least 18 years of age and possess a high school diploma or equivalency certificate. Associates Degree preferred. Candidate must be familiar with OhioMHAS protocols for levels of care, and complete admission process, as well as all required documentation. Must have a CDCA certification or be in the process of obtaining.

DIRECT SUPERVISOR:
Clinical Supervisor

SUPERVISES:
None

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COOK

FUNCTION: Meal preparation for residential clients. Food purchasing as assigned by supervisor. Menu planning in conjunction with dietician and supervisor.

TASKS: Preparation of meals on a daily basis; may make wholesale and retail food purchases as authorized. Inventory control of food, related supplies and kitchen equipment. Responsible for strict adherence to food budget. Prepares and submits reports as required. Able to work with client population and supervise assigned kitchen helpers, including weekend cook. Meets routinely with treatment staff to discuss client progress as it relates to kitchen chores. All other tasks as assigned.

MINIMUM QUALIFICATIONS

One year commercial experience in meal preparation. High School graduate/GED. Possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR:

Residential Clinical Supervisor

SUPERVISES:

None

Has daily contact with Residential Clinical Supervisor or as needed.

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WEEKEND COOK

FUNCTION: To assist cook in meal preparation for residential clients on weekends or when regular cook is not available.

TASKS: Meal preparation on weekends or as needed; assisting cook in general upkeep of kitchen, such as inventory control and sanitary and safety maintenance of cooking equipment and cooking areas; responsible for interacting with clients, particularly those assigned to kitchen duty. Other tasks as assigned.

MINIMUM QUALIFICATIONS

Preferably one year experience in meal preparation; High School Diploma/GED; possession of a valid driver's license and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

Has contact with the Residential Clinical Supervisor as needed.

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RELIEF MONITOR

FUNCTION: Provides staff coverage to Turning Point during the week, weekends, day, and night

TASKS: Supervises residents and maintains House rules in coordination with other staff; will meet with counseling staff to assure uniform implementation and creation of treatment plans according to ASAM Criteria; will facilitate group treatment sessions as needed; reads and updates facility log; is responsible for routine aspects of physical operation during shift (ie: safety and security - locking doors, bed checks, etc.); supervises activities and projects as planned by Residential Counselors; does routine office work. Other related tasks as assigned.

MINIMUM QUALIFICATIONS:

High School diploma, GED, or equivalent (some college preferred). Have an understanding of substance abuse treatment modalities, background in motivational interviewing, cognitive behavioral therapy, and criminal justice preferred. CDCA preferred, or must be willing to complete the process once hired. Ability to read and write at a high school level. Must be willing to participate in training programs. Possession of a valid driver's license, valid insurance, and use of a car on a daily basis or transportation to permit the completion of job requirements.

DIRECT SUPERVISOR: Residential Clinical Supervisor

SUPERVISES: None

ADDENEUM: TASK: To fill in for groups for Women's or Men's Residential Counselor would include completing any required documentation. Must have a CDCA.

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Exhibit II

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Applicant Budget Summary

Applicant: Lake Area Recovery Center	
Date From: 10/1/25	To: 9/30/26

	Program	Title XX
I. Staff		
A. Salaries	$ 464,290.00	$ 2,915.00
B. Payroll-Related Expenses	$ 124,971.00	$ 780.00
Total Staff Costs	$ 589,261.00	$ 3,695.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ 12,000.00	$ 74.00
E. Other - Miscellaneous	$ 115,000.00	$ 728.00
Total Operational Costs	$ 127,000.00	$ 802.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 716,261.00	$ 4,497.00
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 716,261.00	$ 4,497.00

Budget Computation

Total Operating Expenses	$ 716,261.00	$ 4,497.00
Divided by Total Operating Units	3,768.00	23.66
= Unit Rate	190.0904989	190.0676247

Unit Rate	$ 190.00	$ 190.00
X number of units purchased	23.67	23.67
= Total Contract Amount	$ 4,497.00	$ 4,497.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Director of Residential Services	$ 67,725.00	Year	43.75%	$ 29,630.00	$ 186.00
Cook	$ 32,448.00	Year	100.00%	$ 32,448.00	$ 204.00
Weekend Cook	$ 15,568.00	Year	100.00%	$ 15,568.00	$ 98.00
Maintenance	$ 35,672.00	Year	33.50%	$ 11,950.00	$ 75.00
Men's 3.5 Counselor	$ 38,896.00	Year	100.00%	$ 38,896.00	$ 244.00
Men's 3.5 Counselor	$ 37,440.00	Year	100.00%	$ 37,440.00	$ 235.00
Men's 3.5 Case Manager	$ 32,448.00	Year	100.00%	$ 32,448.00	$ 204.00
Night Monitor's 3.5	$ 121,290.00	Year	100.00%	$ 121,290.00	$ 761.00
Men's 3.1 Counselor	$ 38,896.00	Year	67.00%	$ 26,060.00	$ 164.00
Men's 3.1 Case Manager	$ 31,200.00	Year	67.00%	$ 20,904.00	$ 131.00
Night Monitor's 3.1	$ 97,656.00	Year	100.00%	$ 97,656.00	$ 613.00
Total Salaries				$ 464,290.00	$ 2,915.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 35,518.00	$ 223.00
Worker's Compensation	$ 2,112.00	$ 13.00
Unemployment Insurance	$ 2,278.00	$ 32.00
Retirement Expenses	$ 10,987.00	$ 69.00
Hospitalization	$ 58,480.00	$ 345.00
Other (*Life & ST Disability*)	$ 8,345.00	$ 52.00
Other (*Dental*)	$ 5,869.00	$ 37.00
Other (*vision*)	$ 1,382.00	$ 9.00
Total Payroll-Related Expenses	$ 124,971.00	$ 780.00

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II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies		
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Turning Point Contract Physician	$ 12,000.00	$ 74.00
Total Contract & Services Costs	$ 12,000.00	$ 74.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Food	$ 115,000.00	$ 727.00
Total Miscellaneous Costs	$ 115,000.00	$ 727.00

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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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
Ashtabula County MHRS Board	$ 50,000.00	
Food Stamps	$ 22,500.00	
Ohio Medicaid	$ 639,264.00	
Title XX		$ 4,497.00
Total Other Resources	$ 711,764.00	$ 4,497.00

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Lake Area Recovery Center**
Date: **8/28/2025 10:24:35 AM**

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

Name/Organization	Address
Lake, Tina	328 Wilkshire Drive

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.

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$1,124.25**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Lake Area Recovery Center**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/22/2025

Docusign Envelope ID: 49001532-C9C0-470D-93C3-CCC4B34115F0

Sub-grant Agreement No.: 26-2007-XX

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Lake Area Recovery Center** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **Ashtabula County Community Action Agency,** located at: **4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-997-5936** , (hereinafter referred to as the "Subgrantee") to provide **Information & Referral 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 **Ashtabula County Community Action Agency.**

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.

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

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.

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

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, 2025,** through **September 30, 2026,** 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: **$ 10,000.00.**

The unit rate is: **$ 3.77 per call** per service code **701-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

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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

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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

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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.

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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;

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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 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005).**

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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:

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

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9/18/2025
Date

Signed by:

Ashtabula County Community Action Agency

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9/19/2025
Date

Signed by:

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DocuSigned by:

Ashtabula County Board of Commissioners

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9/24/2025
Date

Signed by:

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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

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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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
Title XX Social Services
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): 2-1-1 Ashtabula County - State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Samantha Dragon EMAIL: sdragon@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.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: Alissa Holdson SIGNATURE: Alissa Holdson
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6/27/2025

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Ashtabula County Community Action Agency
Title XX Social Services
FY 25 2-1-1 Ashtabula County / Information and Referral
4.4 Program Planning and Development

1. Program Description and Proposed Service

2-1-1 Ashtabula County is the indispensable lifeline connecting county residents to vital services, ensuring no one in our community faces a crisis alone. The 2-1-1 Ashtabula County Information and Referral service provides people with one place to contact to find all of the services or programs available to help meet their specific need. Access to information is vital to the empowerment of individuals and families working to achieve and/or maintain self-sufficiency. Now, more than ever, connection to resources is critical. When an individual encounters a problem, they need to know what services are available, whether or not they may be eligible, and how to apply or access the specific assistance to alleviate their needs. Determining this information on their own can be complicated; agency names do not indicate all the services an agency provides, or the terms for qualifying and using those services. Calling agencies without knowing their services can be frustrating, and often those most in need give up and never receive the assistance they require. 2-1-1 Ashtabula County, the Information and Referral (I&R) Service operated by Ashtabula County Community Action Agency (ACCAA), collects, maintains, and provides this necessary information to any inquirer to assist in locating available and appropriate services. 2-1-1 Ashtabula County can match the services to the needs, so the individual can get started taking the necessary steps to solve the problem more quickly and alleviate further crisis.

The majority of our service is still delivered via telephone. ACCAA has operated the information and referral service in the county for over two decades. During that time, we have not only provided the service successfully, but we have worked diligently to improve the quality of our service and create greater access to citizens of our County. For the past twenty years, we have served as the officially designated 2-1-1 call center for Ashtabula County (we were designated on July 21, 2003). This easy-to-remember, three-digit number has improved the access to the 2-1-1 Ashtabula County I&R service, and ease of use continues to be of great importance. In addition to the actual inquiry, there are many behind the scene activities and requirements involved with maintaining our status as the designated comprehensive 2-1-1 provider and ensuring quality information and referral. We will discuss these in the following paragraphs.

For callers that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County find resources, regardless of what language they speak.

The 2-1-1 Ashtabula County staff are knowledgeable of all community resources, have experience with the utilization and maintenance of computer databases, and have been specifically trained in the area of customer assessment. The level of service provided depends on the individual inquirer's needs. In some cases, the caller is requesting a specific agency's phone number or address. However, the majority of callers to the service need additional assistance. These inquirers are not aware of the various resources that may be available. They often require

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assessment by the staff person to determine the appropriate referrals. And, as we frequently find, there is seldom just one need.

Having an accurate, well functioning database is critical to the viability of the service. We utilize the iCarol Information and Referral Software. The software is industry approved and resources are catalogued using nationally accepted taxonomy specific to the information and referral field. It is designed to retrieve the information using that taxonomy to ensure that all programs and services available to meet the specific need are displayed to the 2-1-1 Community Resource Specialist (CRS). It is particularly important that the taxonomy search method be used in case new services become available or existing services have changes to availability. The database must be continuously updated; a function performed on an ongoing basis by 2-1-1 Ashtabula County staff. We request formal updates annually to ensure our data is accurate and up-to-date. In conjunction with the formal updates, the staff read the newspapers, listen to the radio, attend meetings, informational forums and health fairs, follow and verify social media, and stay in contact with frequently referred to resources in order to ensure the most accurate information to provide referrals. Our goal is to have the most comprehensive up-to-date collection of service data in the County.

Outreach is another component of 2-1-1 Information and Referral Program. If people do not know that the 2-1-1 Information & Referral Program is here to serve them they will struggle unnecessarily in finding resources and assistance. Due to the size of our county geographically and the transportation issues present in the rural areas, we know it is sometimes hard for people to travel to various places to learn about 2-1-1 and the many services available. We also conduct outreach to bring the information out to them. These on-site events throughout our more rural areas offer a chance for individuals and families to learn about valuable services that may be available to them, their family, or friends. During normal operations the staff are out in the community offering these outreach events, attending local health fairs and community events, as well as making presentations to area groups and organizations. Coupled with our goal to have the most comprehensive up-to-date collection of service data in the County, we also wish to make that data available to assist community leaders in addressing the needs of their constituents or clients. As such, 2-1-1 Ashtabula County provides real-time data to other social and health and human service providers and funding sources highlighting the needs and concerns. The "2-1-1 Annual Summary" (included in Section 2. 4.3 (E)- Monitoring) has become a regular tool distributed to community leaders. In addition, to further inform the social and human service network, as well as the public, a new newsletter was created. The "4-1-1 on 2-1-1" is a weekly e-newsletter carrying timely, important resources, programs and news about community services and events. Distributed to our existing group email list and through social media the newsletter has been very well-received as another tool to connect residents to available assistance. A copy of the newsletter is included in this section.

As mentioned earlier, 2-1-1 Ashtabula County was officially designated as the 2-1-1 Call Center for Ashtabula County. This has required us to become accredited through Inform, USA (formerly AIRS), a process similar to the ISO 9000 process in industry. Inform, USA is the national organization of information and referral providers. Inform, USA Accreditation is the only credential specifically geared for programs engaged in the specialized field of I&R. It measures a program's organizational compliance with expected practices within the field as defined by the

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Inform, USA Standards and Quality Indicators for Professional Information and Referral. All organizations that are seeking accreditation or re-accreditation need to complete the following core elements: a consultative review, a community survey, a resource database review, a call review, and an onsite review. Whether an I&R program is national or local in scope, comprehensive or specialized in nature, or offered in non-profit, for-profit or government settings, Inform, USA Accreditation is the best way to demonstrate the overall quality and effectiveness of an I&R service. We successfully achieved our third Re-Accreditation in June 2022, it is effective for five (5) years.

The quality of our information and referral service is totally dependent on our knowledgeable, experienced staff. They are the core of our service. The 2-1-1 Ashtabula County operators receive continual training to enhance their assessment, communication and technical skills. All direct 2-1-1 staff are Certified Community Resource Specialists (CRS. Certificates provided in Section 2- 4.3 (D)). This requires taking a national standard test administered by Inform, USA which must be renewed every two years and requires continuing education classes. Our Director of Senior and Community Services has expertise in resource management (or the entry, cataloguing, and maintenance of our database) which also has a national certification. This requires a separate test which is also administered by Inform, USA. The separate designation is Community Resource Specialist-Database Curator (CRS-DC. Certificate also provided in Section 2- 4.3(D)).

Our local staff answers the 2-1-1 Ashtabula County lines Monday through Friday during our business hours (8:00 am- 4:30 pm). Presently, we are able to meet the requirements to be 24 hour/7 day live answer operation through a partnership with Help Network of Northeast Ohio (formerly Help Hotline Crisis Center) in Youngstown who answers our calls after hours. They are the designated 2-1-1 call center for Mahoning, Trumbull and Columbiana Counties and adhere to the same national standards. We do not have the resources to operate around the clock services at this time. We continue to explore opportunities to bring more hours of operation in-house, so that citizens receive answers from someone local after hours as well, but as yet this has not been feasible.

The demand for 2-1-1 Ashtabula County's services has seen a significant increase since 2020, with an increase in calls every year. Last grant, we were allotted 2,387 units (with one unit equating to one inquiry for information, either a call, email, or text conversation) for the entire grant cycle. We exceeded this allocation by December, just three months into the grant, ultimately handling 13,195 inquiries. In 2023 we handled 12,449 inquiries. In 2022 we handled 10,828 inquiries. This surge in demand highlights the critical need for our services and the growing reliance of Ashtabula County residents on 2-1-1 for essential information and referrals. To continue meeting this need and ensure no one in our community is left without access to vital resources, we are requesting an additional $1,000 in this grant. This increased funding would increase our unit count to 2,652.52 units, allowing us to serve more individuals and families efficiently and effectively throughout the year.

A diagram illustrating the Key Components of the 2-1-1 Ashtabula County Information & Referral Service discussed here is included in this section.

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2. Summary of Service

For the purpose of the Title XX program, assistance provided will be billed by the number of inquiries answered on a monthly basis. As in the past, inquiries for information and referrals will be provided at no cost to the customer without regard to income. As mentioned above, the 2-1-1 Ashtabula County operators have answered 13,195 inquiries from January 1, 2024- December 31, 2024 and provided 15,266 referrals for the same period. We saw an 5.99% increase in inquiries from 2023 to 2024, proving the continued need of our 2-1-1 service and our growth thanks to additional inquiry methods such as texting, online, and email. During 2024, our website and online resource portal also received 9,479 unique visitors.

One of the principles of I&R is that a caller may remain anonymous and still receive the information they need. With our software, we are able to record calls and referrals based on zip code and age. This has affected the data that we can offer as statistics in the demographic arena. We can state that the majority of our callers are between the ages of 25 and 65 (69% from January 1, 2024- December 31, 2024), with over a third of total callers 60 years and older. The average age of an inquirer in 2024 was age 52. These stats continue to reflect the need for new communication channels to reach younger populations, such as texting, email, and website. These channels have been increased significantly over the last few years at 2-1-1 Ashtabula County. 59% of the callers reported as calling from Ashtabula, 10% from Conneaut, 9% from Geneva, 5% from Jefferson, and the remaining callers were scattered over the remaining townships and villages. While we have less data that can be specifically attributed to an individual caller, the tracking of only basic demographics has made our service more user friendly to the customer. We feel this makes our service more effective in handling the various levels of complexity presented in the calls.

One of the Standards of Information and Referral dictates that follow-up must be done. It is performed when it appears to the operator that the caller may not have the ability to follow-through with the referrals provided. The 2-1-1 Community Resource Specialists performance is evaluated and monitored on a regular basis. Quality of service follow-up is also done on a random basis to ascertain service satisfaction and helpfulness. Sample survey and monitoring tools used for the follow-up are included in Section 2.4.3(E).

We have an enhanced component of information and assistance for senior citizens through the Ashtabula County Senior Services levy. Due to the structure of that grant, the Senior I&R units are described differently. Therefore, that budget and those units are no longer included in the Title XX application. Though it complements the basic Information & Referral service, it is considered to be an entirely separate program.

Community Action has a strong commitment to the 2-1-1 Information & Referral program, as it views the benefit to Ashtabula County residents as invaluable. Even with all of our publicity and outreach we know there are people who are not familiar with our service and we still continue to hear "I wish there was one place to call where you could find out all the assistance available." As noted earlier, we spread the word whenever possible, in as many ways as possible, to create greater awareness. The ability for individuals to have access to accurate, quality information to assist with the need they present at the time of the call cannot be overstated. The state

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association, Inform Ohio, formerly the Ohio Alliance of Information and Referral Services is in the process of identifying areas that do not have an information and referral service; or have a service that is not able to meet the 2-1-1 call center specifications. They are assigning larger city or organization 2-1-1 services to provide the coverage for those areas. We believe that no out-of-county organization will be able to provide the same level of service that we, as a community based, local agency can. It is our goal to continue to provide this service for our area. However, the funding for the information and referral service is very limited and the Title XX monies are essential to our continued operation.

3. Geographic Service Areas

2-1-1 Ashtabula County is the designated 2-1-1 call center for Ashtabula County. As such, the Public Utilities Commission of Ohio mandates that the local telephone companies implement switching so that when someone within Ashtabula County dials the three digits "2-1-1", the call will be directed to Community Action's 2-1-1 Ashtabula County service. Individuals from out-of-county, or even out-of-state, may also receive information and referral services from 2-1-1 Ashtabula County through our toll-free (800) 874-8545 number. We are diligent about performing outreach throughout the county to ensure that as many people as possible are aware of the availability of the 2-1-1 Ashtabula County service.

4. Gaps in Service Areas

The 2-1-1 switching is mandated for land-line telephone service only. There are no gaps in this coverage throughout the county. While access via mobile phone is not mandated, it is widely available through the mobile phone providers. Inform Ohio has worked as a network to streamline the routing of cellphone calls which is tower based so that the calls made from a cell phone in Ashtabula County will be routed to our 2-1-1 Call Center (likewise the calls placed in surrounding counties will be routed to the corresponding 2-1-1 for their area). Also, all of the 2-1-1 Call Centers in northeast Ohio reciprocally transfer callers to the appropriate 2-1-1 center if they happen to get routed in error. The recent popularity and convenience of texting prompted 2-1-1 Ashtabula County to implement a basic text option to access information. People can now text their zip code to "TXT211" (898211) during normal business hours (M-F, 8:00 am- 4:00 pm) and our 2-1-1 staff will retrieve the text and respond. Additionally, the 2-1-1 Ashtabula County website www.211ashtabula.org has been updated with a more user-friendly database search for those who wish to find their information online. These updates reflect the need to reach residents in new ways and showcase the flexibility of our 2-1-1 service, as indicated by statistics earlier in this section.

5. Limitations in Meeting Conditions of the Contract

We see no limitations to meeting the conditions of the contract through the coming year. Community Action meets all requirements specified in the Conditions of Participation, Service Specifications, and Applicable Laws and Rules. Additionally, a means to measure program performance is included as Section 2.4.3(E).

6. Organizational Structure

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Community Action has multiple service areas: Head Start, Health and Nutrition Services, Housing and Energy, Administrative, Fiscal Services, and Planning, and the area which operates the 2-1-1 Ashtabula County service, Community Development Services. The Community Development Services is administered by the Director of Senior and Community Services who reports directly to the Agency Executive Director. Reporting to the Director of Senior and Community Services is the Program Services Coordinator who is responsible for the day-to-day operation of the 2-1-1 Information and Referral service, and the 2-1-1 Community Resource Specialists. A Program Services Specialist provides back-up, when needed, for the 2-1-1 Information and Referral Program and they report to the Program Services Coordinator who also assists with the information and referral services. Organizational charts are included in this section.

7. Board of Trustees/Advisory Council

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Service Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low income individuals or their representatives, and the remainder are officials or members of business industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency. A list of current Board members is included in this section.

8. Job Duties of Project Director

The Project Director is the Director of Senior and Community Services. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, reporting, grant and funding preparation and monitoring, direct supervision of the Program Services Coordinator and overall oversight of staff involved in the program.

9. Job Description of Project Personnel

In addition to the Project Director, the personnel identified below are instrumental to the 2-1-1 Ashtabula County Information & Referral program. The 2-1-1 Community Resource Specialists staff the information and referral phone line- they speak with the callers and assess their needs and provide the referrals. They are "essential workers" who have been manning the phone lines and helping callers address their basic needs and critical situations brought about by the Coronavirus pandemic, as well as the ongoing needs of people who are struggling. They also note any gaps or trends for unmet needs; and share provider or service data changes with the Director as it becomes available. The Director currently maintains and performs formal updates of the referral database, researches services and taxonomy codes, and oversees the 2-1-1 Ashtabula County service. They ensure compliance with all policies and procedures, assist with operational decisions and goals, help to monitor the data and operator quality, and guide the day-to-day operations. The Project Director and Program Services Coordinator make presentations to

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outside entities and perform other outreach to create awareness of the 2-1-1 Ashtabula County service. Job descriptions for the project personnel are included with this section.

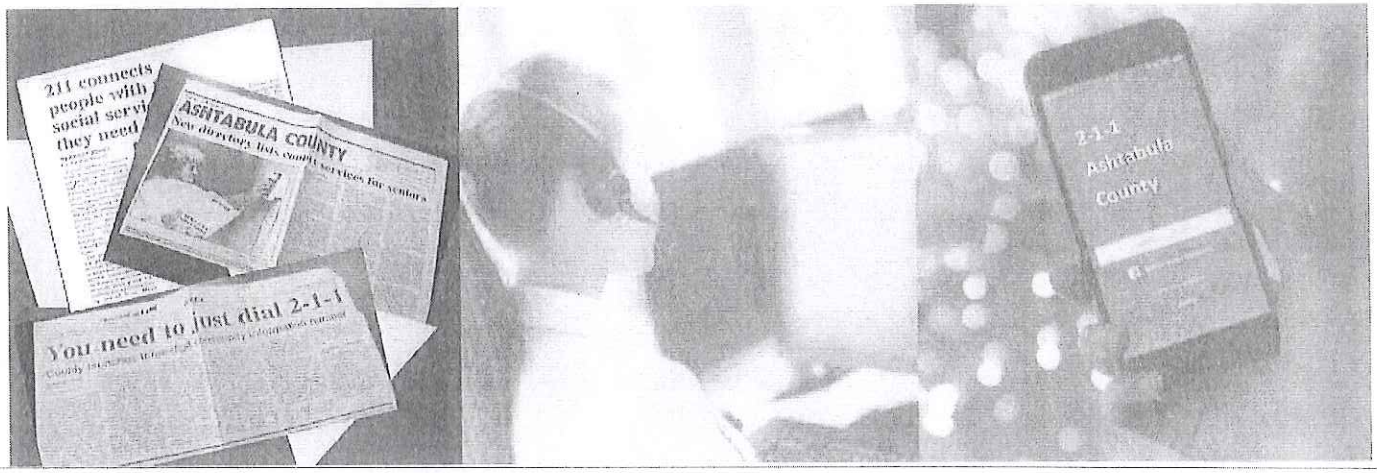
All staff of ACCAA must pass a criminal background check, comply with drug free workplace policies including new hire and periodic drug testing, and maintain an acceptable driving record.

2-1-1 Ashtabula County Personnel

- Director of Senior and Community Services
- Program Services Coordinator
- 2-1-1 Community Resource Specialist(s)
- Program Services Specialist

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The 4-1-1 on 2-1-1



2-1-1 updates for the week of June 30th, 2025

IN THIS ISSUE:

HEAP SUMMER CRISIS

SENIOR CARNIVAL

JACOC SUMMERFEST

HMPL JULY CALENDAR

VETERANS OUTREACH

OPERATION BRIDGE DAY

HOMESAFE JULY CALENDAR

AND MORE

Find our newsletters online at: www.211ashtabula.org/newsletters

What Am I Reading?

First of all, thank you for your interest in sharing Ashtabula County resources! This newsletter, 'The 4-1-1 on 2-1-1' is created by 2-1-1 Ashtabula County to share timely and relevant resource information.

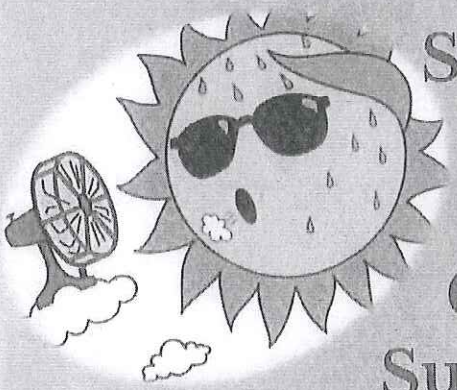
This newsletter is released weekly, on every Monday. You can find it on our website at 211ashtabula.org or on our Facebook page, 2-1-1 Ashtabula County.

2·1·1

Ashtabula County

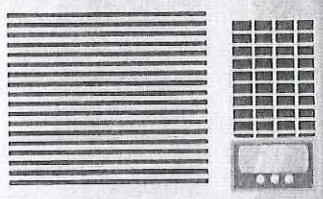
Helping People. Changing Lives.

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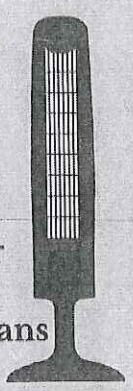


Stay cool this summer with Ashtabula County Community Action's Summer Crisis Program!

This program runs from July 1st through September 30th, 2025.



The state of Ohio has partnered with ACCAA through their HEAP Dept. to bring you the Summer Crisis Program!



The Summer Crisis Program provides a benefit once per cooling season for income eligible households. Eligible households can receive an air conditioner and/or fans along with a benefit towards their electric bill!

Along with one of the following qualifications the households' income must be at or below 175% of the Federal Poverty Guidelines:

- **Someone in the household needs to be 60 (or older)**
- **A note from the doctor stating that someone in the household would benefit, and/or**
- **Electric services being transferred, starting new, or in a disconnection status**

Also, for an air conditioner or Fan benefit, the household must not have received one from ACCAA in the last 3 program years.

For more information,
including what documentation is needed prior to the appointment please call 2-1-1,
or contact the HEAP Department directly at 440-990-2211.

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WWW.ACCAA.ORG

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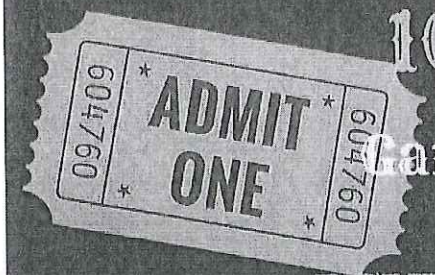
Ages 55+ Senior Carnival Ages 55+

Presented by:
Austinburg Rehab &
Adoration Hospice

Wednesday July 9th, 2025

2314 W Center St.
Ashtabula, Oh 44004

10:00a - 3:00p



Games, prizes, & food!!

RSVP(REQUIRED) to Cassi at
440.990.0333 or Matt at 928.326.3419

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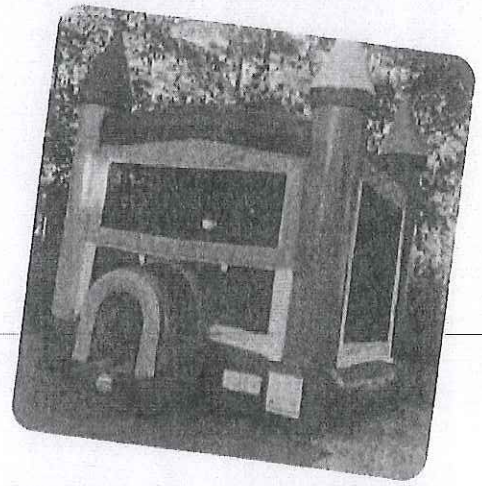
Family Fun Event for those in the Recovery Community– Join Us!

Thursday July 10th, 2025

Lake Shore Park-Main Pavilion

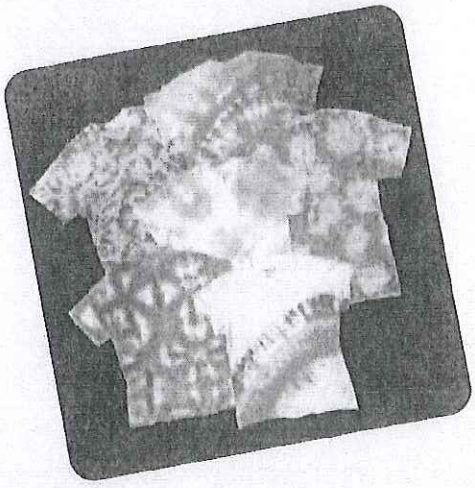
Lakeshore Dr. Ashtabula, OH

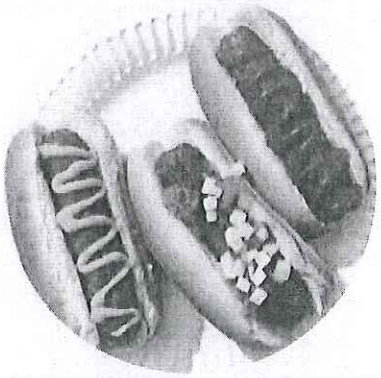
5:00pm to 8:00pm



This event is for those in recovery and their children to enjoy a fun family night with a bounce house, tie dye station, food and music at **no cost** to those who attend!

Please note that due to unknown attendance numbers, food and the tie-dye station are available on a first come, first served basis





This event is brought to you by:
Ashtabula County Recovery Coalition and The Ashtabula County Mental Health & Recovery Services Board

Interested in joining the Recovery Coalition? Sign up at the event!

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JACOC Summerfest 2025

INFLATABLE COSTUME OBSTACLE COURSE

We need you to dash, wobble, and tumble your way through our obstacle course while wearing an inflatable suit!

Bring your inflatable costume and your camera – you won't want to miss this fun photo opportunity!

Saturday, July 26th at Giddings Park in Jefferson, Ohio

SO MUCH FUN



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Upcoming Mobile Food Pantries

The mobile food pantry program provides produce giveaways in multiple places in the county. For more information about your regular local food pantry, please call 2-1-1.

No Mobile Pantries This Week

Looking for your local food pantry? Call 2-1-1.

American Lung Association.
Freedom From Smoking

You *can* quit smoking. We can help.

Join the American Lung Association's seven-week quit smoking program, conveniently held at the UH Geneva Medical Center 870 West Main Street Geneva, Ohio 44041.

Hundreds of thousands of people have become smoke free through a Freedom From Smoking® Group Clinic which offers a structured, systematic approach to quitting smoking.

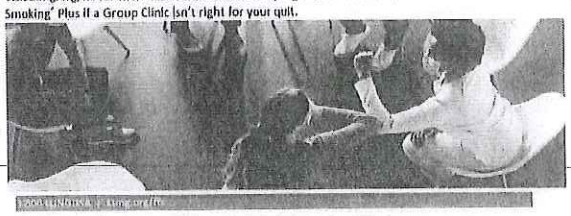
Overseen by a certified facilitator, you will learn:

- How to know if you're really ready to quit
- Medications that can increase your success
- Lifestyle changes to make quitting easier
- How to prepare for your quit day
- Coping strategies for managing stress & avoiding weight gain
- How to stay smoke free for good

No Cost Freedom from Smoking Group Quit Program
Open to everyone.
Thursdays – 5:00p.m. -6:30p.m.

Call (440) 593-0372 or email Christina.Houghton@UHhospitals.org to RSVP.
Deadline to RSVP is July 3, 2025. Minimum of 3 participants required.
Our first session starts on Thursday, July 10, 2025, at 5:00p.m.

Visit Lung.org/ffs for more information about the program or our online Freedom From Smoking® Plus if a Group Clinic isn't right for your quit.



COLOR OUR WORLD

End of

Summer Reading Celebration!

Friday, July 25th
5:00PM - 6:30PM

Join us for prizes & giveaways for all who participated & completed their Summer Reading goal!



Henderson Memorial Public Library

July 2025

HMPL Calendar of Events

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Thrifters and Crafters 5pm; Dungeons and Dragons 4:30pm	2 Storytime 10am	3	4 CLOSED 4th of July	5 Chess Club 9am
6	7 Non-Fic Book Club 6pm; Rookie Readers 6pm	8 Veteran's Services 9am-3pm; Dungeons and Dragons 4:30pm; Board of Trustees 6pm	9 Storytime 10am	10 Homeschool Book Club 2pm	11 Stitchers 10am; Art Explorers 1pm	12 Bulk Food Buying and Storage 10am; Battle of Lexington 8:30am
13 Herbal Wellness 2pm $25 Fee	14	15 Dungeons and Dragons 4:30pm; Coffee and Canvas 5pm; Invasive Plants 5:30pm	16 Storytime 10am	17 Homeschool Book Club 2pm	18 Stitchers 10am; STEM Explorers 1pm	19 Colonial Instrument Demonstration 10am; Haddox Cat Rescue 3-5pm
20	21 Wilder World Discussion 5pm	22 Dungeons and Dragons 4:30pm	23 Storytime 10am	24 String Light Lanterns 2pm	25 Stitchers 10am; Art Explorers 1pm; Cleveland Clinic 10-2pm	26 Pencil Warriors 10am; Summer Fest at Giddings Park 11-4pm (Stop by and see us!)
27 Summer Reading Ends	28 America 250: An Anniversary Concert 7pm	29 Dungeons and Dragons 4:30pm; Easy Cooking with John 5:30pm	30 Storytime 10am	31		

Ashtabula County

VETERANS SERVICES OUTREACH

HMPL

The Henderson Library is proud to partner with Ashtabula County Veterans Service Commission to offer in-person outreach for veterans and their families. This program provides a consistent, close-to-home resource to help veterans access the benefits and support they've earned.

During their visit, Veterans Service Officers can assist with:

- Applications for service-connected disability compensation
- Veteran and widow's pensions
- Education benefits
- State benefits
- Guidance on emergency financial assistance

Henderson Memorial Public Library
54 E Jefferson St. Jefferson, OH 44047
(440)576-3761

The second Tuesday of every month

- May 13th from 9 a.m. to 3 p.m.
- June 10th from 9 a.m. to 3 p.m.
- July 8th from 9 a.m. to 3 p.m.

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BRIDGE DAY

July 17th, 2025

1:00 pm to 4:00 pm
Outside on the corner of Main Ave and West 48th St.
Ashtabula, OH 44004
(Next to the Key Bank Building)

Join us for Operation Bridge Day, a *community event* designed to strengthen connections between law enforcement, first responders, behavioral health agencies, and the Ashtabula County Community.

Together, we're building bridges of trust, support, and understanding to create a safer and healthier community for all.
This free event will include:

- Naloxone distribution
- Harm reduction tools and resources
- Prevention, treatment and recovery information
- Connections to programs and services from local social service agencies

Come learn, connect, and be part of the solution. Everyone is welcome!

Questions:
Please contact: Christy Fisher - Cfisher@AshtabulaMHRS.org
440-992-3121

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IS YOUR FAMILY FACING HOMELESSNESS?

WE MAY BE ABLE TO HELP

Are you a parent with young children facing eviction in the very near future? The New Hope program is here to help families like yours. If your family qualifies we may be able to assist with a security deposit and/or first months rent, to get you and your children housed.

FOR QUESTIONS OR TO APPLY:
CALL 440-855-7267 OR
440-990-1741
EMAIL CZUZEK@ACCAA.ORG
AVAILABLE
MONDAY - FRIDAY
8AM - 4PM



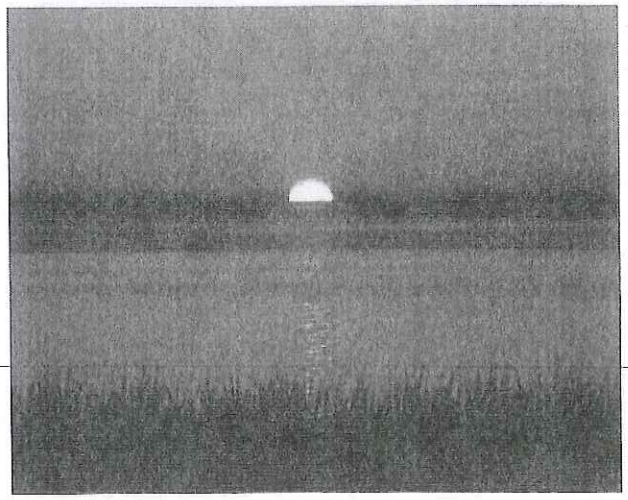
To qualify you must be within 7 days of becoming homeless with children in the home OR already be homeless with or without children. Other qualifications may apply. Contact us for more information.

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July 2025

Homesafe Support Groups:



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Love Should not hurt. 7:00pm	3	4 HAPPY 4TH OF JULY	5 Cooking on a budget 9:00 pm
6 Steps to take when leaving a DV shelter 3:00pm	7	8	9 Finding Peace in the storm. 7:00pm	10	11	12 Goal Action Plan 9:00 pm
13 Codependency 3:00pm	14	15	16 Sefl-Sufficiency 7:00pm	17	18	19 Art Therapy 9:00 pm
20 Self-Reflection Activity 3:00pm	21	22	23 Learning to just breathe 7:00pm	24	25	26 Boosting Self-Esteem 9:00
27 Release & let go 3:00pm	28	29	30 Trauma Responses 7:00pm	31		

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Childhood Immunization Clinics

March through October 2025

No Appointment required

Vaccines Offered: DTAP/Tdap/Polio/HIB/Pneumococcal/Hep A &B/HPV/Men A &B/MMR/Varicella/Rotavirus

Edgewood Church of Nazarene 3025 N. Ridge Rd. E., Ashtabula, OH	2nd Wednesday	10:00 am – 12:00 pm
Andover Public Library 142 West Main St., Andover, OH	3rd Wednesday	12:00 pm – 2:00 pm
Geneva Public Library 860 Sherman St., Geneva, OH	4th Wednesday	12:00 pm – 2:00 pm
Orwell Country Neighbor 39 S Maple St., Orwell, OH	2nd Thursday	1:00 pm – 3:00 pm
Hartsgrove Community Church 5260 US-6, Rome, OH	3rd Thursday (except no June clinic)	1:00 pm – 3:00 pm

March – May and September – October 2025

Kingsville Presbyterian Church — 4th Friday — 11:00 am – 1:00 pm

3056 E. Main St., Kingsville, OH – Blood Pressure Screening Clinic. Adult immunizations are available by prior arrangement. No childhood immunizations available.

Main Office Clinics at ACHD

12 West Jefferson St., Jefferson, OH — Mon. or Fri. — 9:00 am – 3:30 pm

Immunizations Given by Appointment Only – Mondays or Fridays (440) 576-6010 option #2

If you have any questions about a vaccine you don't see listed, please call us.

- Please bring shot record. -

Adults: If you are unable to travel to ACHD in Jefferson, please call our office well in advance and we may be able to accommodate your needs at your neighborhood Childhood Immunization Clinic.

Ashtabula County Health Department
12 West Jefferson Street
Jefferson, Ohio 44047

Telephone: 440.576.6010
Fax: 440.576.5527
Nursing Fax: 440.576.0001

2025 Clinic Flyer Neighborhood 2025.2.20 v1.docx

By: Laken Dowd
Have something you want featured?
Email ldowd@accaa.org or call 440-990-1723

This is only a short highlight of some of the timely 2-1-1 resources, please contact 2-1-1 for more information.

2-1-1 Ashtabula County Information & Referral

The Key Components of the 2-1-1 Service...

24/7 Call Center

Callers just dial the easy-to-remember, three-digit number... 2-1-1... to speak directly to our certified operators.

ACCREDITED
Alliance of Information & Referral Systems

We now feature the text option. Callers can just text their zip code to...
"TXT211"
(898211)

Database Management/ Resource Verification



The 2-1-1 Database has approximately 286 organizations with 784 attached program and service records, catalogued in accordance with Alliance of Information & Referral Systems (AIRS) taxonomy).

Specialized I&R

with ENHANCED

Additional advocacy and assistance ensuring vulnerable populations are connected with the resources necessary to help alleviate their need.

Information and Referral for Seniors

2-1-1 Ashtabula County

Online Data

SEARCH community resources 2-1-1

The 2-1-1 Database is available online for those who wish to search for resources on their own.

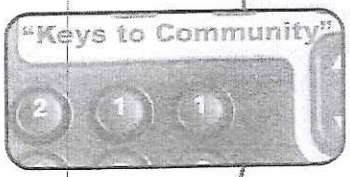
www.211ashtabula.org

****We always encourage people to call and speak with one of our certified operators in addition to their online search.*

Outreach

2-1-1 Staff conduct presentations, attend health fairs/community events, provide on-site resource days, assist in compiling resource directories, and find many venues to reach out and deliver information.
On the go with what you need to know!

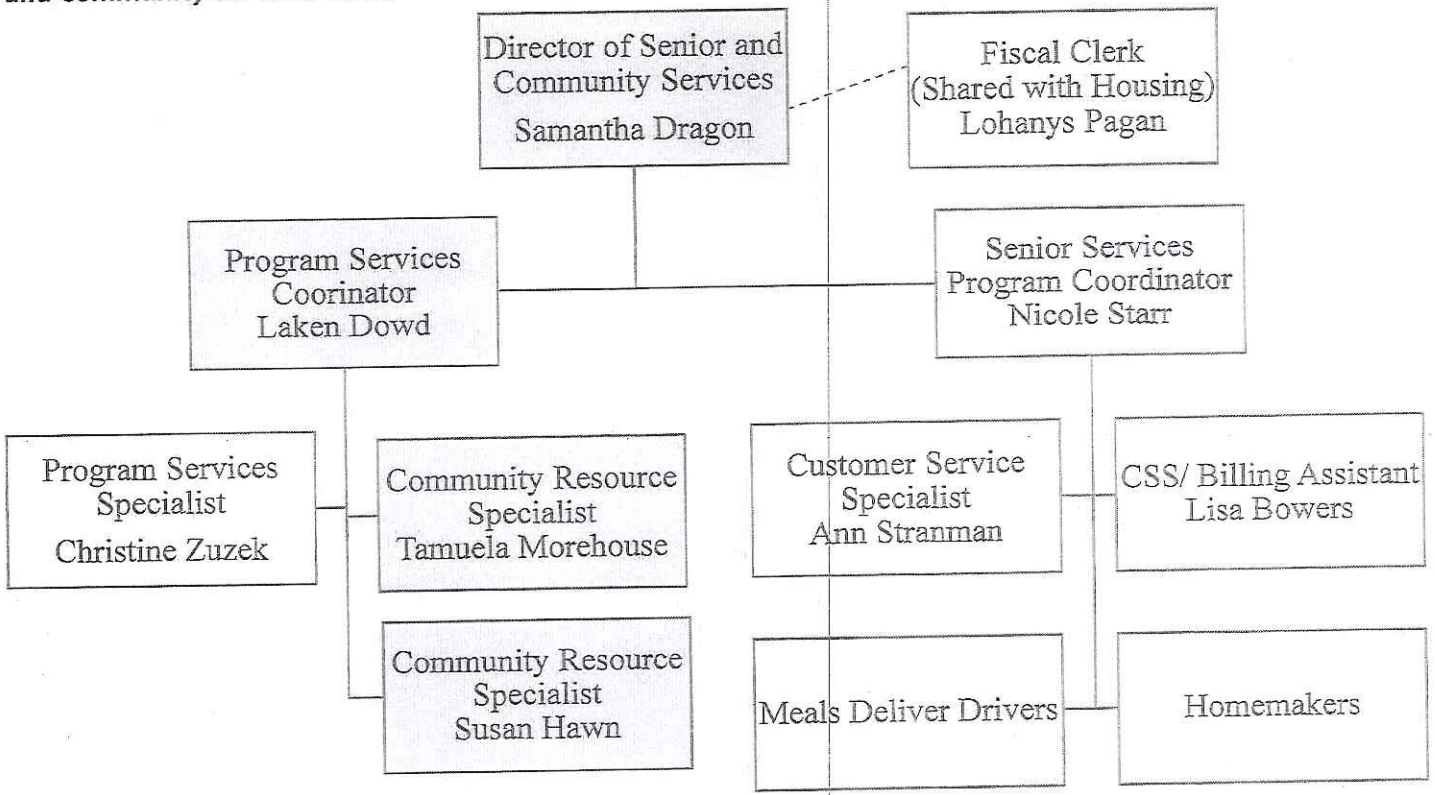
Info 2-1-1 Ashtabula County Roadshow



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Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

2025 Senior and Community Services Chart



**Blue box indicates staff member works regularly in the 211 program and is funded by TXX.*

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Exhibit II

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Applicant Budget Summary

Applicant: Ashtabula County Community Action Agency 2-1-1 I&R	
Date From: 10-1-2025	To: 9-30-2026

	Program	Title XX
I. Staff		
A. Salaries	$ 24,250.00	$ 6,830.00
B. Payroll-Related Expenses	$ 5,555.00	$ 2,420.00
Total Staff Costs	$ 29,805.00	$ 9,250.00
II. Operations		
A. Travel and Short-Term Training	$ -	$ -
B. Consumable Supplies	$ 35.00	$ -
C. Occupancy Costs	$ 50.00	$ -
D. Contract and Professional Services	$ 1,167.00	$ 500.00
E. Other - Miscellaneous	$ 500.00	$ 250.00
Total Operational Costs	$ 1,752.00	$ 750.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 31,557.00	$ 10,000.00
IV. Minus Other Program Resources	$ 21,557.00	$ -
Total Program Costs	$ 10,000.00	$ 10,000.00

Budget Computation

Total Operating Expenses	$ 10,000.00	$ 10,000.00
Divided by Total Operating Units	2,652.52	2,652.52
= Unit Rate	3.769999849	3.769999849

Unit Rate	$ 3.77	$ 3.77
X number of units purchased	2,652.52	2,652.52
= Total Contract Amount	$ 10,000.00	$ 10,000.00

Unit = 1 Contact

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Community Resource Specialist	$ 30,160.00	40	34.81%	$ 10,500.00	$ 2,580.00
Community Resource Specialist	$ 24,960.00	32	25.04%	$ 6,250.00	$ 2,050.00
Program Services Coordinator	$ 38,480.00	40	16.89%	$ 6,500.00	$ 1,700.00
Dir. of Sr. and Community Services	$ 65,000.00	40	1.53%	$ 1,000.00	$ 500.00
Total Salaries				$ 24,250.00	$ 6,830.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 1,600.00	$ 850.00
Worker's Compensation	$ 150.00	$ 50.00
Unemployment Insurance	$ 225.00	$ 75.00
Retirement Expenses	$ 1,350.00	$ 525.00
Hospitalization	$ 2,155.00	$ 885.00
Other (*identify*) Additional Insurance	$ 75.00	$ 35.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 5,555.00	$ 2,420.00

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II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 35.00	
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ 35.00	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*	$ 50.00	
Total Occupancy Costs	$ 50.00	$ -

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
iCarol Database Software		
HelpNetwork of Northeast Ohio (After Hours)		
Educational Messaging Services	$ 1,167.00	$ 500.00
Total Contract & Services Costs	$ 1,167.00	$ 500.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Membership - Inform Ohio (Ohio 2-1-1)	$ 500.00	$ 250.00
Printing/Copying		
Total Miscellaneous Costs	$ 500.00	$ 250.00

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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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
United Way Ashtabula County	$ 20,000.00	
Help Network of Northeast Ohio	$ 1,557.00	
Total Other Resources	$ 21,557.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/28/2025 10:21:56 AM**

This search produced the following list of **7** possible matches:

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

---

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

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

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

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

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FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$2,500.00**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____

April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

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TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Ashtabula County Community Action Agency** , located at: **4200 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-997-5957** (hereinafter referred to as the "Subgrantee") to provide **New Hope Homeless Assistance** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Ashtabula County Community Action Agency**.

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

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

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2025** through **September 30, 2026** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This subgrant agreement is in the total amount of: **$ 45,000.00.**

The unit rate is: **$1,079.00 per month per family/household not to exceed $4,316.00 in a four (4) month period.**

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

Federal Award Project Description: FFY 2026 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

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

Is the Award Research and Development: No

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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:

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1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

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B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

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

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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 State Road, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, OH 44005).**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the

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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.

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

SIGNATURES:

DocuSigned by:

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

9/18/2025
Date

Signed by:

Ashtabula County Community Action Agency
108DC7DC63F8423...

9/19/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

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9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners
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Exhibit I

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TANF PURPOSE

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

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

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

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

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

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

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

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

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

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Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #2-25

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

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TANF Programs RFP

I. INTRODUCTION:

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

Terms:

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

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

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

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

Program and Funding Details:

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

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.

Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *

Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

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

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

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-25
RFP Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-25 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-11-25 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-25

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 24, 2025, at 9:00 a.m.** at
ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

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

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-11-25 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-25

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III. PROVIDER REQUIREMENTS:

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

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

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

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

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

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

Proposal Format:
To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

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

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

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

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

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

-or-

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

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

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

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include.

A. Program description:

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

B. Organizational Structure:

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

C. Provider/Staff Qualifications:

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

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

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

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

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

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service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

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

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

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

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

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

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

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

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Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

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

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

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

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

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

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

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

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

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

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

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

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2025.

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

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

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

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

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

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

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

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

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

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-997-6162

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Samantha Dragon EMAIL: sdragon@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.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: Alissa Holdson SIGNATURE: Alissa Holdson

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6/27/2025

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Ashtabula County Community Action Agency
New Hope Homeless Assistance
Section 3- Program Planning and Development

3.A. Program Description

The New Hope Homeless Assistance program is designed to help families get back on their feet and stabilize their housing situation by either preventing homelessness, or after they have become homeless, helping them become stabilized in a new home. For this specific TANF grant, we are significantly expanding the programs prevention efforts to include families who owe back rent, allowing them to remain in their homes and avoid the trauma of homelessness.

The program provides rental assistance and supportive services to homeless individuals and families living on the streets or places not meant for human habitation; emergency shelters; or transitional housing programs, or those who are imminently homeless (i.e. they have an eviction notice) or have no stable nighttime residence, to help them re-establish their housing. In 2025 we worked with our HCRP funder to also assist those who are at risk of becoming homeless due to unpaid rent with Homeless Prevention assistance through the New Hope program. We did not receive additional funding, but instead agreed to use a percentage of our current HCRP funding for this purpose instead of Rapid Rehousing. For all aspects of our program, New Hope staff and participants will set goals, identify barriers to success, and determine the resources available to help move forward and become self-sufficient. Focus will be on a plan for maintaining housing when the rental assistance period is over, and we will prioritize those who are literally homeless. (See Definition of Homelessness included later in this section.)

For clients that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County, regardless of what language they speak.

Currently, the Ashtabula County Community Housing Development Organization, Inc. (ACCHDO), a subsidiary of Ashtabula County Community Action Agency (ACCAA) receives funding through the Region 5 Continuum of Care, Ohio Development Services Agency, Homeless Crisis Response Program (HCRP). Due to the Coronavirus Pandemic we also received some additional HCRP dollars in 2021 and 2022. These additional funds expired in September 2022, however, meaning we have seen an increased need for housing and rent assistance as a result.

Despite our HCRP funds, there are several criteria that prompt the need for local ACJFS TANF funds. First and foremost, our other funds utilize the more restrictive HUD homelessness definition that requires the household or individual to be "literally homeless" (see Definition of Homelessness included later in this section). With local ACJFS approval, we are able to use the slightly broader definition of homelessness used by other sectors that better addresses the reality of households that are trying to remain housed in stressful conditions. As stated in the Temporary Assistance for Needy Families Information Memorandum-No. TANF-ACF-IM-2013-01, Date: February 20, 2013, *"Federal departments define homelessness differently; however, there is no federal definition of homelessness for the purposes of TANF. Each state has*

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discretion over which families it considers homeless, and most definitions capture families who are eligible for TANF." This memo notes… *"Given the importance of a stable housing platform for the well-being of children as well as for providing a foundation to improve the employment outcomes and economic self-sufficiency of families, TANF agencies may consider providing resources to help eligible families avoid or exit homelessness."* Many of the inquiries we get through the Coordinated Entry System (the over-arching homeless diversion and referral system required in each County by the Region's Balance of State Continuum of Care) are from those expressing that they are "homeless", reveal the household is not "literally homeless" and we therefore cannot assist them.

In 2024 there were 324 total referrals (outreach, 2-1-1, other agency, walk-ins & calls) seeking housing through the New Hope program. The funding does not meet the demand for housing for homeless individuals and families in Ashtabula County. The gap between the number of applicants that meet the eligibility and are tasked with housing (i.e. they have basically been approved pending them finding suitable housing), and those who successfully secure that housing is a significant issue. This critical gap is why the program's expansion into homelessness prevention, specifically for those at risk of losing their housing due to back rent, is vital, allowing families to maintain safe and stable shelter. Ashtabula County lacks safe, affordable housing for families to move into, however if they are not required to be "on the street" or "in emergency shelter," they may have to take "whatever they can find" just so they can have stable shelter. In an article from *The Gazette* newspaper on May 17, 2023, it was reported that there was a total of 343 students listed as experiencing homeless in the seven districts in the county. These TANF funds would be paramount to our ability at ACCAA to serve these students and their families.

The New Hope Homeless Assistance Program began as a new program in PY 2016 based on Temporary Assistance for Needy Families Information Memorandum, No. TANF-ACF-IM-2013-01, which cited the "importance of addressing family homelessness with allowable uses of Temporary Assistance for Needy Families (TANF) funds for families experiencing homelessness." Further, the Administration for Children and Families (ACF) … "encourages TANF jurisdictions to consider implementation of interventions that connect families to permanent housing coordinated with supportive services to help families improve their lives and avoid future homelessness."

The National Alliance to End Homelessness noted in their paper *Making Effective Use of Temporary Assistance for Needy Families (TANF) to End Family Homelessness* that minimizing the amount of time families are homeless "reduces the children's exposure to the damaging effects of homelessness and returns the family to greater stability and normalcy in homes of their own. Once in stable housing, parents have the necessary platform to achieve stable employment and greater economic self-sufficiency."

Providing housing assistance for the needy homeless populations and expanded eligibility to help families stay in their homes by paying back rent will help to meet TANF Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives, and Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

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The New Hope Homeless Assistance program is patterned after the services offered through ACCHDO- HCRP funding in that it provides rental subsidy and case management services to homeless individuals and households in Ashtabula County. Starting with the 2025 TANF grant we also allow eligibility to prevent homelessness. If eligible clients have a past due rent notice, and meet all other qualifications, we will provide them with up to 4 months of back rent to help them catch up. This would be patterned on the existing Homelessness Prevention program provided through HCRP. The goal is to prevent homelessness before it happens, allowing families to remain in their current homes and maintain stability, which is crucial for the well-being of children and the overall self-sufficiency of the family unit.

One difference between this program and HCRP is that this program would only serve adults with dependent children who have income at or below the TANF eligibility with these services as a **non-recurrent, short-term benefit**. Another major difference would be that the rental subsidy will be provided for a period of 3-4 months per the regulations (as compared to the 6-month average under ACCHDO-HCRP) for either past due rent, or rent and security deposits for a new place depending on need. Applicants must agree to the Conditions of Participation including regular meetings with the Program Services Specialist(s) and progress updates, follow-up activities, and will be notified that compliance is required for continued assistance through the program. All individuals in the New Hope program are assisted with workshops to explore and advance basic life skills, job readiness, self-esteem, budgeting, time and stress management, parenting skills, and more. They are also referred to any other programs within our agency. Program Services Specialist(s) will work with the participants for up to 6 months after their subsidy period ends to help them continue on their path to self-sufficiency and stability.

Case support services are designed to assist the participants to move into scattered site housing (the participant is the tenant of record and enters into a lease with the landlord) within the community, assess their life situation, identify needs and provide resources and referrals, assist with development of their goals for improvement, and work to overcome barriers to success. The New Hope Program will work to rapidly re-house families. The New Hope Homeless Assistance staff will provide monthly progress reports for those recipients that are receiving services via TANF funds.

For the upcoming grant period, we estimate that 16 households, 36 persons will be served with TANF funding. The households will include adults and their dependent children, or adult parents seeking re-unification with their child/children and require housing to accomplish this. Additionally, based on the Ashtabula County Prevention, Retention & Contingency (PRC) Plan, an eligible family assistance group includes those "parents that are applying for New Hope… and are residents of Ashtabula County."

The program generally operates Monday- Friday from 8:00 am- 4:30 pm. However, in an effort to make access easier and follow the Coordinated Entry system (as noted earlier), the Program Service Specialists (Case Managers) communicate with the homeless shelter regularly to connect with individuals/ families, inform them of the program, and help to begin the referral/paperwork process. They also attend the Second Chance Citizen Circle meetings held monthly to assist individuals reentering the community who are homeless, and the regular Housing Prioritization

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meetings to ensure those most vulnerable get housing assistance first (both currently held via telephone or internet).

Measuring the effectiveness of the program can be difficult. We can help to stabilize their housing, but often after their initial subsidy period is over they no longer communicate with us. And while they may achieve a tenuous level of stability during the four (4) months of subsidy any unforeseen crisis can impact their ability to continue their forward progress. We have increased our follow-up to each month for the first three months post-subsidy to try to keep them engaged. We also follow-up at 6 months post-subsidy to see if they are still in stable housing and to address any needs or goals they have at the time. To try to increase our ability to reach these participants, we have obtained a cellphone for use by the staff so they can text the individuals. We have implemented an Interview & Exit Profile to gather feedback on ways to make the program more relevant moving forward. Copies are included in Section 2. F. "Documents Used for Monitoring Goals and Outcomes."

Due to the great need for housing/homelessness assistance we explore and take advantage of every opportunity to bring more dollars into the agency's New Hope program to address the need. Many times, these are grants to serve specific populations which allows us to extend our funds and serve more households. The source and amounts of any Federal, State or local funding received for the past 5 years (2020-current) are as follows:

HCRP-Rapid Rehousing- January 1, 2019- December 31, 2020 (2 year grant period) $70,786; 20 households served. Additional Allocation- $38,635 brings total for this grant to $109,421
HCRP-Rapid Rehousing Competitive (Single Adults- this was a new, temporary grant opportunity)- January 1, 2019- December 31, 2020 (2 year grant period) $34,000; 10 households served. Additional Allocation- $17,702 brings total for this grant to $51,702.
TANF-HCRP (ODJFS through COHHIO Region 5)- July 1, 2020-June 30, 2021, $27,321; 9 households served.
TANF-HCRP-Housing Now for Homeless Families (ODJFS through COHHIO Region 5)- July 1, 2020- June 30, 2021, $7386; 3 households served.
HCRP-Rapid Rehousing ODSA CARES – September 1, 2020 – September 30, 2022, $49,063; 14 households served.
HCRP-Rapid Rehousing – January 1, 2021 – December 31, 2022, $101,483, 30 households served.
HCRP-Rapid Rehousing – January 1, 2023 – December 31, 2024, $110,632.49, 26 households served.
HCRP-Rapid Rehousing and Homeless Prevention – January 1,2025 – December 31,2026 (current grant), $22,142.85, 6 households served.
**NOTE- Households served may not match households completing the program since they may continue into the next program year.*

ACCAA's Community Services Block Grant (CSBG) subsidizes the New Hope program and provides for space and other administrative support costs. There is not a unit rate cost for the services under these funds, we are reimbursed for actual expenses based on the budget.

3.B. Organizational Structure

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Section 3
Program Planning and Development

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Section 3
Program Planning and Development

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Ashtabula County Community Action Agency (ACCAA) was founded in 1965 as part of President Johnson's War on Poverty. Our mission is to "help people achieve self-sufficiency and rise above issues of poverty." Over the years we have offered programs and services to meet the needs of the community and of area households struggling to improve their quality of life and achieve economic independence. Major funding sources include Federal, State and Local grants, as well as donations, private funding and contract services. The agency has multiple service areas: Head Start, Health and Nutrition Services, Administrative and Fiscal Services, Housing and Energy Services, and Senior and Community Services (the area which operates the New Hope Homeless Assistance Program). The Senior and Community Services is administered by the Director of Senior and Community Services who reports directly to the Agency Executive Director and is responsible for the administrative aspects of the New Hope Homeless Assistance program. Reporting to the Director of Senior and Community Services is the Program Services Coordinator who has day-to-day supervision of the Community Services programs including the New Hope Homeless Assistance program. Reporting to the Program Services Coordinator is the New Hope Program Services Specialist who works with the participant households. Also, within the Senior and Community Services department reporting to the Program Services Coordinator are the 2-1-1 Community Resource Specialist(s). A Fiscal Clerk is also a shared position at Community Action and helps with the purchase orders and fiscal needs of the Senior and Community Services department and the New Hope program. Organizational charts are included in this section.

ACCAA has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Service Block Grant Act. The composition is as follows: one third- government or elected public officials or their representatives, not less than one third- democratically selected low income individuals or their representatives, and the remainder are officials or members of business industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency. A list of current Board members is included in this section.

3.C. Provider/Staff Qualifications

Provider Qualifications

Ashtabula County Community Action Agency (ACCAA) has been successfully assisting individuals in the community to become more self-sufficient, improve their quality of life, and rise above issues of poverty. ACCAA and Ashtabula County Community Housing Development Organization, Inc. (ACCHDO) has operated some form of homeless assistance for over 15 years. The New Hope program started as a Transitional Housing program that offered up to 24 months of residential housing in agency owned units. The program then moved to providing rental assistance in landlord owned scattered-site housing. The program requirements and regulations changed several times over the years moving through Supportive Housing to the Rapid Rehousing model. Until the end of 2013, ACCHDO applied for and received funding directly from the Ohio Department of Development. In 2014, the State changed to a regional approach and ACCHDO was required to apply as part of the Region 5 Continuum of Care through Coleman Professional Services (Administrative Agency) to the Coalition on Homelessness and

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Housing in Ohio (COHHIO). From the beginning we have participated in the Ashtabula Housing Council. In this group, the New Hope Program staff network and coordinate with various service providers of all disciplines, but particularly those involved in housing programs, homeless prevention and assistance, or support services. Starting in 2018, each Region was required to implement a Coordinated Entry System for identifying and tracking homeless individuals within the homeless system. The New Hope Program staff has always worked closely with and maintained frequent and open communication with the area emergency shelters (Samaritan House and Homesafe) and is one of the Access Points for the Coordinated Entry System. The staff also work directly with agencies that provide emergency assistance (Salvation Army, St. Vincent de Paul, Catholic Charities, etc.), mental health and substance abuse providers (Community Counseling Center, Signature Health, Ashtabula County Mental Health & Recovery Services, Lake Area Recovery Center, etc.), family development (Family and Children First Council, Children's Services, etc.), financial literacy, and education and employment organizations (Aspire, A-Tech, Kent State, OhioMeansJobs, local schools, etc.). The needs of the New Hope participant and the goals they develop, will identify the appropriate referrals the New Hope staff will make to providers or resources to obtain guidance and assistance.

In addition, ACCAA operates a Community Services Block Grant (CSBG) program with the goal of helping individuals to become self-sufficient through identifying barriers and setting goals to remove those barriers. This, along with other programs ACCAA operates, such as 2-1-1 Information and Referral, Emergency HEAP, WIC, Help Me Grow and Maternal, Infant and Early Childhood Home Visiting Programs, Head Start, and Home Weatherization Assistance will work in conjunction with the New Hope participants as needed.

Staff Qualifications

The Director of Senior and Community Services has been part of the ACCAA team for over five years. Recently promoted to Director from her previous role as Program Services Coordinator, she has hands-on experience and knowledge with the New Hope Program. The Program Services Coordinator is a new hire with multiple years of experience in non-profit programming. Our primary Program Services Specialist previously worked in our CARES Home Relief program and was promoted to the New Hope program following the retirement of our former Specialist in 2022. She is dedicated to serving individuals and families experiencing homelessness, and passionate about meeting people "where they are" and moving them out of poverty and empowering them to reach their goals.

All staff of ACCAA must pass a criminal background check, comply with drug free workplace policies including new hire and periodic drug testing, and maintain an acceptable driving record. Staff are encouraged to attend trainings that provide information regarding programs and services that are available to assist individuals and families in need. Such trainings include Child Abuse & Prevention Training, Self-Sufficiency Skills, Communication Skills, Database training, Region 5 trainings, and so forth. Job descriptions for the project personnel are included with this section.

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TANF – New Hope Homeless Assistance Program

Homeless Definition

As defined within the HEART Act (Section 103 of The McKinney-Vento Homeless Assistance Act):

(1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;

(2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);

(4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

(5) an individual or family who—

(A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—

(i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
(ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
(iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;

(B) has no subsequent residence identified; and

(C) lacks the resources or support networks needed to obtain other permanent housing; and

(6) unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who--

(A) have experienced a long term period without living independently in permanent housing,
(B) have experienced persistent instability as measured by frequent moves over such period, and (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions,

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substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Source: https://www.hud.gov/sites/documents/HAAA_HEARTH.PDF

As defined per the Housing and Urban Development (HUD) categories:

(1) Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**

(2) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**

(3) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

(4) Any individual or family who: is fleeing, or is attempting to flee, domestic violence; has no other residence; and lacks the resources or support networks to obtain other permanent housing

Source: *https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/coc-and-esg-homeless-eligibility-overview/*

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Definitions of Homelessness for Federal Program Serving Children, Youth, and Families

The two major definitions of homelessness in use by federal agencies are the education definition in Subtitle VII-B of the McKinney-Vento Act, and the Housing and Urban Development (HUD) definition in Section 103 of Subtitle I of the McKinney-Vento Act. The following chart illustrates the similarities and differences between federal agencies' definitions of homeless. In December 2011, HUD issued complex regulations on the HEARTH definition of homelessness.

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Statutory Reference:	Section 725 of Subtitle VII-B of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 103 of Subtitle I of the McKinney-Vento Act	Section 387 of the Runaway and Homeless Youth Act
Federal Programs and Agencies Using This Definition:	- Elementary and Secondary Education (ED) - Individuals with Disabilities Education Act (ED) - Higher Education Act (ED) - Head Start Act (HHS) - Child Nutrition Act (USDA) - Violence Against Women Act (DOJ)	- Homeless Assistance Programs (HUD) - Emergency Food and Shelter (Homeland Security) - Department of Veterans Affairs (all programs) - Department of Labor (all programs)	- Homeless Assistance Programs (HUD)	Runaway and Homeless Youth Act Programs (HHS)
LIVING SITUATIONS COVERED BY THESE DEFINITIONS				
Unsheltered Locations	Yes: "(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings"	Yes: "an individual who has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."	Yes: "an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;"	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Emergency Shelters and Transitional Housing	Yes: "children and youth who are living in emergency or transitional shelters"	Yes: "a supervised publicly or privately operated shelter designed to provide temporary living accommodations"	Yes: "an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements"	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

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	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Motels and Hotels	Yes, if there are no appropriate alternatives: "children and youth who are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations" (emphasis added)	No, except for "welfare hotels": "an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);"	Generally, no, except for the following situations: - "hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations" - "an individual or family who has a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days, who has no subsequent residence identified; and lacks the resources or support networks needed to obtain other permanent housing;" - "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing" - "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.	Yes, if the youth cannot live with relatives and has no other safe place to go: "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

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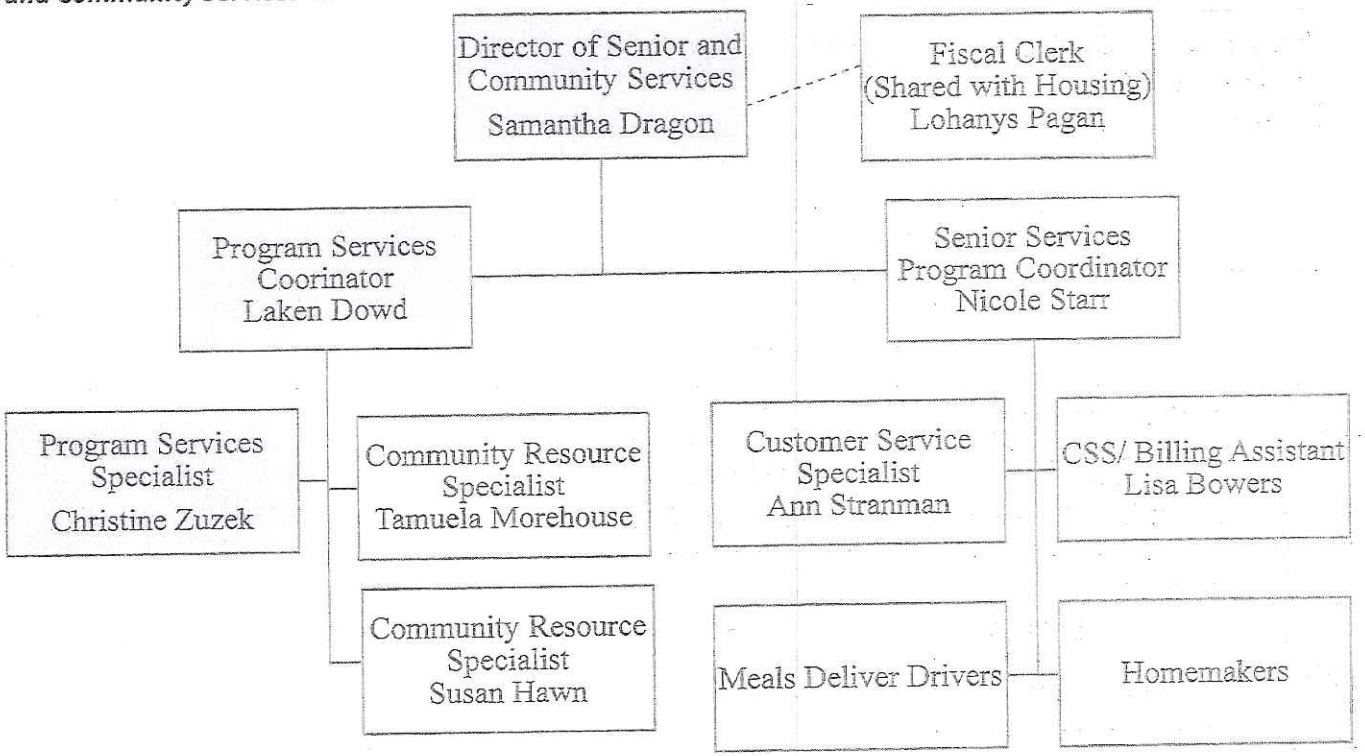
	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
Staying with Others ("Doubled-Up")	**Yes, if it is due to loss of housing, economic hardship, or a similar situation (within the definition of lacking fixed, regular, and adequate situations):** "...individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes — (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;"	No	**Generally, no, except the following situations:** "an individual or family who will imminently lose their housing, including housing they are sharing with others, as evidenced by credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and who has no subsequent residence identified; and who lacks the resources or support networks needed to obtain other permanent housing: - "any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing" - "unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long term period without living independently in permanent housing; and have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment."	**Yes, if the youth cannot live with relatives and has no other safe place to go:** "a youth... for whom it is not possible to live in a safe environment with a relative, and who has no other safe alternative living arrangement."

	EDUCATION DEFINITION	HUD DEFINITION – PRIOR TO 2009	HUD DEFINITION – HEARTH ACT - CURRENT	RHYA DEFINITION
"At Risk of Homelessness"	No such definition.	No such definition.	Defines "at risk of homelessness" to include <u>all</u> families with children and youth defined as homeless under other Federal statutes. (1) AT RISK OF HOMELESSNESS.- The term `at risk of homelessness' means, with respect to an individual or family, that the individual or family- (A) has income below 30 percent of median income for the geographic area; (B) has insufficient resources immediately available to attain housing stability; and (C)(i) has moved frequently because of economic reasons; (ii) is living in the home of another because of economic hardship; (iii) has been notified that their right to occupy their current housing or living situation will be terminated; (iv) lives in a hotel or motel; (v) lives in severely overcrowded housing; (vi) is exiting an institution; or (vii) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness. Such term includes all families with children and youth defined as homeless under other Federal statutes.	No such definition. However, RHYA does define "youth at risk of separation from family:" YOUTH AT RISK OF SEPARATION FROM THE FAMILY.—The term 'youth at risk of separation from the family' means an individual— (A) who is less than 18 years of age; and (B) (i) who has a history of running away from the family of such individual; (ii) whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or (iii) who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

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2025 Senior and Community Services Chart

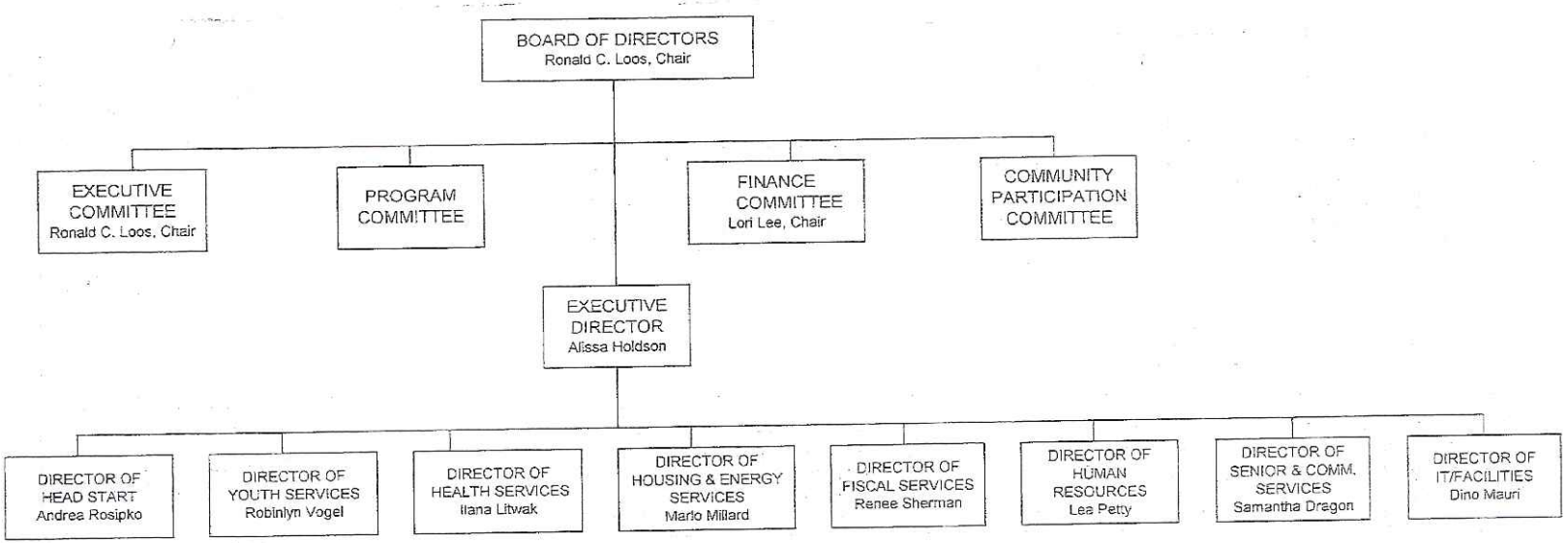


**Blue box indicates staff member works regularly in the New Hope Program and is funded in part by TANF.*

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ASHTABULA COUNTY COMMUNITY ACTION AGENCY

July 2025



Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

community action
Helping People. Changing Lives.

Administrative Services

Alissa Holdson
Executive Director

Ronald C. Loos
Board Chairperson

2025 Board of Directors

Ms. Lori Lee, Treasurer	Kent State University – Ashtabula Private Sector
Rev. Joseph Woods Jr.	Ashtabula Area Ministerial Alliance Private Sector
Ms. Lori Pawlowski	Ashtabula County Medical Center Private Sector
Ms. Jill Valentic	Catholic Charities of Ashtabula County- ACCHDO Liaison Private Sector
Mr. Greg Myers	Growth Partnership for Ashtabula County Private Sector
Ms. Ella Stanton	Appointee- City Manager, Geneva Public Sector
Ms. Sarah Bogardus	Appointee- County Commissioner Casey Kozlowski Public Sector
Ms. Annette Griffin	Appointee- County Commissioner JP Ducro Public Sector
Ms. Renee Howell, Secretary	Appointee- County Commissioner Kathryn Whittington Public Sector
Dr. Debra Barrickman, Vice Chairperson	Ashtabula Area City School Board Public Sector

Continued

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610
P:(440) 997-5957 www.accaa.org F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

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Ms. Tania Burnett	Children's Services Low Income Sector
Ms. Jennifer Kiser	Head Start Policy Council Low Income Sector
VACANT	Organization Low Income Sector
Ms. Janis Dorsten	Ashtabula Area Board of Realtors Low Income Sector
Mr. Ronald C. Loos, Chairperson	Seniors of Ashtabula County Low Income Sector
Mr. Dennis DeCamillo, Esq.	Counsel Head Start Policy Council

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Helping People. Changing Lives.

Administrative Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

POSITION: **Director of Senior and Community Services**

EMPLOYMENT STATUS: Full Time/Exempt

PRIMARY WORK SITE: 4200 State Road

GENERAL RESPONSIBILITIES:

Ensure the development, oversight and application in the Senior and Community Programs, follow the Agency mission, policies, goals and objectives and advises Executive Director of such. Responsible for completion of program(s) budget(s). Ability to assess local anti-poverty and Senior needs, plan programs to meet needs, locate funding source(s) and write grants. Plans, directs and coordinates activities of designated project(s) and/or program(s) and assures they are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through appropriate supervisors.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Writes project/program proposals or plans; including time frame, funding limitations, new funding needed, procedures for accomplishing project/program, staffing requirements, and allotment of available resources to various phases of project/program.

Reviews projects/programs for Senior Services, (ie., Home Delivered Meals, Congregate Meals, Homemaker and other programs opportunities) ensuring that timeframes are proceeding as required by the funders guidelines.

Reviews projects/programs for Community Services (ie., 2-1-1, Rental assistance, Outreach, Broadband/Internet Connectivity and other programs opportunities) ensuring that timeframes are proceeding as required by the funders guidelines.

Establishes work plan and staffing for each phase of project/program and arranges for recruitment or assignment of project personnel.

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Ensures staff has required knowledge and equipment necessary to perform assigned duties. Schedules trainings as required for each staff position.

Directs and coordinates activities of project/program personnel to ensure it progresses on schedule and within prescribed budget.
Coordinates project/program activities with activities of funding sources such as reports and monitoring visits.

Assists in establishing Agency current and long-range objectives, plans, and policies, subject to approval by the Board of Trustees.

Prepares budgets to control costs and to allocate funds in accordance with funders' provisions and Agency policy. Revises and submits budgets as needed when necessary.

Oversees, checks and signs purchase orders. Reviews purchase order claims and contracts for conformance to Agency and program(s) funders policies.

Develops and maintains good working relationship with funders and program monitors. Asks questions when communication or directives are unclear.

Develops and maintains relationships with community partners always willing to combine resources if appropriate to provide greater assistance to mutual customers.

Look for opportunities to expand the current Senior Services or Community Development where funding is available.

Develops and maintains an inventory control method.

Portrays a neat, professional appearance.

Performs other related duties as assigned.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the knowledge, skills and abilities to ensure and sustain the success of the assigned project/programs, listed as follows: Completion of a college education with a bachelor's degree and 5 years of experience in Social Services, Business Administration, or a related discipline in a community services organization or an equivalent combination of training and/or experience.

KNOWLEDGE/ABILITIES:
Incumbent must have diverse competencies as well as knowledge and abilities of the following: Supervision, management principles and practice, staff development, grant writing, data collection, business skills, contracts and experience working with diverse populations, excellent communication skills, (oral and written), community social service network, analytical skills, data collection and ability to draft meaningful and appropriate reports and documentat

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Exhibit III

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Applicant Budget
Summary

Applicant: ACCAA New Hope Homelessness Program	
Date From: 10-1-25	**To: 9-30-26**

	Program	TANF
I. Staff		
A. Salaries	$ 48,845.00	$ 11,125.00
B. Payroll-Related Expenses	$ 6,955.00	$ 2,296.00
Total Staff Costs	$ 55,800.00	$ 13,421.00
II. Operations		
A. Travel and Short-Term Training	$ 670.00	$ 145.00
B. Consumable Supplies	$ 466.00	$ 179.00
C. Occupancy Costs	-	$ -
D. Contract and Professional Services	$ 725.00	$ 50.00
E. Other - Miscellaneous	$ 91,339.00	$ 31,205.00
Total Operational Costs	$ 93,200.00	$ 31,579.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 149,000.00	$ 45,000.00
IV. Minus Other Program Resources	$ 100,000.00	$ -
Total Program Costs	$ 49,000.00	$ 45,000.00

Budget Computation

Total Operating Expenses	$ 45,000.00	$ 45,000.00
Divided by Total Operating Units	41.70	41.70
= Unit Rate	1079.136691	1,079.14

Unit Rate	1,079.14	1,079.14
X number of units purchased	41.70	41.70
= Total Contract Amount	$ 45,000.00	$ 45,000.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	TANF Project Salary
Program Services Specialist 1	$ 36,400.00	40	63.19%	$ 23,000.00	$ 7,000.00
Program Services Specialist 2	$ 31,200.00	40	60.00%	$ 18,720.00	$ 2,500.00
ProgramServices Coordinator	$ 38,480.00	40	13.32%	$ 5,125.00	$ 800.00
Fiscal Clerk	$ 46,800.00	40	2.14%	$ 1,000.00	$ 500.00
Director of Senior and Community Services	$ 65,000.00	40	1.54%	$ 1,000.00	$ 325.00
Total Salaries				$ 48,845.00	$ 11,125.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 3,552.00	$ 832.00
Worker's Compensation	$ 216.00	$ 74.00
Unemployment Insurance	$ 935.00	$ 219.00
Retirement Expenses	$ 572.00	$ 155.00
Hospitalization	$ 1,551.00	$ 937.00
Other (*identify*) Additional Insurances	$ 129.00	$ 79.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 6,955.00	$ 2,296.00

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II. A. Travel and Short-Term Training

			Entire Program	TANF Project
Mileage Reimbursement rate per mile:	$	0.55	$ 395.00	$ 45.00
Short-Term, Training	$	100.00	$ 275.00	$ 100.00
Total Travel and Short-Term Training			$ 670.00	$ 145.00

II. B. Consumable Supplies

Type		Program Consumable Supplies	TANF Consumable Supplies
Office Supplies		$ 122.00	$ 35.00
Cleaning Supplies		$ -	$ -
Other *(identify)*	Program Supplies	$ 344.00	$ 144.00
Other *(identify)*		$ -	$ -
Total Consumable Supplies		$ 466.00	$ 179.00

II. C. Occupancy Costs

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

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Pesonnel Consultance (EAP, WC, Etc.)	$ 45.00	$ 20.00
Agency Insurance	$ 80.00	$ 30.00
HMIS Software Fee	$ 600.00	
Total Contract & Services Costs	$ 725.00	$ 50.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Printing/Copying	$ 100.00	-
Administration	$ 5,095.00	$ 3,175.00
Postage	$ 130.00	$ 30.00
Participant Rental Assistance	$ 86,014.00	$ 28,000.00
Total Miscellaneous Costs	$ 91,339.00	$ 31,205.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (Years) (8)	De Amount
Total Equipment Depreciation				$ -	$ -	$ -		$

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Homeless Crisis Response Program - Partner	$ 100,000.00	
Total Other Resources	$ 100,000.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/28/2025 10:23:16 AM**

This search produced the following list of **7** possible matches:

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

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

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

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

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

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$11,250.00** and free from any previous encumbrances.

Agreement Title: a **TANF Services Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **Ashtabula County Community Action Agency,** located at: **4200 State Road., Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005)** and whose phone number is: **440-998-3244**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** 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 **Ashtabula County Community Action Agency**.

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.

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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.

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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, 2025** through **September 30, 2026** 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: **$ 21,480.00.**

The unit rate is: **$8.95 per meal** per service code **720-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

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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

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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.

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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:

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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

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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: 3225 Lake Ave., Ashtabula, Ohio 44004 (business mailing address: P.O. Box 2610, Ashtabula, Ohio 44005.**

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.

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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 2 CFR 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-

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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.

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

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

Ashtabula County Community Action Agency

108DC7DC63F8423...

9/19/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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

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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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
Title XX Social Services
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Ashtabula County Community Action Agency

ADDRESS: P.O. Box 2610, Ashtabula, OH 44005-2610

PHONE: 440-997-5957 FAX: 440-992-3319

SERVICE SITE (if different than above): Home Delivered Meals Program - State Road Site

ADDRESS: 4200 State Road, Ashtabula, OH 44004

PHONE: 440-997-6005 or just dial 2-1-1 FAX: 440-998-0973

FEDERAL TAX I.D. NUMBER: 34-1059824

EXECUTIVE DIRECTOR/DIRECTOR: Alissa Holdson

PROGRAM COORDINATOR: Samantha Dragon EMAIL: sdragon@accaa.org

FISCAL CONTACT: Renee Sherman EMAIL: rsherman@accaa.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: Alissa Holdson SIGNATURE: Alissa Holdson
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 6/27/2025

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Ashtabula County Community Action Agency
Title XX Social Services
FY 2025 Home Delivered Meals Program
Attachment B: Program Planning and Development

1. Program Description and Proposed Service

The Home Delivered Meals Program provides hot, nutritious meals to homebound individuals who cannot obtain or prepare nutritious meals for themselves on a daily basis due to poor physical or mental health. The delivery of meals to these individuals enables them to remain in the familiarity of their homes in spite of their limitations and prevents premature institutionalization, malnutrition and isolation. A daily delivery schedule, Monday through Friday, allows the meal delivery drivers to check on the safety and well-being of the individuals receiving the meals. The provision of such community-based services is generally less costly than long-term facility care.

For callers that don't speak English, we have contracted with Language Line Solutions. Language Line offers translation services for 27 different languages. This allows us to help all residents of Ashtabula County, regardless of what language they speak.

ACCAA is proposing to use Title XX funds to serve home delivered meals to eligible individuals who reside in the northern half of Ashtabula County. Priority will be given to:

(1) Individuals who are receiving Adult Protective Services through the Ashtabula County Department of Job and Family Services without regard to income.
(2) Income eligible individuals less than 60 years of age, without dependent children and living alone with no other means of social support.
(3) Income eligible individuals less than 60 years of age, without dependent children and living with others with no other means of social support.
(4) Income eligible individuals 60 years of age and older, living alone, and with no other means of social support.
(5) Income eligible individuals 60 years of age and older, living with others, and with no other means of social support.
(6) Income eligible individuals with other means of social support.

2. Summary of Service

ACCAA prepares meals daily at its kitchen facility located in Jefferson, Ohio. The nutritious meals meet the standards established by the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACCAA has registered dietitians on staff who develop and review the menus for compliance to these standards. Experienced cooks in the agency's food service program prepare the meals each morning and package them using an automated heat-sealing system. The meals are packed by route and delivered to homebound individuals by a team of food delivery drivers in the northern half of Ashtabula County. These drivers also conduct safety and well-being checks on each individual receiving the meals. Daily contact with the drivers is an important component of the program as it helps to reduce the isolation experienced by many clients. Drivers also identify minor changes in a meal recipient's physical or mental state. If detected, the recipient's emergency

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contact is notified of the change in condition. Detecting small health issues early and receiving medical attention in a timely manner helps to prevent more serious emergency situations later.

To ensure the safety of clients we are continuing any post pandemic recommendations from the Ohio Department of Health and the Ashtabula County Health Department. Drivers are provided with hand sanitizer, and have access to facemasks, face shields, and gloves, for use as needed. We have discontinued the precautionary measure of waiving signature requirements; at the time of meal delivery the Drivers verify delivery or collect signatures. The requirements for in-person assessments are dependent upon the specific funding source. We complete in-person assessments with all TXX clients.

If the eligible client needs additional meal support, frozen meals for supper and/or weekends are provided. Frozen and shelf stable meals are given to clients when weather or emergency conditions do not permit deliveries. The ACCAA kitchen is a licensed frozen meal establishment through the Ohio Department of Agriculture and prepares all frozen meals provided to TXX clients. Frozen meals are also available for clients who are not home to accept the daily meal deliver because of dialysis/medical care and other necessary appointments. In these cases, a client-centered approach is used to develop a meal delivery schedule that best meets the individual client's needs.

ACCAA is certified by the State of Ohio to provide therapeutic renal diets to clients in need of this type of meal. All meals are prepared with no added salt. Sugar free options and substitutions to accommodate allergies or food preferences are available upon request. These options allow the program to best meet the dietary needs of the clients.

The preparation of meals by ACCAA instead of purchasing them from a caterer has enabled the agency to maintain efficient operational practices and purchase quality raw food for the meals. Preparing meals at the Jefferson facility keeps TXX dollars in the county and supports the local economy as opposed to paying an out-of-county vendor. The program has recently experienced a significant increase in raw food, packing materials, and labor costs due to the pandemic and subsequent economy. Vendors have notified the program that these costs are expected to remain at current levels or increase during the next program year. Due to these increases, specifically in food costs and the rising minimum wage, we are requesting an increase of $0.30 per unit, which totals an additional $900 for the program.

To ensure the efficient delivery of quality meals, customer satisfaction is routinely monitored through informal and formal means. Informally, each meal delivery driver asks participants daily about the most recent meal they have consumed. These comments are documented and submitted to the Senior and Community Services Director and the ACCAA Food Service Manager. A formal satisfaction survey is conducted annually with all meal recipients to evaluate the quality of the meals and the service delivery. Feedback from the home delivered meals customers is used to develop future menus/recipes, improve the delivery of service and to measure the overall impact the service has on the lives of the individuals participating in the program. A copy of the Customer Satisfaction Survey is included in the grant application.

Referrals to the program are received from various sources—self-referrals, relatives, friends, ministers, hospital nurses, social workers, hospice agencies and Adult Protective Services. Referrals

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are responded to within 48 business hours. A telephone interview is conducted to determine the level of need, collect basic information, perform a nutrition checklist/assessment, determine income eligibility and identify emergency contacts. A home visit is then scheduled to complete the TXX application and collect required documentation for income and residency. The individual requesting services signs the TXX documents at that time. Once the TXX application is signed and documentation is in place, a determination letter is prepared and mailed to the individual indicating approval or denial of the application. A copy of the letter is placed in the application. If approved, meals are then ordered for the individual. If a waiting list exists, the person's name and nutrition checklist/assessment score and other factors are recorded for prioritization. When funding source waivers are in effect, home visits are conducted via telephone and application signatures are obtained via mail.

The home delivered meal is often an integral part of a comprehensive package of in-home services. Referrals to other social service and health care agencies are frequently made during the initial interview and subsequent follow-up conversations. Information about the 2-1-1 Information and Referral service is provided to all applicants.

3. Geographic Service Area

To avoid duplication of service delivery areas, Community Action serves eligible individuals in the northern half of Ashtabula County for the home delivered meals program. The Country Neighbor Program provides meals in the southern half of the county. Both programs work together and communicate regularly to ensure that services are provided wherever needed and as efficiently as possible.

4. Gaps in Service

Gaps in service are attributable to the lack of funding available to serve individuals less than 60 years of age. Meals provided with TXX funds help to close this gap and meet the needs of this particular population. There are no gaps in meal delivery attributable to geographic location.

5. Limitations in Meeting Conditions of an Agreement

No limitations exist.

6. Organizational Structure

Ashtabula County Community Action Agency was established in 1965 as an Economic Opportunity Committee by a resolution of the County Commissioners, under the provision of the Economic Opportunity Act. The County Commissioners enacted resolutions to abolish the Committee and created the Agency with a governing board in 1972. The status is a separate, public agency. There is a separate governing board; the agency is not a department of the county government. Ashtabula County Community Action Agency is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) designation on February 26, 1974.

Community Action has recently re-organized with the following five program divisions: Housing & Energy Services, Head Start, Health & Nutrition Services, and Senior and Community Services. The Home Delivered Meals Program is now located in the Senior and Community Services Division. The

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Director of the Senior and Community Services division reports directly to the Agency Executive Director. Reporting to the Division Director is the Senior Nutrition Program Coordinator. Reporting to the Senior Nutrition Program Coordinator are the Customer Service Specialist (CSS), the CSS/Billing Clerk, and the Meal Delivery Drivers. Organizational charts are included as attachments.

7. Board of Trustees/Advisory Council

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is mandated by the Community Service Block Grant Act. The composition is as follows: one third - government or elected public officials or their representatives, not less than one third - democratically selected low-income individuals or their representatives, and the remainder are officials or members of business, industry, religious, law enforcement, education, or other major community groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency.

8. Job Duties of Project Director

The Project Director is the Senior and Community Services Director. Responsibilities of the Director are to ensure the overall program direction, service philosophy, policies and procedures, compliance with guidelines, budget development/monitoring, fiscal/program reporting and oversight of the SNP Coordinator in the program. The job description for the Project Director is included as an attachment.

9. Job Description of Project Personnel

The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all Senior Nutrition Program activities, including the Home Delivered Meals Program. The Customer Service Specialist, the Billing Clerk and the Meal Delivery Drivers report directly to the SNP Coordinator.

The Customer Service Specialist/Billing Clerk is responsible for all billing, including TXX, and various program reports. The Customer Service Specialist is responsible for the processing of program referrals and conducting home visits to determine eligibility for services. The Customer Service Specialist also substitutes for delivery drivers.

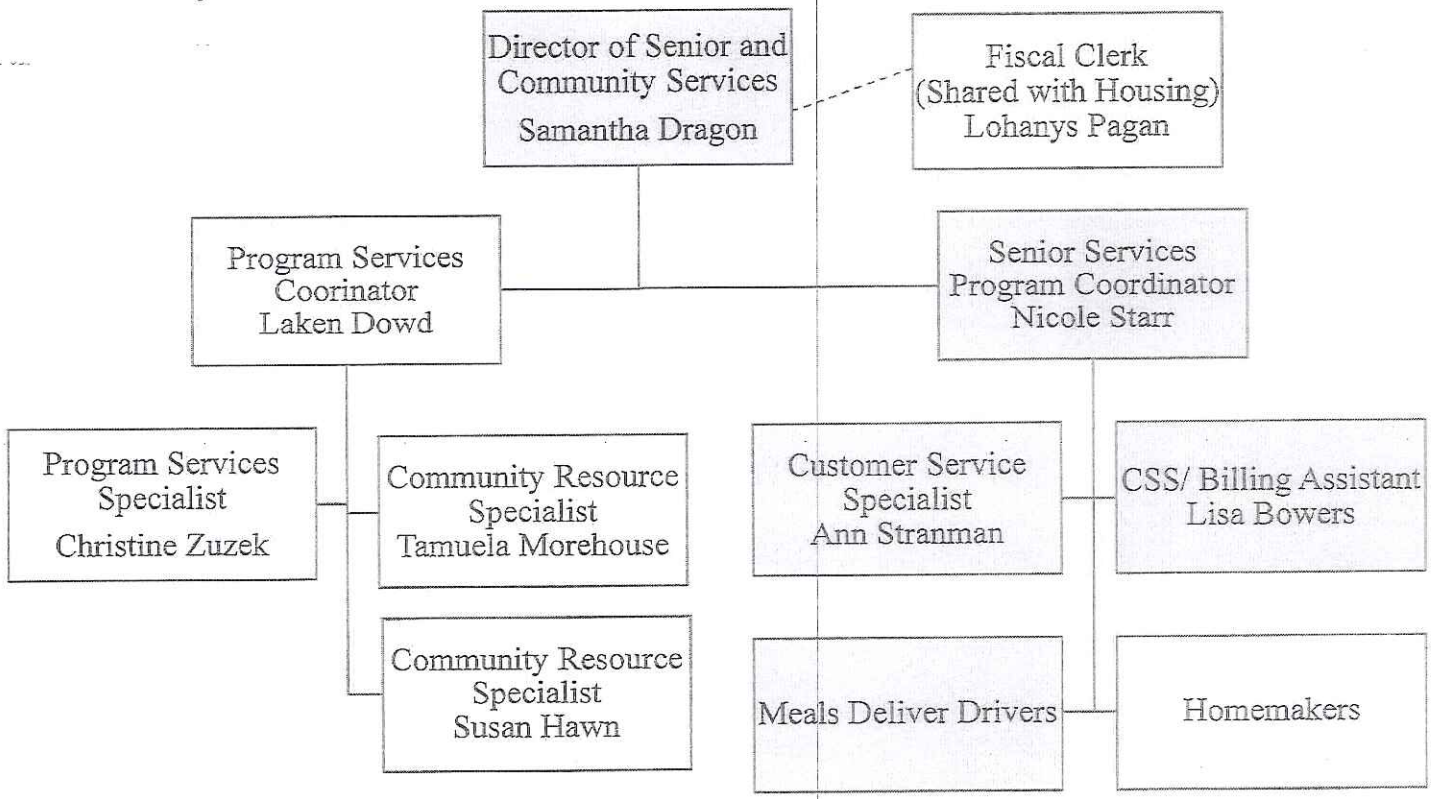
Personnel in the Home Delivered Meals Program are involved in delivery of the meals to consumers either on a daily basis or as substitutes when drivers call off and no other subs are available. There are currently nine routes, each staffed by a Meal Delivery Driver. All HDM staff members are trained and certified in ServSafe to ensure compliance with food safety procedures for the delivery and temperature checking of meals.

Other staff with responsibilities in this program include: the agency's Executive Director, the Administrative and Fiscal Directors, and fiscal staff.

Job descriptions for all personnel directly involved with the Home Delivered Meals Program are included with this proposal as attachments.

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2025 Senior and Community Services Chart



**Blue box indicates staff member works regularly in the HDM program and is funded by TXX.*

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Exhibit II

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Applicant Budget

Summary

Applicant: Ashtabula County Community Action Agency - Home Delivered Meal	
Date From: 10/1/25	**To: 9/30/26**

	Amount	
I. Staff		
A. Salaries	$	6,550.17
B. Payroll-Related Expenses	$	793.28
Total Staff Costs	$	7,343.45
II. Operations		
A. Travel and Short-Term Training	$	710.00
B. Consumable Supplies	$	296.00
C. Occupancy Costs	$	304.00
D. Contract and Professional Services	$	12,188.55
E. Other - Miscellaneous	$	638.00
Total Operational Costs	$	14,136.55
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	21,480.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	21,480.00

Budget Computation

Total Operating Expenses	$	21,480.00
Divided by Total Operating Units		2,400.00
= Unit Rate	$	8.95

Unit Rate	$	8.95
X number of units purchased		2,400.00
= Total Contract Amount	$	21,480.00

Unit = 1 meal

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 91,800.04	Annual	0.30%	$ 239.01
Director of IT	$ 77,860.87	Annual	0.20%	$ 160.73
Director of HR	$ 66,950.00	Annual	0.20%	$ 154.55
Executive Assistant	$ 37,440.00	Annual	0.20%	$ 95.51
Director, Fiscal Services	$ 77,860.87	Annual	0.20%	$ 154.02
Fiscal Clerk	$ 46,800.00	Annual	0.30%	$ 121.99
Fiscal Assistant	$ 42,681.60	Annual	0.10%	$ 74.29
Director,Senior and Community	$ 65,000.00	Annual	0.20%	$ 139.98
Senior Services Coordinator	$ 37,440.00	Annual	2.10%	$ 820.77
Customer Service Specialist	$ 31,200.00	Annual	2.30%	$ 718.95
CSS/Billing Assistant	$ 25,303.20	Annual	2.10%	$ 530.71
Food Deliverers (15)	$ 117,484.00	Annual	2.80%	$ 3,339.66
Total Salaries				$ 6,550.17

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 443.44
Worker's Compensation	$ 108.46
Unemployment Insurance	$ 123.26
Retirement Expenses	$ 69.58
Hospitalization	$ 44.61
Other (*identify*): Dental Insurance	$ 2.57
Other (*identify*): Life Insurance	$ 1.36
Other (*identify*)	
Total Payroll-Related Expenses	$ 793.28

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.55	$ 710.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 710.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 20.00
Cleaning Supplies	$ 56.00
Meal Delivery Supplies (Thermometer, Sanitizer, Gloves, Masks, etc.)	$ 70.00
Gasoline for Delivery Vans	$ 150.00
Total Consumable Supplies	$ 296.00

II. C. Occupancy Costs

	Amount
Rent	$ 201.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized	
Heat	$ 15.00
Electric	$ 25.00
Water	$ 8.00
Telephone	$ 30.00
Sewer	$ 7.00
Trash Removal	$ 10.00
Security/Fire	$ 8.00
Total Occupancy Costs	$ 304.00

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

Identify Each Contract of Service	Amount
Meals	$ 12,018.55
Workers' Compensation Consultant	$ 5.00
Audit	$ 40.00
Employee Assistance Program	$ 5.00
Background Checks/Drug Testing	$ 45.00
Insurances (Liability, D&O, Vehicle)	$ 75.00
Total Contract & Services Costs	$ 12,188.55

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage	$ 20.00
Memberships	$ 20.00
Copying/Printing	$ 50.00
Software Fees	$ 108.00
Staff Recruitment/Advertising	$ 40.00
Non-Personnel Admin/Fiscal Costs	$ 400.00
Total Miscellaneous Costs	$ 638.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Use (Y
N/A							
Total Equipment Depreciation				$ -	$ -	$ -	

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

Item	Quantity	Amount
N/A		
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
N/A		
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
TIII-C2 Funding - $258,666	
NISP (USDA) - $42,635	
State Block Grant Funding - $38,728	
Senior Services Levy - $333,165	
Passport - $80,000	
Total Other Resources	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Ashtabula County Community Action Agency**
Date: **8/28/2025 10:21:56 AM**

This search produced the following list of **7** possible matches:

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

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

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

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

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

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$5,370.00**, and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: BA17E014-0040-430F-969C-AF68F8B5B817

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Ashtabula County Community Action Agency** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____

April Grabman
Ashtabula County Prosecutor

Date: 9/28/25

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Catholic Charities of Ashtabula County**, located at: **4200 Park Avenue, Third floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121** (hereinafter referred to as the "Subgrantee") to provide **Financial Literacy Program** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Catholic Charities of Ashtabula County.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE SUBGRANT/SUBGRANT DUTIES:

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

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

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

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2025,** through **September 30, 2026,** unless this Sub-Grant Agreement is suspended or terminated pursuant to ARTICLE VIII prior to the above termination date.

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

ARTICLE V ~ AMOUNT OF GRANT/PAYMENTS:

A. This subgrant agreement is in the total amount of: **$ 11,233.80.**

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

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

Federal Award Project Description: FFY 2026 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

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

Is the Award Research and Development: No

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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:

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1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

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B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

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

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B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park Avenue, Third floor, Ashtabula, Ohio 44004.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all persons served under this agreement. Any non-compliance with this paragraph may be subject to

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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.

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

SIGNATURES:

DocuSigned by:

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

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9/18/2025
Date

DocuSigned by:

Catholic Charities of Ashtabula County

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9/19/2025
Date

Signed by:

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DocuSigned by:

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9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

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

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

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

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

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

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

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

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

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

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Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #2-25

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TANF Programs RFP

I. INTRODUCTION:

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

Terms:

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

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

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

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

Program and Funding Details:

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

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.

Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *

Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

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

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

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-25
RFP Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-25 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-11-25 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-25

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 24, 2025, at 9:00 a.m.** at
ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

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

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-11-25 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-25

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III. PROVIDER REQUIREMENTS:

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

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

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

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

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

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

Proposal Format:
To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

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

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

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

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

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

-or-

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

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

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

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include.

A. Program description:

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

B. Organizational Structure:

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

C. Provider/Staff Qualifications:

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

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

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

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

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

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service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

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

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

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

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

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

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

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

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Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

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

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

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

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

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

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

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

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

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

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

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

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2025.

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

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

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

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

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

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

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

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

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

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charities of Ashtabula County – Financial Literacy

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

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

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

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-0714639

EXECUTIVE DIRECTOR/DIRECTOR: Jill 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: Jill Valentic
(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/7/25

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

A. Program Description

Proposed service

At Catholic Charities of Ashtabula County (CCAC), the Financial Literacy Program focuses on helping individuals and families build skills they need to take control of their financial futures. Through personalized education and support, the program offers guidance in budgeting, money management, and understanding credit.

Our goal is to foster financial self-sufficiency empowering clients to confidently manage finances and sustain their households over time. To achieve this, the program emphasizes several key areas: managing income and expenses effectively, recognizing the difference between needs and wants, learning how to prioritize spending, and understanding how to safely and wisely interact with financial systems.

Participants gain valuable insight into how banks and credit systems work, how to read and build credit reports, and how to avoid common pitfalls such as predatory lending and financial scams. By strengthening financial knowledge and decision-making skills, the Financial Literacy Program helps clients move from crisis management to long-term stability and independence.

How TANF Clients Are Connected to the Financial Literacy Program

Clients receiving Temporary Assistance for Needy Families (TANF) through the Ashtabula County Department of Job and Family Services (ACDJFS) may be referred to participate in a Financial Literacy session provided by Catholic Charities of Ashtabula County (CCAC). This service is offered as part of ACDJFS's short-term, crisis-oriented assistance for low-income families, funded through the federal TANF program.

When ACDJFS identifies a client who may benefit with a financial literacy (FL) session. A FL referral is made directly to the CCAC Financial Literacy Program. This referral is typically sent via fax through ACDJFS or initiated through a phone call by the client. Once the referral is received, the Financial Literacy caseworker at CCAC reaches out to the client to encourage them to schedule an appointment for a session. See ACDJFS Form and CCAC Client Letter.

Financial Literacy sessions are confidential and are usually conducted in person. However, if the client is unable to travel to the office due to special circumstances, arrangements can be made to hold the session over the phone or via Zoom. During the session, the FL Caseworker works closely with the client to review their complete financial situation. Clients are asked to bring documentation such as bills, income statements, and account records to assist in the financial analysis.

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The session includes a detailed budget review, an assessment of spending habits, a discussion of existing debt, and the development of a personalized action plan. This plan outlines financial and personal goals, along with practical steps for achieving them. Sessions typically last 90 minutes, with follow-up sessions—if needed—lasting between 30 to 60 minutes.

Through this process, clients are encouraged to explore how their financial decisions align with their personal and household goals. The FL Caseworker may also identify other needs during the session and refer clients to additional community programs or internal agency services as appropriate. The program emphasizes the importance of involving all household members in developing a sustainable financial plan.

At CCAC, our Financial Literacy caseworker works closely and collaboratively with each client to provide individualized support. We assist clients in developing a realistic household budget and an action plan that outlines specific, attainable goals aimed at achieving long-term financial stability. This process not only addresses immediate financial concerns but also empowers clients to take meaningful steps toward a more secure financial future.

(1) Need

In 2023, United Way of Ohio released its ALICE® (Asset Limited, Income Constrained, Employed) Report, sheds important light on the economic challenges faced by working families across the state. According to the report, 16% of households in Ashtabula County were living at or below the federal poverty level in 2021—higher than the Ohio state average of 13%. Additionally, 30% of Ashtabula County households earned above the federal poverty level but still fell short of the basic cost of living for the area (compared to a 25% state average).

Together, this means that approximately 55% of households in Ashtabula County are either living in poverty or classified as "working poor." These families often struggle to afford essential needs such as food, shelter, clothing, medicine, utilities, and transportation. As a result, they are more likely to seek immediate crisis assistance to prevent further hardship, including eviction or foreclosure, utility shut offs, or food insecurity. Recognizing this reality, Catholic Charities of Ashtabula County offers financial literacy counseling as a crucial part of our support system. Once clients begin to move out of crisis mode, we shift focus toward long-term stability.

Financial experts generally agree that having a household budget is sound financial management, however only a minority keep close track of their typical monthly expenses. The National Foundation for Consumer Credit released its 2025 Financial Literacy and Preparedness Survey and shared that:

- 53% reported fearing a future a financial set back
- 48% reported "treading on water" due to unexpected expenses that may place them in financial hardship
- 33% reported households are "just getting by"

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This survey uncovered household feeling of being financially stressed and unstable and how financial literacy education can be a great tool for aiding in households that fear their financial fitness.

Households that lack the ability to effectively manage their finances are more likely to face ongoing challenges—and in some cases, financial failure. Without a solid foundation in financial literacy, individuals may struggle to make informed decisions about spending, saving, debt, and long-term planning (NFCC, 2025). By equipping individuals with a basic framework for understanding and managing money, we empower them to become more responsible, independent, and engaged members of their communities.

At Catholic Charities of Ashtabula County, we believe that financial literacy has the power to change lives. It is not only a tool for personal stability, but also a catalyst for broader social change. When individuals gain control over their finances, they are less likely to rely on public assistance or emergency programming. In this way, financial literacy plays a critical role in reducing poverty and promoting long-term self-sufficiency. It is an essential component of our mission to help individuals and families move beyond crisis toward a more secure and empowered future.

(3) Experience

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

Bilingual clientele

CCAC is able to assist most bilingual clients by using the Language Line service. This service offers interpretation in over 240 languages, including American Sign Language (ASL), and is available to support clients during appointments. Language Line can be accessed by phone or video, ensuring effective communication between the client and caseworker.

For more information, visit www.languageline.com. See Section 2G under Employee Training.

(4) Statistics

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

Year	Number served
2014-2015	23
2015-2016	24
2016-2017	36
2017-2018	22

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2018-2019	26
2019-2020	20
2020-2021	24
2021-2022	15
2022-2023	24
2023-2024*	57
2024-2025	88 Households projected by contract end To date: Served 58 through May 2025
2025-2026	Forecasting 120 households/ 10 HH per month

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

(5) Monitoring – Annual Survey

After the completion of services in the current contract 2024-2025, clients were contacted via telephone to answer questions about their situation and experience. An agency volunteer facilitated this survey and reported:

- 80% of clients reported that they are following the budget prepared at the appointment
  - Those that did not follow the budget were due to still struggling with not enough income to cover all household expenses.
- 80% of clients reported that they were current with their rent/mortgage.
  - Those that were not current share about unexpected bills that have put them behind with paying bills on time.
- 90% of clients reported that they were current with their utilities.
- 90% do not use payday loans
- 50% of clients reported they are not prepared for financial emergencies.
  - Those not prepared shared how their budget is really tight or are not comfortable because of unexpected expenses
- 100% of clients reported that they gained knowledge about other community resources.
- 100% of clients felt that they were treated with dignity and respect from staff at CCAC.
- When asked" as a result of your Financial Literacy Session at CCAC, what changes have you made?
  - "Figure out my monthly budget."
  - "Learned not to be in crisis and focus first on budget before spending."
  - "Start finding better employment."
  - "Started saving and choosing my rent first over unnecessary purchases"
  - "Focus on unnecessary (wants) spending and more on the needs of the household."
  - "Eating out less."
  - "Budget showed room to start a savings account."
  - Using money saving tips with household spending
  - Staying away from bad spending habits and that affected monthly budget

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- When asked "What was the most valuable piece of information you learned?"
  - "Learning how to budget."
  - "Learned about other services that could help my household budget"
  - "Understanding the PIPP program and signing up to help balance a budget."
  - "Trying to save money to help cover unexpected expenses"
  - "Seeing income verses expenses"

(6) Days and hours of program

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

(7) Program funding

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

Source	2020-2021	2021-2022	2022-2023	2023-2024*	2024-2025*	2025-2026 Estimate*
PRC/TANF	$1305.00	$851.10	$2,247.00	$4,494.00 Amended to $8,500	$6,740.00 Amended to $9,548.30	$11,233.20
Unit Rate	$56.74	$62.41	$62.41	$62.41	$62.41	62.41

- PRC clients sessions are recorded at 1.5 hour sessions
- Client referral increase. A mid-year amendment to accommodate referral increase for financial literacy.

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Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

ACDJFS REFERRAL FOR PRC BUDGET / FINANCIAL LITERACY

DATE: _____ REFERRAL FROM: _____

_____ _____
Client's last name First name

_____
Address City Zip Code

_____
Phone Number

_____
Client's Employer or Source of Income

Special instructions or additional notes:

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Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

June 26, 2025

Client Name
Client Address
City, State Zip

Dear Client:

The Ashtabula County Department of Job and Family Services has notified our office that as a part of their requirement for the receipt of Prevention, Retention and Contingency (PRC) funds, a budget counseling appointment is necessary.

Please contact our office at your earliest convenience to schedule this appointment. Thank you.

Sincerely,

Consumer Credit Counseling Service of Ashtabula County
A program of Catholic Charities of Ashtabula County

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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 21 staff and manages between 50-100 volunteers annually between all programing. The Board of Directors and Finance and Audit Committee meets four times a year 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, Opening Doors Parenting Program, Guardianship and Representative Payeeship.

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

The 2025 Organizational Chart and 2025 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
2025 ORGANIZATIONAL CHART

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

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Diocesan Bishop

Diocese of Youngstown Catholic Charities Corporation

CCAC Board of Directors

Jill Valentic, MSSA
Executive Director

Finance Director
DOYCCC

Alana Reams FT
Fiscal Specialist

Kelly Peck FT
Fiscal Clerk

Mary Meranda PTL
Fiscal-Grant Support

Alice Harden FT
Family and Community Program Manager

Daniel Marshall FT
Family Services Specialist

Virginia Putt FT
SOARS Specialist

Casey Briones, FT
Family Services Specialist

Jennica Saddler PTL
Family Services Specialist

Halo Volunteers

Jennifer Brockway - FT
Representative Payeeship Program Manager

Morgan Pataky FT
Payeeship Caseworker

Denise Cross FT
Payeeship Caseworker

Letitia Pettway FT
Payeeship Caseworker

Mary Joan Wassie PTL
Payeeship Caseworker

Carrie Artman FT
Administrative Assistant

Jennifer White PTL
Opening Doors

Madison Hunchuck - FT
Receptionist

4 - Agency Volunteers

Open Intern Position

Kristin Collini FT
Guardian Services Program Manager

Peter Scardino FT
Guardianship Caseworker

Jennifer Ransom FT
Guardianship Caseworker

Robin Fowler FT Guardianship Caseworker

7 -Guardianship Volunteers

Employees: 21
Full Time: 17
Part Time: 0
Part Time Limited: 4

Rev: 05/15/2025

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION
BOARD OF DIRECTORS ROSTER JANUARY 2025

Nicholas Perkoski, 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

Nanci Austin, 2nd Vice President
810 State Route 534 South
Geneva, Ohio 44041
Retired/Hospice Manager Bella Care
Home: N/A
Office: N/A
Cell: 440-812-7642
Email: naustin19@icloud.com
Second Term begins: 01/01/2025
Second Term ends: 12/31/2027
Parish: Assumption, Geneva

Cecilia Cooper, Treasurer
2114 West 16th Street
Ashtabula, Ohio 44004
Ashtabula City Solicitor
Home: 440-789-0704
Office: 440-992-7101
Cell: 440-789-0704
Email: attorneycooper@gmail.com
Second Term begins: 01/01/2023
Second Term ends: 12/31/2025
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
Cell: 440-813-7551

Joyanna Sharkey, 1st Vice President
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

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
Second Term begins: 01/01/2025
Second Term ends: 12/31/2027
Parish: Our Lady of Peace, Ashtabula

Patty Durkin, Director
868 Millard Avenue
Conneaut, Ohio 44030
Retired
Home: N/A
Cell: 330-233-1279

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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

Ronald Smith, Director
8380 Center Road
Austinburg, Ohio 44010
Retired
Home: 440-969-1359
Cell: 440-862-1675
Office: N/A
Email: ronsmithcpa@gmail.com
First Term begins: January 1, 2025
First Term ends: December 31, 2027
Parish: Our Lady of Peace, Ashtabula

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

Office: N/A
Email: bun547@yahoo.com
First Term begins: January 1, 2025
First Term ends: December 31, 2027
Parish: Corpus Christi, Conneaut

Jill Valentic, CCAC Executive Director
2111 West 10th Street
Ashtabula, Ohio 44004
Home: 440-964-5275
Office: 440-992-2121 ext. 7027
Fax: 440-992-5974
Cell: 440-813-1417
Email: jillers1971@yahoo.com and jillv@doyccac.org
Parish: Our Lady of Peace, Ashtabula

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C. Provider/Staff Qualifications

(1) Explanation of qualified staff - Financial Literacy Education

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

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

The Family Services Caseworker- Financial Literacy is a licensed social worker with over 20 years of experience providing case management and support to those most in need in Ashtabula County. Our caseworker has been with CCAC since April, 2024.

The following job descriptions are included:

- Family Services Caseworker (financial literacy educator)
- Family & Community Services Supervisor (program supervisor)
- Fiscal Coordinator
- Fiscal Clerk
- Receptionist

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Exhibit III

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Applicant Budget Summary

Applicant: Catholic Charities of Ashtabula County - Financial Literacy

Date From: October 2025 **To:** September 2026

	Program	TANF
I. Staff		
A. Salaries	$ 7,533.00	$ 7,533.00
B. Payroll-Related Expenses	$ 2,907.00	$ 2,907.00
Total Staff Costs	$ 10,440.00	$ 10,440.00
II. Operations		
A. Travel and Short-Term Training	$ 39.00	$ 39.00
B. Consumable Supplies	$ 30.00	$ 30.00
C. Occupancy Costs	$ 236.00	$ 236.00
D. Contract and Professional Services	$ 250.00	$ 250.00
E. Other - Miscellaneous	$ 238.80	$ 238.80
Total Operational Costs	$ 793.80	$ 793.80
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 11,233.80	$ 11,233.80
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 11,233.80	$ 11,233.80

Budget Computation

Total Operating Expenses	$ 11,233.80	$ 11,233.80
Divided by Total Operating Units	180.00	180.00
= Unit Rate	62.41	62.41

Unit Rate	62.41	62.41
X number of units purchased	180.00	180.00
= Total Contract Amount	$ 11,233.80	$ 11,233.80

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Caseworker	$ 41,375.00	Year	14.00%	$ 5,792.00	$ 5,792.00
Receptionist	$ 31,030.00	Year	2.00%	$ 620.00	$ 620.00
Fiscal Coordinator	$ 21,208.00	Year	1.50%	$ 318.00	$ 318.00
Fiscal Clerk	$ 40,170.00	Year	2.00%	$ 803.00	$ 803.00
Total Salaries				$ 7,533.00	$ 7,533.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 576.00	$ 576.00
Worker's Compensation	$ 75.00	$ 75.00
Unemployment Insurance	$ 75.00	$ 75.00
Retirement Expenses	$ 376.00	$ 376.00
Hospitalization	$ 1,605.00	$ 1,605.00
Other (*identify*) Life & Disability Ins.	$ 200.00	$ 200.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 2,907.00	$ 2,907.00

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II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

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

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	$ 200.00	$ 200.00
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ -	$ -
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	$ 36.00	$ 36.00
Total Occupancy Costs	$ 236.00	$ 236.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Auditor	$ -	$ -
Technology	$ 150.00	$ 150.00
Other Contract Service Fees	$ 100.00	$ 100.00
Total Contract & Services Costs	$ 250.00	$ 250.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Postage & Shipping	$ 38.80	$ 38.80
Advertising	$ 30.00	$ 30.00
Other Technological	$ 60.00	$ 60.00
Other Printing & Publications	$ -	$ -
Computer Software & Support	$ 60.00	$ 60.00
Other Misc.	$ 50.00	$ 50.00
Total Miscellaneous Costs	$ 238.80	$ 238.80

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Total Other Resources	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **8/28/2025 10:23:53 AM**

This search produced the following list of **10** 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
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street
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.

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$2,808.45**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

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Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

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Title XX Sub-Grant Agreement

This Sub-grant Agreement is entered into on the **1st** day of **October 2025** 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 Ave, Third Floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121**, (hereinafter referred to as the "Subgrantee") to provide **Payeeship** 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.

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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.

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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, 2025** through **September 30, 2026** 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: **$ 25,615.04**

The unit rate is: **$66.88 per hour of service** per service code **776-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

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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

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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

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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.

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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;

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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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

DocuSigned by:
Jill Valentic
486877807A834C6...

Catholic Charities of Ashtabula County

9/19/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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, 2025**. 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

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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:

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- 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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – Representative Payeeship Program

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: Jennifer Brockway EMAIL: jenniferb@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: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/7/25

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Section 4.4 – Planning and Development

A. Program description and proposed service - Representative Payeeship

Catholic Charities of Ashtabula County (CCAC) is dedicated to providing Representative Payeeship Services to residents of Ashtabula County. CCAC is the only organization in the county offering this vital service—a stabilization program designed to manage the finances of individuals who are unable to do so themselves. Most often, these individuals receive Social Security or Supplemental Security Income (SSI), a federal income supplement program that supports the aged, blind, or disabled who have little or no income. While the preferred option for a representative payee is a trusted family member or friend, some individuals do not have anyone appropriate or available. In such cases, CCAC mediates to ensure financial stability and security.

Title XX Target Population

Funds from Title XX will support the continued provision of Representative Payeeship Services for individuals under age 60. This funding specifically targets the most vulnerable and at risk of exploitation, which includes those diagnosed with severe persistent mental illness, long-term effects of drugs and alcohol abuse, and other physical or mental disabilities that impair money management decision-making capability.

Clients served under Title XX often have a history or are at significant risk of—exploitation, neglect, or abandonment. They lack the ability to make informed decisions about their health, safety, and overall well-being. Representative Payeeship Services are essential to ensuring these individuals are protected and can live with dignity and care.

What is Representative Payeeship?

Representative Payeeship is a less restrictive protective service than Guardianship, where the courts are not involved. However, the beneficiary is restricted from having control of his or her monthly benefit amount. Upon approval of the Social Security Administration, a caseworker from Catholic Charities of Ashtabula County becomes a payee to those who cannot manage their finances. CCAC receives the beneficiary's monthly check and distributes it. The caseworker ensures that basic shelter, food and clothing needs are met and that appropriate benefits are accessed, thus providing stability to those who are vulnerable to exploitation.

Clients of the program are typically diagnosed with mental illness, alcohol, drug addiction and/or physical and mental disabilities. Most clients have been a victim of exploitation, neglect, abuse and may have been easily taken advantage of financially. Given these factors, funds are often misused, and needs such as shelter and food go unmet, leading to homelessness, poor health, lower functioning, and hospitalization.

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Representative Payeeship Application & Assessment process

To be considered for the Representative Payeeship Program CCAC requires an application along with evidence that a Rep Payee is needed. For example: a doctor's recommendation or Social Security may refer a client for services which will bypass some of the required documents for CCAC to be the Representative Payee. All applicants will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. The majority of the Representative Payeeship applications referrals are typically received directly from one of the following sources:

- Adult Protective Services
- Mental health organizations
- Hospitals
- Probate Court
- Nursing homes
- Other services
- Relatives
- Internal referrals

The Representative Payeeship Program Manager accepts and reviews all referrals to the program.

Eligibility forms are enclosed for review.

The Role of the Representative Payeeship Program:

The Representative Payeeship Program promotes financial stability by ensuring safe and stable housing and effective financial management for disabled clients who are at risk of exploitation, homelessness, and abuse. Clients work closely with a caseworker to create and follow a budget that prioritizes essential needs such as rent, utilities, and groceries

The Representative Payeeship Program is responsible for the following:

- Completing Representative Payee application for Social Security.
- Using benefits for the beneficiary's current and foreseeable basic living needs.
- Providing advocacy for client.
- Managing any client debt, negotiating with creditors.
- Keeping all records of receipt and expenditure of client benefits.
- Meeting with client and case manager where applicable to create and discuss budget.
- Providing monthly allowance/spending checks.
- Completing Social Security annual accounting report.
- Being aware of the client's financial, legal, vocational status and living situation

Representative Payeeship clients are considered some of the most vulnerable and at-risk individuals in the community. If there is no trusting family or friend to serve as a Representative Payee, those individuals would be at risk of exploitation from family, friends or acquaintances potentially causing homelessness, financial instability, and poor quality of life.

A client in the Representative Payeeship Program will meet with their CCAC Representative Payee caseworker to discuss and create a budget. The caseworker's role is to pay all the necessary

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bills, ensure that basic food, shelter, utilities and clothing needs are met first and that appropriate benefits are accessed, thus providing financial and personal stability to our vulnerable clients.

Representative Payeeship Application Referral and waiting list

In the circumstance where a waiting list must be created due to an increase in demand which affects the lead-time of implementing new Representative Payeeship services, the following prioritization process is developed:

- All referrals will be placed on a list,
- prioritized by greatest need, and
- scheduled for assessment as quickly as possible.
- All clients referred to a waiting list are managed and monitored by the program manager.

Referrals are placed on a waiting list by referral date and will be prioritized by referral source and client situation. (Ex: referred by a medical provider, and has no alternative trusted family member or friend to assist them as a rep payee.

The Representative Payeeship Program Manager assesses the need for RP for the prospective client. The prospective client assessment involves the following actions:

- Meet with referral contact(s) and discuss the client's situation and reason(s) for possible Representative Payeeship.
- Review all referral paperwork for eligibility.
- Meet with the prospective client and support system to assess their money management abilities Multiple visits may be necessary.
- Review prospective client's budget and personal situation.
- Investigate current family or friends involvement, and the reasons why family is not involved with prospective client's money management.
- Assess the need for services, appropriateness for program, and ensure that all other options for the prospective client have been considered and/or implemented.

Categories of referrals for the Representative Payeeship Program

- Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend. The majority referred by a Mental Health agency and receive case management services.
- 60 years or older: Referrals will be placed on a waiting list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services referrals will receive priority services.

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Title XX Prioritization Policy:

Any waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Representative Payeeship Program. Prioritizing clients in need is guided by the following conditions as stated under Title XX:

- Individuals receiving Adult Protective Services through the Ashtabula County Job & Family Services and without regard to income.
- Individuals less than 60 years of age, without dependent children, income eligible, living alone, and with no other means of social support.
- Individuals less than 60 years of age, without dependent children, income eligible, living with others, and with no other means of social support.
- Individuals 60+ years of age, income eligible, living alone, and with no other means of social support.
- Individuals 60+ years of age, income eligible, living with others, and with no other means of social support.
- Individuals that are income eligible with other means of social support.

All clients referred to a waiting list will be managed by the program supervisor who discuss and review monthly. The waiting list will record referral date and referral source.

Onboarding new clients

The Program Manager implements the application process for Representative Payeeship to Social Security Administration. Once Representative Payeeship is awarded to CCAC, the Representative Payeeship Program is responsible for the following activities:

- Meeting with client and/or support groups of client to explain program and understand the client's everyday needs
- Collecting clients personal and financial information.
- Communicating with client vendors regarding billing and Catholic Charities' involvement
- Developing a client budget and understanding client's personal needs
- Meeting monthly or as needed to review payee's current needs and special requests
- Providing referrals to other resources or agencies for other services needed to support the client.
- Provide basic needs assistance if necessary.

The Representative Payeeship application is enclosed.

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Need

The Ashtabula County 2022 Community Health Needs Assessment identified Adult Depression and Anxiety as the number one health concern. The OhioMHAS County Profiles for Ashtabula County (2020) highlights adult suicide as an "Area of Concern," with a rate of 19.4%, which is above the Ohio state average of 15.1%. Additionally, nearly 25% of Ashtabula County residents are diagnosed with one or both of these disorders, underscoring the growing concern over the lack of social determinants needed for individuals to thrive in our community.

According to the Census Fact Finder (2019), 32.3% of Ashtabula County residents live below the poverty level, compared to the state of Ohio's 13.1%. Protective Services clients represent some of the most vulnerable individuals in the county, with the majority of program participants living on less than $1000 a month through their SSI/SSA benefits. As a result, many are unable to manage basic expenses such as rent, utilities, and other needs due to factors with severe and persistent mental illness, dementia, and/or physical disabilities and/or who lack appropriate family or friends to provide support.

In 2022, the Ohio United Way released its ALICE® (Asset Limited, Income Constrained, Employed) Report, revealing that 17% of Ashtabula County households were living at or below the federal poverty level. An additional 30% of working households earned more than the federal poverty threshold but still fell short of affording the county's basic cost of living. In total, 47% of households in Ashtabula County are struggling to meet essential needs such as food, shelter, clothing, healthcare, and utilities. The Representative Payeeship Program helps support individuals who may fall within this population. Designed to promote financial stability, the program works to improve financial wellness, ensure access to quality healthcare, and secure safe, affordable, and stable housing for every client served.

Before clients entered the Representative Payeeship Program, more than 90% of our clients were at serious risk of homelessness, financial exploitation by friends or family, or lacked anyone to assist them in managing their finances. Many struggled to prioritize their financial needs and to distinguish between wants and necessities. As a result, funds were often mismanaged, and essential needs such as food and shelter went unmet—leading to homelessness, declining health, and reduced daily functioning. Representative Payeeship Services significantly improve the quality of life for vulnerable individuals in Ashtabula County, particularly seniors, by promoting financial stability and helping them avoid exploitation and homelessness.

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Monitoring

For over thirty years, the Representative Payeeship Program has been serving as a trusted fiduciary representative payee for the most vulnerable population in Ashtabula County. Catholic Charities of Ashtabula County is the only long-standing certified Organizational Representative Payeeship Program in Ashtabula County and continues to fill the need for those that are most in need.

Monitoring the Representative Payeeship Program is handled in the following ways:

- Audited annually through an independent audit firm.
- On site audit every three (3) years by the Social Security Administration for compliance, best practices and to continue as a Organizational Representative Payeeship Program.
- Annual review for compliance with the Social Security Administration
    - Surety Bond
    - Certificate of Property Insurance: Social Security Administration as a Loss Party
    - Proof of continued section 501c tax exempt status
    - Bank statement for the most recent month for the collective account
    - Completed SSA-795 – Statement of Claimant or other person
- The Representative Payeeship Program utilizes a comprehensive client management system called Lightgov which manages client budget, documents client notes, and monthly financial activities.
- Monthly reconciliations, and internal audits of financial and bank records are conducted by the agency's fiscal department.
- All client payments are dispursed by the Fiscal department.
- An Annual Representative Payeeship Payee report is reported to the Social Security Administration for every Representative Payeeship Client. This report accounts for the clients benefits payments.
- Weekly meeting regarding client issues or needs are conducted by the RP program manager.
- Every three years, CCAC is accredited by Ohio Department of Mental Health and Recovery Services (OHMAS)

Training

All Representative Payeeship are provided the "Guide for Organizational Representative Payees" for review and reference as part of the training. Also, access to training modules from the Social Security Administration training website. Manual and videos are available on multiple Representative Payeeship topics.

The Representative Payeeship Program Manger conducts all trainings and monitors the RP caseworker's skills and abilities to ensure quality and accurate work is being performed.

CCAC has established internal procedures and guidelines governing how CCAC manages the representative payee's beneficiary funds.

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Program Service Collaboration:

The Representative Payeeship Program coordinates its services with the following programs, services, and providers in the area:

- *Adult Protective Services:*

  APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of an inability to make appropriate financial decisions. When there is no appropriate family or friend to handle their monthly benefit, APS may call upon CCAC to serve as the Representative Payee. However, there are situations when the prospective client is not voluntary with APS offered services and there is a concern for the person's welfare. APS may then pursue a Protective Order through the Ashtabula County Probate Court and request Catholic Charities to apply as Representative Payee to the prospective client.

- *Ashtabula County Probate Court:*

  The Probate Judge or Magistrate may find it necessary to exercise all other options for an individual prior to pursuing guardianship. As a result, CCAC may be court-ordered to serve as a Representative Payee. Representative Payeeship may prove to stabilize and improve the client's quality of life by ensuring that life's necessities such as shelter, food and clothing needs are met; therefore having no need to pursue Guardianship.

- *Ashtabula County Mental Health and Recovery Services Board:*

  This behavioral health organization refers those currently living in the community who are experiencing a Severe and Persistent Mental Illness (SPMI) and are in need of a guardian. This service is contracted by the Board.

- *Social Security Administration*

  When the Social Security Administration determines that an individual is not able to manage his or her benefits, or that exploitation may be occurring, they will refer the individual to CCAC.

- Ashtabula County Board of Developmental Disabilities

  Service and Support Administrators (SSA) provide case management and coordinate services for clients that live in the community. The SSA's\ consult with and update the representative payee about their clients' current progress and provide community case management support for the payee.

- *Other:*

  CCAC also works closely with local mental health agencies and service area providers.

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Bilingual clientele

CCAC is able to assist bilingual clients through a service available across all of our programs called Language Line. This service offers interpretation in over 240 languages, including American Sign Language (ASL), and is available to support clients during appointments. Language Line can be accessed by phone or video, ensuring effective communication between the client and caseworker.
For more information, visit www.languageline.com. See enclosed policy.

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B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Representative Payeeship caseworkers are available by phone, video conferencing or walk-in during business hours. Program referrals are facilitated by the Representative Payee Program Manager. Representative Payeeship may charge clients age 18 to 59 a monthly fee which contributes to the cost of postage, and program software. The fees range from $0 to $24 based on their monthly income.

The Representative Payeeship Program provides casework and money management for individuals with disabilities who need assistance with financial matters. The Representative Payeeship Program serves those most vulnerable and at-risk of exploitation in Ashtabula County that are unable to manage their financial needs and are without an alternative support system of family or friends in the community.

This program serves as a payee to individuals starting at the age of 18, suffering with severe & persistent mental health disorders, afflicted with forms of dementia, mental health conditions, or brain injuries and /or referred by Mental Health Agencies, Adult Protective Services, and the Ashtabula County Probate Court Representative Payeeship Program: This program serves mentally disabled adults who are unable to manage their finances and are at risk of exploitation from family or friends. It provides casework and money management for individuals with disabilities who need assistance with financial matters.

Representative Payeeship Statistics

Statistic	2023	2025 projection	Projection for 2026
Unduplicated total program *Clients Served	298	250 Clients	260 Clients
Title XX funding estimate 2025-2026 ** New Program	0	0	Up to 90 Clients

Client case load fluctuates each year based on the following factors:

- Deceased clients
- New Representative Payee by way of a family member
- Client admitted into a long-term care facility
- Moved to another county or state
- Client becomes their own payee, not all payee clients are long term
- Staffing

** Based on eligibility, Title XX funding may serve up to 90

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
"PROVIDING HELP, CREATING HOPE"
(440) 992-2121
FAX (440) 992-5974

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
COMPANY: SOCIAL SECURITY-ASHTABULA	DATE:
FAX NUMBER: (833) 950-3085	TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER: (877) 223-6059	EMAIL:

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

CLIENT: **SSN:**

PAYEESHIP APPLICATION

Please direct deposit into First Commonwealth Bank
Routing #: 043306826
Checking Account #: 7801097549

Confidentiality Notice

The documents and information in and accompanying this form are privileged and confidential and intended for disclosure only to named addressee. Any disclosure of said items to or use of same by anyone else is prohibited. If you have received this fax in error, please notify the sender immediately by collect telephone call and return this form and accompanying documents to the sender via first class mail at the address below.

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Form SSA-11-BK (09-2020) UF
Discontinue Prior Editions
Social Security Administration

OMB No. 0960-0014

Request to be Selected as Payee Print in Ink	FOR SSA USE ONLY Name or Bene. Sym.	Program	Date of Birth	Type	Gdn.	Cus.	Inst.	Nam.	FOR SSA USE ONLY District Office Code State and County Code

The name of the NUMBER HOLDER	SOCIAL SECURITY NUMBER
The name of the PERSON(S) (if different from above) for whom you are filing (the "claimant(s)")	SOCIAL SECURITY NUMBER (S)

Answer item 1 ONLY if you are the claimant and want your benefits paid directly to you.

1. I request that I be paid directly
CHECK HERE ☐ and answer only items 3, 5, 6, and 8 before signing the form on page 5.

I REQUEST THAT THE SOCIAL SECURITY, SUPPLEMENTAL SECURITY INCOME, OR SPECIAL VETERANS BENEFITS FOR THE CLAIMANT(S) NAMED ABOVE BE PAID TO ME AS REPRESENTATIVE PAYEE.

2. Explain why you think the claimant is not able to handle his/her own benefits. (In your answer, describe how he/she manages any money he she receives now.)

☐ Claimant is a minor child

3. Explain why you would be the best representative payee. (Use Remarks if you need more space.)

4. If you are appointed payee, how will you know about the claimant's needs?
- ☐ Live with me or in the institution I represent
- ☐ Daily visits
- ☐ Visits at least once a week.
- ☐ By other means. Explain:

5. Does the claimant have a court-appointed legal guardian/conservator? ☐ Yes ☐ No
If Yes, enter the legal guardian/conservator's:
Name: _____
Address: _____
Phone Number: _____
Title: _____
Date of Appointment: _____
Explain the circumstances of the appointment. (Use remarks if you need more space.)

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6. (a) Where does the claimant live?

- ☐ Alone
- ☐ In my home (Go to (b).)
- ☐ With a relative (Go to (b).)
- ☐ With someone else (Go to (b).)
- ☐ In a board and care facility (Go to (b).)
- ☐ In a public institution (Go to (c).)
- ☐ In a private institution (Go to (c).)
- ☐ In a nursing home (Go to (c).)
- ☐ In the institution I represent (Go to (c).)

(b) Enter the names and relationships of any other people who live with the claimant.

NAME	RELATIONSHIP

(c) Enter the claimant's residence and mailing addresses (if different from yours).

Residence:	Mailing:	Telephone Number

(d) Do you expect the claimant's living arrangements to change in the next year? ☐ Yes ☐ No

If Yes, explain what changes are expected and when they will occur. (Use Remarks if you need more space.)

7. If you are applying on behalf of minor child(ren) and you are not the parent,

Is the child(ren) in foster care? ☐ Yes ☐ No

Does the child(ren) have a living natural or adoptive parent? ☐ Yes ☐ No

If yes, enter: (a) Name of parent _____

(b) Address of parent

(c) Telephone number _____

(d) Does the parent show interest in the child? ☐ Yes ☐ No

Please explain:

8. List the names and relationship of any (other) relatives or close friends who have provided support and/or show active interest with the claimant. Describe the type and amount of support and/or how interest is displayed.

NAME	ADDRESS/PHONE NO.	RELATIONSHIP	DESCRIBE

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9. Check the block that describes your relationship to the claimant.

(a) ☐ Official of bank, agency or institution with responsibility for the person. Enter below which you represent:

☐ Bank ☐ State, county, or local government agency ☐ Social Agency ☐ Public Official

☐ Institution:

☐ Federal ☐ State/Local ☐ Private non-profit

☐ Private proprietary institution. Is the institution licensed under State law? ☐ Yes ☐ No

IF (a) ABOVE CHECKED, COMPLETE ONLY QUESTIONS 10 AND 11 AND SIGN THE FORM ON PAGE 5.

(b) ☐ Parent

(c) ☐ Spouse

(d) ☐ Other Relative - Specify _____

(e) ☐ Legal Representative

(f) ☐ Board and Care Home Operator

(g) ☐ Other Individual - Specify _____

IF (b), (c), (d), or (e) ABOVE CHECKED, GO ON TO QUESTION 12

10. Does the claimant owe you/your organization any money now or will he/she owe you money in the future? ☐ Yes ☐ No

If Yes, enter the amount he/she owes you/your organization, the date(s) was/will be incurred and describe why the debt was/will be incurred.

INFORMATION ABOUT INSTITUTIONS, AGENCIES, AND BANKS APPLYING TO BE REPRESENTATIVE PAYEE

11. (a) Enter the name of the institution _____

(b) Enter the EIN of the institution _____

INFORMATION ABOUT INDIVIDUALS APPLYING TO BE REPRESENTATIVE PAYEE

12. Enter: Your name _____

Date of birth _____ Social Security Number _____

Any other name you have used _____

Other SSN's you have used _____

13. How long have you known the claimant?

14. If the claimant lives with you, who takes care of the claimant when work or other activity takes you away from home?

What is his/her relationship to the claimant?

15. (a) Main source of your income

☐ Employed (answer (b) below)

☐ Self-employed (Type of Business _____)

☐ Social Security benefits (Claim Number _____)

☐ Pension (describe _____)

☐ Supplemental Security Income payments (Claim Number _____)

☐ Temporary Assistance For Needy Families (TANF _____)

☐ Other State or Public Assistance (describe _____)

☐ Other (describe _____)

(b) Enter your employer's name and address:

How long have you been employed by this employer? _____

(If less than 1 year, enter name and address of previous employer in Remarks.)

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16. Do you give Social Security permission to conduct a criminal background check on you? ☐ Yes ☐ No

17. (a) Have you ever been convicted of a felony? ☐ Yes ☐ No

If Yes: What was the crime? _____

On what date were you convicted? _____

What was your sentence? _____

If imprisoned, when were you released? _____

If probation was ordered, when did/will your probation end? _____

(b) Have you ever been convicted of any offense under federal or state law which resulted in imprisonment for more than one year? ☐ Yes ☐ No

If Yes: What was the crime? _____

On what date were you convicted? _____

What was your sentence? _____

If imprisoned, when were you released? _____

If probation was ordered, when did/will your probation end? _____

18. Do you have any unsatisfied FELONY warrants (or in jurisdictions that do not define crimes as felonies, a crime punishable by death or imprisonment exceeding 1 year) for your arrest? ☐ Yes ☐ No

If Yes: Date of Warrant _____

State where warrant was issued _____

19. How long have you lived at your current address? (Give Date MM/YY)

REMARKS: *(This space may be used for explaining any answers to the questions. If you need more space, attach a separate sheet.)*

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PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING THIS FORM

I/my organization:

- Must use all payments made to me/my organization as the representative payee for the claimant's current needs or (if not currently needed) save them for his/her future needs.
- May be held liable for repayment if I/my organization misuse the payments or if I/my organization am/is at fault for any overpayment of benefits.
- May be punished under Federal law by fine, imprisonment or both if I/my organization am/is found guilty of misuse of Social Security or SSI benefits.

I/my organization will:

- Use the payments for the claimant's current needs and save any currently unneeded benefits for future use.
- File an accounting report on how the payments were used, and make all supporting records available for review if requested by the Social Security Administration.
- Reimburse the amount of any loss suffered by any claimant due to misuse of Social Security or SSI funds by me/my organization.
- Notify the Social Security Administration when the claimant dies, leaves my/my organization's custody or otherwise changes his/her living arrangements or he/she is no longer my/my organization's responsibility.
- Comply with the conditions for reporting certain events (listed on the attached sheets(s) which I/my organization will keep for my/my organization's records) and for returning checks the claimant is not due.
- File an annual report of earnings if required.
- Notify the Social Security Administration as soon as I/my organization can no longer act as representative payee or the claimant no longer needs a payee.

I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT	DATE *(MM/DD/YYYY)*
Signature *(First name, middle initial, last name) (Write in ink)*	Telephone number(s) at which you may be contacted during the day

Print Your Name & Title *(if a representative or employee of an institution/organization)*

Mailing Address *(Number and street, Apt. No., P.O. Box, or Rural Route)*

City and State	ZIP Code	Name of County

Residence Address *(Number and street, Apt. No., P.O. Box, or Rural Route)*

City and State	ZIP Code	Name of County

Witnesses are only required if this application has been signed by mark (X) above. If signed by mark (X), two witnesses to the signing who know the applicant making the request must sign below, giving their full addresses.

1. Signature of Witness	2. Signature of Witness
Address *(Number and street, City, State, and ZIP Code)*	Address *(Number and street, City, State, and ZIP Code)*

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Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

AUTHORIZATION FOR RELEASE/EXCHANGE OF CONFIDENTIAL INFORMATION

Catholic Charities of Ashtabula County is committed to respecting the privacy of individuals and families who have contacted us for assistance. All information shared both orally and in writing will be managed within legal and ethical considerations.

Client Name: _____ SS#: XXX-XX-_____ D.O.B. _____
(last 4 digits)

Co-Client Name: _____ SS#: XXX-XX-_____ D.O.B. _____
(last 4 digits)

Address: _____

I understand that Catholic Charities of Ashtabula County is required to comply with all reporting regulations regarding abuse, neglect, and the intent to harm, and that confidential information may be released without permission under these circumstances.

I grant _____ of Catholic Charities of Ashtabula County permission to coordinate services for me in regard to my request for assistance. I understand that this request/release of information serves as authorization for Catholic Charities of Ashtabula County to contact the following regarding my request for assistance:

Check services that apply:

	Attorneys/Legal Aide		Financial Institutions		Salvation Army
	ACDJFS		Food Pantry		Samaritan House
	Church_____		Landlord		Signature Health
	Community Action/WIC		LARC/Turning Point		Sleep Gallery
	Community Counseling Center		Medical Provider		Social Security Administration
	Employment Agency		Pharmacy		Utility Company
	Employer: Past/Present		SVDP		Catholic Charities Staff
			Board of DD/DODD		Veteran's Administration
					Veteran's Service Commission

I understand and acknowledge that Catholic Charities of Ashtabula County is affiliated with management information systems, and I consent to and authorize the collection of information and preparation of records pertaining to the services provided to me by the agency. I understand information gathered and prepared by the agency may be entered into an electronic database and shared between agencies. I understand that confidential information may be released to some funders or regulators.

A copy of this release shall be considered valid. I understand that this release is effective immediately and is valid for one year. I understand that I may revoke this consent, in writing, at anytime. I also understand that the role of the Catholic Charities caseworker/housing counselor is to help me become a better-informed consumer, but he/she cannot recommend a specific course of action. I understand that Catholic Charities of Ashtabula County has an agreement with Port Conneaut Federal Credit Union to offer affordable loans to low-income clients who meet their qualifications. I understand that I am under no obligation to utilize the services or information provided by the Agency as a condition of participation in the housing counseling program. For a list of the Agency's services, please refer to the back of this authorization.

Client Signature: _____ Date: _____

Co-Client Signature: _____ Date: _____

Counselor/Caseworker/Witness: _____ Date: _____

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Catholic Charities of Ashtabula County

The Agency provides the following services & programs:

Emergency Assistance – For those experiencing an emergency situation, assistance may be provided to help with eviction, utility disconnection, security deposits, food and medication.

Distribution Services – Free clothing and household items are distributed weekly for those unable to purchase basic necessities. Other special distributions include Thanksgiving, Christmas, and back-to-school.

Financial Literacy - Individual and group sessions are available to provide money management and credit education, including budgeting, prioritizing expenses, determining wants and needs, establishing a savings plan, and avoiding predatory lenders.

First Step Program – Pregnancy, family support and adoption resources are available which include planning for the challenges of a new baby, assistance with baby items, budgeting, goal-setting, and information and referral.

Guardianship – Staff and trained volunteers serve as legal guardians to county residents who are 60 or older, indigent, and lack available, appropriate family or friends to assist them.

Housing Counseling – Caseworkers provide pre and post purchase counseling, foreclosure counseling, down payment assistance, rent assistance, predatory lending education and advocacy for any housing issues a family might have.

Representative Payeeship – A caseworker becomes a payee for disabled adults who cannot manage their finances. The caseworker ensures that basic shelter, food and clothing needs are met, and appropriate benefits are accessed; thus providing stability to those who are vulnerable to exploitation.

School-based Services – Trained educators provide a health-based abstinence curriculum in the county's schools, teaching the importance of and consequences of making health choices.

Getting Ahead – A free 16-session program is to increase ALL of your resources, build confidence, increase opportunities for personal growth and to gain support from others who are on a similar path.

Opening Doors - a free ten-week evidence-based parenting, leadership, and advocacy program for parents/custodians/guardians with children ages 0-5.

Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)
www.doyccac.org

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Catholic Charities of Ashtabula County
Representative Payee Referral Application

Client Information Date:

Personal Information

Name: _____ Social Security Number _____ Date of birth _____

Address: _____ Street Address _____ Apartment/Unit #

_____ City _____ State _____ ZIP Code

Home Phone: ( ) _____ Current payee: _____ Phone: _____

Marital Status: _____ SSA benefits/amounts _____

Spouse's Name: _____ Social Security Number _____ date of birth _____

Names and Relationships of people who live with client: _____ Guardian: (if applicable) _____

Phone: _____

Employer _____ Monthly Wages (approx) _____

Section 8 yes no _____ Food Stamps yes no _____

Medicare yes no _____ Medicaid yes no _____

Case manager _____ Medicare D yes no _____

Telephone: _____ Agency: _____

Referred By

Agency: _____

Name: _____ Relationship _____ Telephone _____

_____ Agency/Address _____

_____ City _____ State _____ ZIP Code _____

Mental Health Diagnosis and Reason for Payeeship Referral:

For office use only: G: ET: PUB: VETERAN MHRSB/SPMI NON SED SED SSL

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NAME: DATE:

Housing:

Landlord			Phone:
Address:			
City:	State:		ZIP Code:
Rent amount:	Date due:		Mail Pick up
Security deposit:		Section 8:	
Additional information:			

Utilities:

Gas:	PIPP:	Account #
Electric:	PIPP:	Account #
Phone:	Lifeline:	Account #
Cable:		Account #
Water:		Account #
Sewer:		Account #
Other:		Account #

Insurance:

Automobile:	Company:	Amount:	due date:
Life:	Company:	Amount:	due date:
Life:	Company:	Amount:	due date:
Homeowners:	Company:	Amount:	due date:
Other:	Company:	Amount:	due date:

Other bills:

Court:
Probation:
Storage:
Credit cards:
Spenddown:
Medication:

Spending

Weekly	Monthly	Other:	Amount:	Mail	Pick up
Additional Instructions:					
Groceries:					
Other:					

Employer:

Name:	Address:	Phone:
Pay schedule:		
Checks received by:		
Pay stubs to go to SSA:	yes	no
IRS taxes:		

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Medical Insurance:

Medicare: Claim #

Medicare D: Account# Extra Help: no yes

Medicaid: Case # Billing #

Spenddown: no yes amount

Pharmacy: telephone:

Contact information:

In case of emergency:	name	relationship	telephone

Information in case file:

Copy of Social Security card:	original
Copy of Medicare card	original
Copy of birth certificate:	original
Copy of Medicare D card:	original
Copy of ID card	original
Copy of Medicaid card	original
Insurance policies:	

Banking information:

Other bank accounts:

Agreement:

As client:

I will notify my representative payee of any changes in: my address, telephone number, rent, employment, marital status, or other major life changes. I will bring in my pay stubs if necessary for Social Security. I will bring in receipts of items purchased if asked. I will be respectful of staff and other clients.

As representative payee:

I will pay your bills each month, with housing and basic utilities being paid first. I will do my best to see that you have spending money but the amount will depend on what bills you have. I will be polite and respectful in talking with you. I will return your telephone calls as soon as possible but not always the same day, and I will meet with you if you wish to schedule an appointment. If your behavior leads me to believe you will hurt yourself or someone else, I will call your emergency contact(s), medical professional, the police, and/or the emergency rescue squad.

Signature of client:	Date:
Signature of representative payee:	Date:

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Exhibit II

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

Applicant Budget Summary

Applicant:Catholic Charities of Ashtabula County/Payeeship - Title XX	
Date From: October 2025	To: September 2026

	Amount
I. Staff	
A. Salaries	$ 16,429.04
B. Payroll-Related Expenses	$ 4,558.00
Total Staff Costs	$ 20,987.04
II. Operations	
A. Travel and Short-Term Training	$ 75.00
B. Consumable Supplies	$ 275.00
C. Occupancy Costs	$ 875.00
D. Contract and Professional Services	$ 1,088.00
E. Other - Miscellaneous	$ 2,315.00
Total Operational Costs	$ 4,628.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 25,615.04
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 25,615.04

Budget Computation

Total Operating Expenses	$	25,615.04
Divided by Total Operating Units		383.00
= Unit Rate	$	66.88

Unit Rate	$	66.88
X number of units purchased		383.00
= Total Contract Amount	$	25,615.04

Unit 1 hour of direct service

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Program Supervisor	$ 48,204.00	Year	16.00%	$ 7,712.00
Caseworker 1	$ 33,100.00	Year	20.00%	$ 6,620.00
Front Desk	$ 31,030.00	Year	2.00%	$ 620.00
Fiscal Cordinator	$ 47,580.00	Year	1.00%	$ 475.00
Support Services: Fiscal	$ 21,208.00	Year	1.00%	$ 212.00
Fiscal Clerk	$ 40,170.00	Year	2.00%	$ 790.04
Total Salaries				$ 16,429.04

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,257.00
Worker's Compensation	$ 164.00
Unemployment Insurance	$ 164.00
Retirement Expenses	$ 822.00
Hospitalization	$ 1,981.00
Other (*identify*) Life & Disability	$ 170.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 4,558.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 25.00
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 75.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 200.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 50.00
Other *(identify) Other Supplies*	$ 25.00
Total Consumable Supplies	$ 275.00

II. C. Occupancy Costs

	Amount
Rent	$ 700.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ -
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	 $ 170.00 $ 5.00
Total Occupancy Costs	$ 875.00

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

Identify Each Contract of Service	Amount
Auditor	$ -
Technology	$ 648.00
Other Contract Service Fees	$ 440.00
Total Contract & Services Costs	$ 1,088.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 800.00
Advertising	$ 50.00
Computer Software Training & Support	$ 1,200.00
Other Technological	$ 40.00
Other Printing & Publications	$ 25.00
Bank Service Fees & Surety Bond	$ 200.00
Other Misc.	$ -
Total Miscellaneous Costs	$ 2,315.00

III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

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

Item	Quantity	Amount
Laptop - Caseworker	1	$ -
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **8/28/2025 10:23:53 AM**

This search produced the following list of **10** 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
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street
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.

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FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$6,403.76**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

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Signature Page

AGREEMENT TITLE: Title XX Sub-Grant Agreement #26-2008-XX

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 8/27/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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Title XX Sub-Grant Agreement

This Sub-grant Agreement is entered into on the **1st** day of **October 2025** 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 Ave, Third Floor, Ashtabula, Ohio 44004** and whose phone number is: **440-992-2121**, (hereinafter referred to as the "Subgrantee") to provide **Guardianship** 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.

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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.

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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, 2025** through **September 30, 2026** 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: **$ 45,000.00**

The unit rate is: **$78.00 per hour of service** per service code **776-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

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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

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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

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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.

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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;

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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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:

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

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9/18/2025
Date

DocuSigned by:

Catholic Charities of Ashtabula County

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9/19/2025
Date

Signed by:

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DocuSigned by:

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9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – Guardianship

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: Kristin Cellini EMAIL: kristinc@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: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/7/25

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Section 4.4 – Planning and Development

A. Program description and proposed service - Guardianship

The Guardianship Program of Catholic Charities of Ashtabula County is the only program in the county providing Guardian of Person (GOP) services to two highly vulnerable populations:

- Adults aged 60 and older who are frail or incapacitated, and
- Adults under age 60 with severe and persistent mental illness.

Clients served by the program often suffer from conditions such as dementia, brain injury, or significant mental health disorders that render them unable to advocate for themselves. Many have experienced abuse, exploitation, or neglect, necessitating protective intervention.

The program utilizes both professional staff guardians and trained volunteer guardians from the community to act as legal decision-makers on behalf of these individuals. Guardians are entrusted with making critical decisions in areas such as medical care, mental health, housing, and overall well-being—always in the client's best interest.

Referrals to the Guardianship Program typically originate from a variety of community-based sources, including:

- Adult Protective Services (APS)
- Nursing homes
- Hospitals
- Mental health agencies
- Social service providers
- Concerned community members

Through this collaborative and compassionate approach, the Guardianship Program ensures that some of Ashtabula County's most vulnerable adults receive the protection, advocacy, and dignity they deserve.

Title XX Target Population

Funds from Title XX will support the continued provision of guardianship services for individuals age 60 and older enrolled in the Guardianship Program. This funding specifically targets the frail elderly population, including those diagnosed with Alzheimer's disease, dementia, long-term effects of alcohol abuse, and other physical or mental disabilities that impair decision-making capacity.

Clients served under Title XX often have a history of—or are at significant risk for—exploitation, neglect, or abandonment, and lack the ability to make informed decisions about their health, safety, and overall well-being. Guardianship services are essential to ensuring these individuals are protected and can live with dignity and care.

Eligibility forms are enclosed for review.

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History of the Catholic Charities of Ashtabula County Guardianship Program

The Guardianship Program originated in 1992 when the late Patrick Sorohan, then Executive Director of the Catholic Charities of Ashtabula County, responded to a growing community need by personally serving as a guardian for several vulnerable individuals. Following his passing in 1994, the Senior Care Network—a coalition of Ashtabula County organizations and advocates for the elderly—formed a dedicated task force to formalize and expand upon Sorohan's legacy. This initiative ultimately led to the development of what is now the Catholic Charities of Ashtabula County Guardianship Program.

To guide the creation of a strong volunteer-based model, the task force sought training and consultation from the Volunteer Guardianship Program of the Lutheran Metropolitan Ministry Association in Cleveland—a nationally recognized leader in volunteer guardianship services. This training, combined with Catholic Charities' community-focused mission and experience, laid the foundation for a robust and effective program designed specifically to serve the needs of Ashtabula County's most vulnerable adults.

Since its official establishment in 1996, the program has provided over 400 guardianships to individuals in need throughout Ashtabula County. Catholic Charities of Ashtabula County remains the only organization in the county providing Guardianship of Person services.

In 2018, Catholic Charities of Ashtabula County (CCAC) partnered with the Ashtabula County Mental Health and Recovery Services Board to expand the Guardianship Program to serve adults under the age of 60 who are diagnosed with severe and persistent mental illness (SPMI). This expansion allows the program to serve individuals who are actively engaged in case management with local mental health agencies, ensuring that vulnerable adults with complex mental health needs receive the legal protection and personal advocacy provided through guardianship services.

The Guardianship Program is a proud member of both the National Guardianship Association (NGA) and the Ohio Guardianship Association and operates in accordance with the NGA's nationally recognized best practices and ethical standards.

What is Guardianship?

Guardianship is a legal relationship established by the Probate Court between two parties: one being the guardian and the other being the ward. If, after a thorough investigation and hearing, the Court finds a person incapable of managing his or her own person, it will appoint a legal guardian.

The guardian protects and oversees the ward's day-to-day maintenance, which includes food, shelter, clothing, healthcare and other necessities. The guardian is the voice and decision-maker for the ward. The presence of a guardian increases accountability from care staff and medical professionals and provides protection from exploitative individuals or family in the ward's life. Guardians monitor their ward's medical, physical, emotional, material and environmental well-being.

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Guardianship Application and Appointment Process

Applications that meet the established criteria for guardianship are entered into a formal review and appointment process. Guardianship is not an immediate or automatic decision, it is a deliberate, multi-step procedure that involves in-depth research, assessments, and meetings to ensure the best outcome for the individual in need.

All referrals begin with a staff led assessment to determine the client's eligibility for the program. Every referral source must be accompanied by a Statement of Expert Evaluation, which is a physician assessment of the client stating his/her opinion on the need for a guardianship.

The Guardianship Program has an in-depth and detailed initial client intake and assessment process. The Protective Services Supervisor or Guardianship Caseworker accepts all referrals to the program. Individuals are evaluated at intake to ensure that:

- Guardianship is the least restrictive alternative that will still effectively meet the individual's needs;
- the level of guardianship is appropriate to the individual's assessed capacity; and
- there is no appropriate family member or friend who could assume the guardianship role.

When determining its capacity to serve as guardian, the organization considers the:

- current staff workloads;
- appropriateness of the court order/referral; and
- qualifications and skill level of staff.

The Protective Services Supervisor or Guardianship Caseworker schedules and conducts the assessment for the prospective client. The prospective client assessment involves the following actions:

- Meet with referral contact(s) and discuss the client's situation and reason(s) for possible guardianship.
- Meet with the prospective client to assess their cognitive abilities and living conditions. Multiple visits may be necessary.
- Review prospective client's medical, financial and personal situation.
- Research current family involvement, all Next of Kin, if any, and the reasons why family is not involved with prospective client's immediate care.
- Assess the need for services, appropriateness for program, and ensure that all other options for the prospective client have been considered and/or implemented.

Once eligibility is confirmed, staff work to identify a suitable guardian match—either a staff guardian or a trained volunteer. The process also includes contacting a volunteer attorney who will provide pro bono legal representation for the case and submit the court guardianship application.

A qualifying client will be reviewed and matched with the appropriate guardianship caseworker or volunteer guardian. Volunteers are matched based upon their location, availability and comfort level with the prospective client's level of care. Until the prospective client is matched

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with a guardian, the Protective Services Supervisor and Guardianship Caseworker will regularly reassess his or her need for guardianship. At times, a prospective client may have a change in his or her status where guardianship may not be pursued by the program. For example, a suitable family member or friend may be available to become the guardian for the prospective client, or the client moves out of the service area. If a prospective client is in immediate need of a guardian, a staff guardian will apply for Emergency Guardian of Person.

Guardianship Appointments

The Guardian of Person (ward of the court) is legally responsible for making decisions in the areas of medical care, mental health treatment, and housing, always acting in the best interests of the ward. These appointments are essential to ensure physical safety, health maintenance or improvement, and enhanced quality of life for individuals who can no longer make decisions on their own. Catholic Charities of Ashtabula County (CCAC) provides Guardian of Person (GOP)(ward of the court) services through either a staff guardianship caseworker or a carefully matched volunteer guardian, depending on the needs and circumstances of the ward.

In some cases, depending on the ward's financial situation, Catholic Charities may also serve as a Representative Payee or apply to become the Guardian of Estate. However, staff and volunteer guardians are not involved in managing Representative Payeeship accounts or Guardianships of Estate; these are handled separately by the agency's administrative team or designated representatives.

All court applications for guardianship are prepared by Catholic Charities staff and filed with the Ashtabula County Probate Court by one of the program's volunteer pro bono attorneys.

Guardianship appointments are made under the jurisdiction of the Honorable Judge Albert Camplese, with the support of Magistrate Richard Dana and Probate Court Administration. A formal hearing is held to determine whether a Guardian of Person is necessary. Upon appointment, a legal relationship is established between the Guardian and the ward.

This vital program is made possible through the continued support of local attorneys who generously volunteer their time to file legal guardianship documents pro bono with the Ashtabula County Probate Court.

Challenging guardianship cases that involve complex legal issues or complicated family dynamics are handled by staff guardianship caseworkers, as these cases often require more time, coordination, and expertise than is appropriate for volunteer guardians. Catholic Charities of Ashtabula County is committed to the proper and ethical administration of all guardianship cases under its care. The agency ensures that every case is managed with diligence, compassion, and in accordance with legal standards and best practices.

The Guardianship Program has a proven track record of significantly improving the quality of life for vulnerable seniors in Ashtabula County. It allows many older adults to live their final years with dignity, safety, and respect, while reducing instances of abuse, neglect, and exploitation among the elderly population.

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Application Referrals and Waiting List:

All referral applications will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

Categories of referrals

- 60 years or older: All referrals will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services.

- Under 60 years of age: All other referrals, for those under the age of 60, are prioritized by greatest need. Any referral must demonstrate the need for services and must not have other means of assistance through an appropriate family member or friend. Majority should be referred by a Mental Health agency and or is receiving case management services.

Title XX Prioritization Policy (60 years of age):

Any waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Guardianship Program. Prioritizing clients in need is guided by the following conditions as stated under Title XX:

- Individuals receiving Adult Protective Services through the Ashtabula County Job & Family Services and without regard to income.

- Individuals less than 60 years of age, without dependent children, income eligible, living alone, and with no other means of social support.

- Individuals less than 60 years of age, without dependent children, income eligible, living with others, and with no other means of social support.

- Individuals 60+ years of age, income eligible, living alone, and with no other means of social support.

- Individuals 60+ years of age, income eligible, living with others, and with no other means of social support.

- Individuals that are income eligible with other means of social support.

All clients referred to a waiting list will be managed by the program supervisor and discussed and reviewed weekly with guardianship staff. The waiting list will record referral date and its referral source such as Adult Protective Services, Ashtabula County Probate Court, Medical provider and/or living institution.

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Additionally, monthly meetings and/or an immediate meeting with Adult Protective Services and Ashtabula County Probate Court will assist with the prioritization of the wait list based on the greatest level of need for services.

As part of the guardianship application process, the Protective Services Supervisor is responsible for the following actions:

- Ensuring the guardian completes a background investigation in accordance with the Ohio Administrative Code 3701-60.
- Ensuring that the guardian completes drug testing in compliance with Agency policy and Title XX Social Services RFP
- Coordinating additional meetings with the potential guardian and ward.
- Preparing the guardianship application.
- Submitting the application to the volunteer attorney.
- Notifying the guardian of the court hearing date.
- Involvement with the court investigation.
- Attending the court hearing.
- Obtaining letters of guardianship and issuing documents to the volunteer guardian.

Need

In 2019, Governor Mike DeWine issued a resolution noting that by 2030 Ohioans age 60 and older will make up more than a quarter of the population in 81 Ohio counties (2019, jfs.ohio.gov). According to the Ashtabula County 2022 Community Health needs Assessment, 19.8% of the population is age 65 and older, versus the state average of 17.5%.

In Ohio from July 1, 2023 through June 30, 2024 Ohio Adult Protective Service Agencies received f 43,288 reports of abuse, neglect, and exploitation for adults 60 and over. (ODJFS APS Data Fact Sheet for SFY 2024) Of that number 13,152 were referrals reporting of exploitation and 23,657 were reporting referrals of self-neglect and neglect by others. Ashtabula County Adult Protective Services received 360 reports 7/1/2024-6/30/2025. The top two referrals reported was exploitation and self-neglect.

The Alzheimer's Association reports 1 in 3 seniors dies from Alzheimer's/Dementia. It is the 6th leading cause of death in the United States, killing more seniors than breast cancer and prostate cancer combined. The National Center on Elder Abuse reported: 9.5% of the elderly population experience some type of abuse, the most common being psychological and financial. Statistics report that in nursing homes 27.4% are physically abused and 13.8% are financially taken advantage of.

The National Center on Elder Abuse reported the following statistics from the Bureau of Justice 07.07.14 report:

a. 1 in 10 of the elderly population experience some type of abuse
b. 36% of nursing homes have been in violation of elder abuse laws
c. 91% of nursing homes lack adequate staff to properly care for patients

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Monitoring

The Guardianship Program maintains confidential records for each client and volunteer in a secure filing cabinet. All volunteer guardians and staff guardians have a file in their name documenting the completion of training and program requirements. Reporting and documentation of all clients are maintained electronically; status of volunteer involvement with ward and any activity of the ward included.

All guardians serving through the program are required to submit an Annual Guardianship Report to the Ashtabula County Probate Court. Volunteer guardians are expected to complete and submit monthly contact reports, which serve as a visitation log and include comments summarizing the ward's status and any notable changes. The Protective Services Supervisor reviews each monthly report, monitors the well-being of the wards, and provides feedback or follow-up visits as needed. The Supervisor also strives to visit each ward at least once annually, in addition to regular oversight duties.

The Protective Services Supervisor and the Guardianship Caseworker are available to support all volunteer guardians, including attending meetings with healthcare providers, conducting emergency visits, and offering guidance during end-of-life situations. Their ongoing availability ensures that volunteers feel supported and that wards receive the care and advocacy they need.

Additionally, the Supervisor represents both the program and its volunteers at health fairs, community outreach events, and civic meetings, helping to raise awareness and promote the importance of guardianship services throughout Ashtabula County.

The Guardianship Program surveys our volunteer guardians to find out the status of our ward's health, safety and welfare. Our volunteer guardians reported:

- 100% of our guardians agree or strongly agree that their ward is in a safe protective environment.
- 87% agree or strongly agree that their ward's quality of life has improved.
- 58% of guardians agree or strongly agree that their ward's health has improved.
- 100% of guardians agree or strongly agree that their ward's plan of care meetings have been effective.

Training

All guardians are required to attend and complete guardianship training. The Supreme Court of Ohio mandates training for all first-time guardians which is also a requirement to participate in the guardianship program as a staff person or volunteer. Annually, the Guardianship staff attends the Annual Ohio Guardianship Conference. Catholic Charities is also a member of the Ohio Guardianship Association. The Guardianship program is also a member of the National Guardianship Association (NGA). The NGA provides best practices to guide the Guardianship program and the guardian's decision-making.

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The Protective Services Supervisor coordinates all training courses for staff and volunteer guardians. Every potential volunteer must take part in a volunteer orientation, which provides an overview of the program and the mission of Catholic Charities.

The Role of Volunteers in the Guardianship Program:

Volunteer Guardians are utilized in the program to become legal guardians of person through the Ashtabula County Probate Court. Volunteers are trained and monitored by the Protective Services Supervisor and the Guardianship Caseworker to ensure that wards receive quality service.

Volunteer attorneys play an important role to the program, as they and their staff provide countless hours of "pro-bono" services by advising cases, filing guardianship applications to the Probate Court, and representing the program and volunteer guardians at the Probate Court hearings.

All trained volunteers are required to participate in an interview with the Protective Services Supervisor. This interview will help the supervisor understand the volunteer's availability to serve geographically in the county and to get to know their strengths and weaknesses before being paired with an alleged incompetent. Three references are obtained regarding the volunteer.

The guardianship program makes available on-going training opportunities throughout the year for all who are accepted as volunteer guardians. These training courses will provide expert information on issues frequently dealt with by the volunteer guardian. As part of the on-going training process the Protective Services Supervisor must ensure pertinence of the topic, develop the program and schedule the participants/presenters, amenities and provide all necessary follow-up.

Once a volunteer guardian has met all training requirements of the program, they are ready to be matched with a potential ward of the program. The Protective Services Supervisor or Guardianship Caseworker coordinates meetings with the volunteer guardian and introduces them to the potential ward. Once the volunteer agrees to be the guardian to a potential ward, the Protective Services Supervisor or Guardianship Caseworker will start the guardianship application process and coordinate a volunteer attorney to represent and file the guardianship application.

The Protective Services Supervisor will ensure that the volunteer has met with the ward and is familiar with the Probate Court Process prior to the hearing date. Once the guardianship is ordered by the Ashtabula County Probate Court, the Protective Services Supervisor will continue to work with the guardian to review the ward's needs and answer any questions pertaining to the guardianship and the program.

The Protective Services Supervisor or Guardianship Caseworker prepares the new Volunteer Guardian with useful tools to assist with their duties, including the National Guardianship Association handbook; nursing home post (Guardian's rules); outline of tasks required; and the date that the annual report to the probate court is due.

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Program Service Collaboration:

The Guardianship Program is the only guardianship program in Ashtabula County. The Volunteer Guardianship program coordinates its services with the following programs, services, funding sources and providers in the area

Adult Protective Services:

APS refers those aged 60 and above, currently living in the community, who may be exposed to risk due to abuse, neglect and exploitation because of his or her inability to make appropriate decisions. Usually there is no family or lack of appropriate family. APS works to place the alleged incompetent person in a protective environment with the necessary services and refers to the Guardianship Program. However, there are situations when the alleged incompetent is not voluntary with APS offered services and there is a concern for the person's welfare. APS may pursue a protective order through the Ashtabula County Probate Court and request Catholic Charities to apply for guardianship to the alleged incompetent. VGP and APS meet monthly to review open and/or prospective case.

Ashtabula County Probate Court:

The Probate Judge or Magistrate may find an alleged incompetent in the need of a guardian and will order the Volunteer Guardianship Program to be the guardian. A typical order for the court usually has competing applications or an unfit applicant for an alleged incompetent. The Ashtabula County Probate Court may find that there is a need for a neutral party to look out for the best interest of the ward.

Ashtabula County Mental Health and Recovery Services:

The Mental Health and Recovery Services Board provides funding and support for our services to provide assistance to adults with severe and persistent mental illness. The executive director, Miriam Walton serves as a member of the Guardianship Advisory Committee.

Ashtabula County Board of Developmental Disabilities

Service and Support Administrators (SSA) provide case management and coordinate services for some wards that live in the community. SSAs consult with and update the guardian about wards of the GP program ward's current progress and provides community case management support for the ward.

Ashtabula County Hospitals, Health Care Services and Establishments:

Hospitals, assisted living facilities, nursing homes, and home-based services, refer prospective clients that they feel are unable to make medical and personal decisions for themselves. Usually there is no family or suitable family available to ask or answer questions of providers, protect the ward, monitor quality of care, attend care-planning meetings, visit, advocate, arrange special need items for the ward, or fill the role of representative.

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Bilingual clientele

CCAC is able to assist bilingual clients through a service available across all of our programs called Language Line. This service offers interpretation in over 240 languages, including American Sign Language (ASL), and is available to support clients during appointments. Language Line can be accessed by phone or video, ensuring effective communication between the client and caseworker.

For more information, visit www.languageline.com. See enclosed policy.

COVID-19 and Safety Precautions

The health and safety of our staff, volunteers and clients is our main priority. The Guardianship Program requires all staff and volunteers to adhere to the federal, state and local health guidelines to help prevent the spread of illness if in person with a ward of the court.

Catholic Charities of Ashtabula County will follow the CDC mandates for the State of Ohio.

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B. Summary of Service

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Guardianship Supervisor, staff guardians and volunteer guardians in the program are available to receive telephone calls regarding their wards 24 hours/day – 7 days/week. The Protective Services Supervisor and staff guardians are available to serve as temporary backup and 24/7 access to each other including volunteer guardians.

The Guardianship Program has an in-depth client intake and assessment process. All guardianship Referral applications are submitted to the Guardianship Program Supervisor. In keeping with the Ashtabula County Probate Court, Ohio Guardianship Association and National Guardianship Association, the Protective Services Supervisor evaluates and ensures referrals fall within program criteria. Every referral source must submit a program referral form accompanied by a Statement of Expert Evaluation, which is a physician assessment of the client stating his/her opinion on the need for a guardianship. All referrals are scheduled for assessment within thirty days of initial receipt. Adult Protective Services and the Ashtabula County Probate Court referrals will receive priority services, with a majority of clients meeting the Title XX Priority Policy.

Monthly, the Guardianship Program Supervisor will advise the Executive Director of any assessments not completed within the 30-day time period and provide a plan and timeline for completion. The Guardianship Program Supervisor will contact the referral source to advise the timeline as to when an assessment will be conducted.

Guardians are responsible for:

- Monthly ward visits.
- Attending quarterly plan of care meetings to assess ward's medical and personal status and needs.
- Providing monthly contact reports to the Protective Services Supervisor.
- Communicating with the Protective Services Supervisor of any changes in the ward's medical and/or personal needs.
- Meeting annually with the Protective Services Supervisor or the Guardianship Caseworker to conduct the Probate Court's Annual Guardian's Report and Volunteer Guardian assessment of ward report.
- Advocating for his or her ward and ensuring dignity and respect.

Guardianship Statistics

Statistic	2023	2025 projection
Unduplicated Clients Served	140	150
Volunteer Hours Six Volunteers	100	120

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PLEASE DO NOT DUPLICATE THIS FORM

Catholic Charities of Ashtabula County
Patrick Sorohan Ashtabula County Volunteer Guardianship Program
Guardianship Referral Application

REFERRED BY	
Name:	Position:
Agency:	Phone:
Address:	Admission Date:

REFERRED INDIVIDUAL'S DATA		
Complete Legal Name:		Room Number:
DOB:		SSN:
Gender:	Marital Status:	Spouse Name:
Previous Address:		Phone:
Reason for referral:		☐ Guardian of Person ☐ Guardian of Estate

FINANCIAL RESOURCES			
Income source and amount:	Social Security: $	Pension: $	VA: $
	Other: $		
Payee:			
Retired From:			
Medicare #:		Medicaid Case Number#:	
Medicare Supplement:		Billing Number:	
Medical Insurance/Secondary Insurance:			
Veteran: Y N	Branch of Service:		

Please be advised that the Ashtabula County Probate Court requires a filing fee for all guardianships. ***Catholic Charities of Ashtabula County is not responsible for required filing fees.*** *Under special considerations this fee may be reduced, but not forgiven. Below are current fees as of January 1, 2022:*

* Incompetent Adult Guardianship: $420.00
* Incompetent Adult Guardianship - successor: $335.00 ***(successor replaces a legal guardian)***

Signature of Financial Officer: Date:

PLEASE PROVIDE A COPY OF THE CURRENT RESIDENT TRUST ACCOUNT

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LEGAL

Current guardian? Name: County: Case No.

Relationship: Phone:

Power of Attorney? **(Attach Copy)** Name: Phone:

Have you contacted the Next of Kin and advised the need for Guardianship? YES NO

Response from family or friend (explain):

NEXT OF KIN/SUPPORT SYSTEM (family, friends, neighbors, agencies)

Name	Relationship	Address & Phone	Last contact

CARE PROVIDERS

Name of Agency & Contact	Phone	Services Provided

MEDICAL

Physician	Specialty	Last Appointment	Contact Information

PLEASE ATTACH PHYSICIAN'S ORDERS

Advanced Directives/DNR Code: **(attach copy)** Education:

Allergies (environmental or prescription):

Why is there a need for guardianship: DD Mental Health Alzheimer/Dementia

Physical Disability (stroke, auto accident) Other:

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FUNCTIONAL LIMITATIONS						
Ambulation:	Independent	Cane	Walker	Wheel Chair		
ADL's:	Independent	Verbal Prompt	Needs Assistance	Total Care		
Vision:	Normal	Glasses				
Hearing:	Normal	Hearing Aids:	Left	Right	Both	
Dentures:	None	Upper	Lower	Both	Partial	
Prosthesis:	Yes	No	Where:			
Other:						

NUTRITION/DIET			
Likes:		Dislikes:	
Comments:		Current diet:	

MISCELLANEOUS						
Funeral Plan:	Yes	No	Prepaid:	Pre-planned: (Please attach copy)		
Funeral Home:				Cemetery		
Religion/Pastor:				Church Attended:		
Living Will:	Yes	No	Where:	Smoker:	Yes	No
Comments:						
Signature of Social Worker:				Date:		
Signature of Administrator:				Date:		

Please mail this application and the original Statement of Expert Evaluation to:

Catholic Charities of Ashtabula County

4200 Park Avenue, 3rd Floor

Ashtabula, Ohio 44004

PLEASE DO NOT DUPLICATE THIS FORM

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PRB-GI-SEE (REV. 8/10)

PROBATE COURT OF ASHTABULA COUNTY, OHIO

IN THE MATTER OF THE GUARDIANSHIP OF _____

CASE NO. _____

STATEMENT OF EXPERT EVALUATION

[Sup. R. 66 & R.C. 2111.49]

Definition of Incompetence (R.C. 2111.01(D)): ""Incompetent" means any person who is so mentally impaired as a result of a mental or physical illness or disability, or mental retardation, or as a result of chronic substance abuse, that the person is incapable of taking proper care of the person's self or property or fails to provide for the person's family or other persons for whom the person is charged by law to provide, or any person confined to a correctional institution within this State."

The Statement of Evaluation does not declare the individual competent or incompetent, but is evidence to be considered by the Court. The fee for completing this evaluation **WILL NOT** be paid by the Probate Court. Each evaluator should secure payment for the Applicant/Guardian.

1. This Statement of Expert Evaluation is to be filed with or attached to:

☒ A. Guardianship Application: Completed by: ☐ Licensed Physician or ☐ Licensed Clinical Psychologist prior to the filing and attached to the application

☐ B. Guardian's Report: Completed by: ☐ Licensed Physician ☐ Licensed Clinical Psychologist ☐ Licensed Independent Social Worker ☐ Licensed Professional Clinical Counselor or ☐ Mental Retardation Team

The evaluation or examination shall be completed within three months prior to the date of the Report R.C. 2111.49

☐ C. Application for Emergency Guardian: ☐ of the person: a Licensed Physician shall complete the Supplement for Emergency Guardian, form 17.1A with specificity indicating the emergency, and why immediate action is required to prevent significant injury to the person. The Supplement shall be signed, dated, and attached as part of this completed Statement.

2. Statement completed by: _____

Name & Title/Profession: _____

Business Address: _____

Business Telephone Number: _____

3. Date(s) of evaluation: _____

Place(s) of evaluation: _____

Amount of time spent on evaluation: _____

Length of time the individual has been your patient: _____

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CASE NO. _____

4. Is the individual presently under medication? ☐ Yes ☐ No If yes, what is the medication, dosage, and purpose? _____

Are there any signs of physical and/or mental impairments caused by the medications themselves? _____

5. Is the individual mentally impaired? ☐ Yes ☐ No If yes, indicate the diagnosis below:

☐ Mental Retardation/Developmental Disabilities:

☐ Profound ☐ Severe ☐ Moderate ☐ Mild

Mental Illnesses: Type and Severity:

Substance Abuse: Description

Dementia: Description

Other: Description

Please provide additional comments and test scores if available. (Continue comments on page 4)

6. During the examination did you notice an impairment of the individual's:

a) Orientation	☐ Yes	☐ No	☐ Unknown
b) Speech	☐ Yes	☐ No	☐ Unknown
c) Motor Behavior	☐ Yes	☐ No	☐ Unknown
d) Thought Process	☐ Yes	☐ No	☐ Unknown
e) Affect	☐ Yes	☐ No	☐ Unknown
f) Memory	☐ Yes	☐ No	☐ Unknown
g) Concentration and Comprehension	☐ Yes	☐ No	☐ Unknown
h) Judgment	☐ Yes	☐ No	☐ Unknown

7. Please describe any impairments identified in question six. (Continue comments on page 4)

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CASE NO. _____

8. Is the individual physically impaired? ☐ Yes ☐ No If yes, describe:

9. Are there any special characteristics of the individual which should be considered in evaluating the individual for guardianship? ☐ Yes ☐ No If yes, explain:

10. Are there any indication of abuse, neglect or exploitation of the individual? ☐ Yes ☐ No If yes, explain:

11. Do you believe the individual is capable of caring for the individual's activities of daily living or making decisions concerning medical treatments, living arrangements and diet? ☐ Yes ☐ No If no, explain:

12. Do you believe this individual is capable of managing the individual's finances and property?

☐ Yes ☐ No If no, explain:

13. Prognosis:

A. Is the condition stabilized? ☐ Yes ☐ No

B. Is the condition reversible? ☐ Yes ☐ No

14. In my opinion a guardianship should be:

☐ Established/Continued

☐ Denied/Terminated

I certify that I have evaluated the individual on _____, 20 ____

Date:_____

_____
Signature of Evaluator

GUARDIAN'S REPORT ADDENDUM
(Not to be used with initial Application)

It is my opinion, based upon reasonable degree of medical or psychological certainty, that the mental capacity of this ward will not improve.

Date:_____

_____
Signature - Licensed Physician/Clinical Psychologist

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CASE NO. _____

ADDITIONAL COMMENTS

Date: _____

_____
Signature - Licensed Physician/Clinical Psychologist

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PROBATE COURT OF _____ COUNTY, OHIO

_____, JUDGE

GUARDIANSHIP OF _____

CASE NO. _____

GUARDIAN'S REPORT

[R.C. 2111.49 and Sup.R. 66.05(B)(2)]

NOTE: If allotted space is inadequate to respond, write "See Exhibit" in the space and add appropriate exhibit letter sequence, then attach exhibit containing information requested for that space.

1. This is the **(circle one)** 1st, 2nd, 3rd, 4th, 5th, 6th, or _____, Guardian's Report.
2. Ward's present address: _____
   City _____ State _____
   Zip Code _____ Telephone Number (____) _____
3. Ward's living arrangements at the above address are best described as:
   - ☐ a. His or her own apartment or home (includes assisted living facilities.)
   - ☐ b. Private home or apartment of:
     - ☐ (1) the ward's guardian
     - ☐ (2) a relative of the ward, whose name is _____ and relationship is _____
     - ☐ (3) a non-relative whose name is _____
   - ☐ c. A foster, group, or boarding home.
   - ☐ d. A nursing home.
   - ☐ e. A medical facility or state institution.
   - ☐ f. Other (describe) _____
   - g. If **c**, **d**, **e**, or **f** is checked, complete the following:
     - ☐ (1) The name of the home, facility, or institution _____
     - ☐ (2) The name of an individual at the home, facility, or institution who has knowledge and is authorized to give information to the court about the ward.
       Name _____
       Telephone Number (____) _____
4. The ward will be at the address given in Item 2:
   - ☐ a. Indefinitely.
   - ☐ b. Temporarily. The new address and telephone number is:
     - ☐ (1) Unknown. I will provide this information when known.
     - ☐ (2) _____
       City _____ State _____
       Zip Code _____ Telephone Number (____) _____

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CASE NO._____

5. Guardian's contact with the ward.
   a. Approximate number of times the guardian had contact with the ward during the period covered by this report: _____
   b. The nature of those contacts (phone, personal, or other): _____
   c. Date the ward was last seen by the guardian: _____

6. Have you observed any **major** change in the ward's physical or mental condition during the period covered by this report? ☐ Yes ☐ No
   If "yes" is checked, briefly describe the changes._____

7. The care given to the ward is ☐ Adequate ☐ Not Adequate
   If "Not Adequate" is checked, explain. _____

8. The guardianship should be ☐ Continued ☐ Not Continued
   If "Not Continued" is checked, explain. _____

9. During the period covered by this report, the ward ☐ has ☐ has not been seen by a physician. If the ward has been seen, the last date was _____ and for the purpose of _____

10. ☐ I currently serve as the guardian to ten or more wards and certify to the Court that I am unaware of any circumstances that may disqualify me from serving as guardian for this ward.

11. With regard to the continuing education requirement pursuant to Sup.R. 66.07:
    ☐ I have completed the continuing education requirement. (Attach Certificate of Completion if applicable)
    ☐ The continuing education requirement was waived.

Attached is a statement by a licensed physician, a licensed clinical psychologist, a licensed social worker, or a developmental disability team, that has evaluated or examined the ward within three months prior to the date of this report regarding the need for continuing the guardianship. [R.C. 2111.49(A)(1)(l)](Form 17.1)

If an attorney has been consulted on this report:
Attorney for Guardian

_____
Street

_____
City State Zip Code

_____
Telephone Number (include area code)

_____
Attorney Registration No.

_____

Date

_____
Guardian's Printed Name

_____
Guardian's Signature

_____
Street

_____
City State Zip Code

_____
Telephone Number (include area code)

_____

(Knowingly giving false information on a Probate document is a criminal offense)
[R.C. 2921.13(A)(11)]

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Catholic Charities of Ashtabula County
Ward Outcomes Assessment

Date:_____

Ward's Name_____ Guardian's Name_____

Please answer the following questions regarding your guardianship with your ward:

1. **I feel I have enough information and knowledge to make personal and/or medical decisions in the best interest of your ward.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

2. **My ward is in a safe protective environment.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

3. **I feel my ward's quality of life has improved.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

4. **My ward's health has improved.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

5. **My ward's plan of care meetings and communications with Nursing Home and/or Caregiver has been effective.**

   1 2 3 4 5 6 7 8 9 10

   Strongly Disagree Neutral Strongly Agree

Comments/Suggestions:

_____

_____

_____

_____

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Volunteer Guardianship Program

Patrick Sorohan Volunteer Guardianship Program

The Guardianship Program at Catholic Charities trains and utilizes community volunteers who agree to serve as guardians of person to county residents who are 60 or older, indigent, and lack available, appropriate family.

Contact us to learn more about:

- **What is Guardianship of Person?**
- **What is the responsibility of a Guardian?**
- **How you can help an elderly person in your community?**
- **How does an individual become a volunteer guardian through Catholic Charities?**



Contact us for more information on this rewarding volunteer opportunity.
Call 440-992-2121 Ext. 7057
kristinc@doyccac.org



Catholic Charities of Ashtabula County
Providing Help, Creating Hope
4200 Park Avenue, 3rd Floor
Ashtabula, Ohio 44004

Funding & support provided in part

Ashtabula Job & Family Services

United Way

Yes to Seniors

Ashtabula County Probate Court

Catholic Charities

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NGA
NATIONAL
GUARDIANSHIP
ASSOCIATION

STANDARDS OF PRACTICE

Adopted 2000
Fifth Edition - 2022

©2000, 2002, 2007, 2013, 2022
National Guardianship Association

www.guardianship.org | info@guardianship.org | 877-326-5992

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PREAMBLE

Developing standards for guardians has been an ongoing challenge for the National Guardianship Association (NGA). Considering the variability in state guardianship law, the evolving nature of the national conversation concerning the need for reform in this field, and the inconsistent approach by the states to incorporate reforms into their own legislative frameworks, it is a challenge to present standards of practice to be used by practitioners nationwide. Nevertheless, there are foundational principles which do, and which should, apply across the states despite the variability in state law. These standards capture these principles for use by all guardians. NGA presents them for consideration and implementation by all states to guide best practices.

In 1991, the NGA adopted a previously published Code of Ethics to guide guardians in their decision-making process. The next NGA task was to formulate specific standards to be applied in the day-to-day practice of guardianship. The seven original standards of practice that were written and adopted by the NGA membership have now been expanded to cover more of the duties and responsibilities that face court-appointed guardians today.

The same lengthy discussions that took place in 1991 occurred again during each updating of the standards. NGA has adopted standards that reflect as realistically as possible the best or highest quality of practice. While resources may at times be limited, these standards reflect both pragmatic and aspirational principles of practice. In many cases, best practice may go beyond what state law requires of a guardian.

In reading this document, it is important to recognize that some of the standards enunciate ideals or philosophical points, while others speak to day-to-day practical matters. Both approaches are critically important. It is not our ambition to prescribe a precise program description or management manual. Rather, we have sought to shape a mirror that practitioners and funders can use to evaluate their efforts. The standards also reflect the mandate that all guardians must perform in accordance with current state law governing guardianships and certification of guardians.

To ensure consistency in the way the standards are applied, the following constructions are used: "shall" imposes a duty, "may" creates discretionary authority or grants permission or a power, "must" creates or recognizes a condition precedent, "is entitled to" creates or recognizes a right, and "may not" imposes a prohibition and is synonymous with "shall not." The guidelines that appear in some standards are suggested ways of carrying out those standards.

This document sometimes makes unavoidable use of legal and medical "terms of art" where they are commonly used by professionals who work in the related areas. In addition, the field of guardianship itself makes use of terms that vary widely from state to state. "Guardian" and "person" are the terms used here to simplify the many references to these roles. Where points apply to professional, as opposed to family, guardians, they are indicated. "Guardian," as used in the standards, means conservator or guardian of the person, guardian of the estate or guardian of the person and estate, depending on the standard being addressed.

In this work we have drawn on a number of collective sources. First and foremost have been NGA members who have contributed extensive time and energy and valuable input into the development of these standards. The *Model Code of Ethics for Guardians*, developed by Michael D. Casasanto, Mitchell Simon, and Judith Roman and adopted by the NGA, formed the foundation from which the standards were developed. Other very important sources that helped in the development of our standards of practice are the U.S. Administration on Aging, the AARP, the

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Center for Social Gerontology, the Michigan Offices of Services for the Aging, and the state associations from Arizona, California, Illinois, Minnesota, Michigan, New Mexico, and Washington. We thank everyone who has contributed to the development of this living document for their ongoing commitment to the profession of guardianship.

The *NGA Standards of Practice for Guardians* were first adopted by the NGA board of directors and ratified by the membership in 2000. The 2003 edition of the *Standards* incorporates language that came forth from Wingspan 2001, the National Conference on Guardianship Reform. The 2007 edition provides minor clarification of the language in the earlier editions without any substantive changes. These *Standards* were used as a starting point by the 2011 Third National Guardianship Summit in developing new standards. The 2013 edition incorporates the Summit Standards. The Fourth National Guardianship Summit, held in 2021, made further recommendations for guardianship practice that are incorporated into the 2022 edition by Sally Hurme, Greg MacKenzie, Julia Nack, Anthony Palmieri, and Paul Stengle with help from Vicki Alkire.

NGA encourages the adoption and use of these *Standards* by professional organizations, guardianship agencies and programs, guardianship associations, legislatures, courts, or any other entity wanting to bring excellence to the practice of guardianship.

NGA recognizes that entities may desire to adopt or incorporate the *Standards* as an element of state law, court rules or procedures, or organizational policies or procedures. In so doing the adopting entity may find it appropriate to supplement or amend specific sections of the *Standards* to conform to state law or practice. NGA does not discourage such modification but requires written consent from the NGA Board of Directors prior to incorporation of any material modifications and appropriate attribution to the National Guardianship Association.

NGA welcomes and encourages any entity to link to the Practice Standards at www.guardianship.org.

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Check the NGA website (www.guardianship.org) for the most current edition of the *NGA Standards of Practice*.

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Patrick A. Sorohan Ashtabula County Volunteer Guardianship Program



Informational Meeting

Catholic Charities of Ashtabula County

VOLUNTEER GUARDIANSHIP OUR HISTORY

The concept of the Volunteer Guardianship Program began in 1992 when the Catholic Service League Executive Director, Patrick Sorohan, stepped forward to become the legal guardian to a number of needy and disabled elderly in our community.

Following his death in 1994, a community task force was formed through the Senior Care Network (a consortium of Ashtabula County organizations serving the elderly) that devoted themselves to developing what is now *The Patrick Sorohan Ashtabula County Volunteer Guardianship Program.*

It was modeled after a well-established and nationally recognized program in Cleveland known as The Volunteer Guardianship Program; a program of the Lutheran Metropolitan Ministry Association.

This model coupled with Catholic Charities experience and community orientation worked to build a strong and successful program for Ashtabula County.

The program was successfully started in 1996 with one part-time employee, one volunteer, and one ward of the court and today has grown to three full-time staff, over forty volunteers, and currently serves over 90 wards of the court.

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MISSION STATEMENT

Patrick Sorohan Ashtabula County Volunteer Guardianship Program will recruit, train and supervise volunteers to serve as guardians for persons, primarily the frail elderly, with little or no financial resources and/or no family or other support system to fulfill the role of surrogate decision- maker

PROGRAM GOALS

To provide guardianship services to incompetent older adults residing in Ashtabula County without financial resources; or family that is capable or appropriate to handle guardianship responsibilities

To provide the training and support needed for the volunteer guardian to ensure the enhancement of the ward's quality of life, by making all decisions in the best interest of the ward, upholding their dignity, and respecting their personal religious values

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PROGRAM SUPPORT

VOLUNTEER GUARDIANS
Since the program's inception in 1996, the agency has served hundreds of guardianships for Ashtabula County. Currently there are about 90 active guardianships and over 40 active volunteer guardians.

The success of the program is due to the dedication of each of its volunteers.

ASHTABULA COUNTY PROBATE COURT
The Honorable Judge Albert S. Camplese, Magistrate Philip Gerken, a court investigator, and Probate Court staff are key supports to the development and growth for the program.

All guardian applicants will receive their training in compliance with Rule 66 which became effective June of 2015.

PROGRAM SUPPORT

VOLUNTEER ATTORNEYS
To assist in the legal process, the program has volunteer attorneys that donate their professional time and services. The attorney files the legal application with the Probate Court and represents Catholic Charities and the volunteer at the hearing.

PROGRAM ADVISORY BOARD
The program has an Advisory Board that is made up of representatives from different community organizations. The board meets on a quarterly basis and provides advice, counsel, and support for the program and its goals. Judge Albert S. Camplese is an active member of the advisory board.

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PROGRAM SUPPORT

The Patrick Sorohan Ashtabula County Volunteer Guardianship Program is associated with

National Guardianship Association

Ohio Guardianship Association

PROGRAM SUPPORT

PROGRAM FUNDING SOURCES

The Patrick Sorohan Ashtabula County Volunteer Guardianship Program is funded by:

- ❑ Catholic Charities of Ashtabula County
- ❑ The United Way of Ashtabula County
- ❑ Ashtabula County Senior Services Levy
- ❑ Title XX
- ❑ Ashtabula County Probate Court
- ❑ Foundations and Private Donations

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GUARDIANSHIP

In simplest terms, **guardianship** is "...a relationship created by state law, in which a court gives one person (the guardian) the duty and power to make personal decisions for another (the ward or incapacitated person)." In this country, a guardian is appointed when a judge determines that an adult lacks the capacity to make decisions regarding his or her own life. For a vulnerable older person, guardianship can be a valuable tool in securing his/her physical safety.*

The Probate Court will appoint a legal "**guardian**", after a thorough investigation and a hearing, to make decisions on the person's behalf. The court will have found the person, referred to as a "**ward**," incapable of managing his or her own person and/or affairs.

Guardianship is a **fiduciary*** relationship of trust, wherein the guardian must put the needs of the ward first.

* **Fiduciary**: in law, a person who is obliged to discharge faithfully a responsibility of trust toward another.

Guardianship For The Elderly: Protecting The Rights And Welfare of Seniors With Reduced Capacity. United States Senate; Issued By: Senators Gordon H. Smith & Herb Kohl

REFERRAL SOURCES

Community Referral

- Home Health
- Hospital
- Courts/ Attorneys
- APS/ Board of DD
- Relatives Community

Facility Referral

- Nursing Home Social Worker
- Assisted Living Director
- Mental Health

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WHO WE SERVE

- Age 60 or older
- Frail, elderly
- Indigent
- Current resident of Ashtabula County
- Person lacks available or appropriate family and/or friend support system
- Person found to be alleged incompetent by a licensed physician or psychiatrist who completes a *Statement of Expert Evaluation* (Sup. R. 66 & R.C. 2111.49, form 17.1)

NOTE: ONLY A PROBATE COURT JUDGE CAN DEEM A PERSON INCOMPETENT AND ORDER A GUARDIANSHIP

RESPONSIBILITIES OF GUARDIAN TO WARD

- A Voice
- Decision Maker
- Advocate
- Not Always the Good Guy
- Person Centered
- Guardian Decision Making
- Eyes and Ears
- Placement Decision
- Representative
- Confidentiality
- Ward Participation
- Ward Support System

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NGA ETHICAL PRINCIPLES

1. A guardian treats the person with dignity. (Standard 3)
2. A guardian involves the person to the greatest extent possible in all decision making. (Standard 9
3. A guardian selects the option that places the least restrictions on the person's freedom and rights. (Standard 8)
4. A guardian identifies and advocates for the person's goals, needs, and preferences. (Standard 7)
5. A guardian maximizes the self-reliance and independence of the person. (Standard 9)
6. A guardian keeps confidential the affairs of the person. (Standard 11)
7. A guardian avoids conflicts of interest and self-dealing. (Standard 16)
8. A guardian complies with all laws and court orders. (Standard 2)

Volunteer Guardian Job Description

CATHOLIC CHARITIES OF ASHTABULA COUNTY
DIOCESE OF YOUNGSTOWN CATHOLIC CHARITIES CORPORATION

PATRICK SOROHAN ASHTABULA COUNTY
VOLUNTEER GUARDIANSHIP PROGRAM

Title: Volunteer Guardian
Supervisor: Guardianship Supervisor

GENERAL STATEMENT:
A guardianship is a relationship established by the Probate Court between two parties, one being the guardian and the other being the ward. The court, after a thorough investigation and a hearing, will have found the ward unable to care for him or herself and will appoint a guardian. The guardian is responsible for acting in an ethical, professional way upholding the Agency's mission.

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RESPONSIBILITIES

ALL VOLUNTEER GUARDIANS WILL BE FILING FOR GUARDIANSHIP OF PERSON ONLY. THERE ARE NO FINANCIAL OR ESTATE ISSUES.

- ❑Establishing a relationship that meets the needs of the ward
- ❑Communication with the Guardianship Supervisor regarding the ward's affairs (changes of address, death, health concerns, or conflicts)
  - ❖ **Volunteers do not contact the Probate Court directly**
- ❑Monthly volunteer contact reports (1 hour minimum)
  - ❖**1. E-mail at:** jeannem@doyceac.org **or** barb@doyceac.org
  - ❖**2. Monthly Contact Report form, sent by mail or fax (440) 992-5974**
  - ❖**3. CCAC Website: ccdoy.org – locations – CCAC more information – volunteer guardian timesheet**
- ❑Annual volunteer evaluations and annual volunteer documents
- ❑Annual guardian's report and annual guardianship plan ordered by the Ashtabula County Probate Court

RESPONSIBILITIES

- ❑Annual 3 Hour Supreme Court Ohio Training
- ❑Confidentiality: a position of trust
- ❑Participation in program events
- ❑Attend care plan meetings at nursing home
- ❑Check with nursing home if your ward has a pre-planned irrevocable funeral plan, if not contact guardianship staff Jeanne or Barb
- ❑Possible contact with family members of the ward
- ❑Monthly volunteer contact reports are a mandatory part of this volunteer experience. Good record keeping protects both the ward and guardian

<u>NOTE:</u> YOU ARE NOT EXPECTED TO SPEND PERSONAL FUNDS ON YOUR WARD

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RESPONSIBILITIES

- Abide by the Code of Ethics promulgated by Catholic Charities USA, adopted by Catholic Charities of Ashtabula County.
- Responsible to establish a relationship that meets the needs of the ward.
- Responsible to make medical decisions in the best interest of the ward.
- Responsible for ensuring the best living conditions for the ward.
- Responsible to protect the ward's rights.
- Responsible for ensuring that the remainder of the ward's life is upheld with dignity, respect and value.
- Responsible for being in contact with the ward at least one hour each and every month by way of one personal visit and phone contacts with direct service providers of the ward as needed.
- Responsible for communicating and working with the Guardianship Supervisor and/or support in planning for the care and treatment of the ward.
- Responsible for completing at least one Annual Guardian *Plan* per year and submitting to Program Manager or Guardianship Caseworker.
- Responsible for communicating and working with the Guardianship Supervisor and/or support staff if the ward is being moved to another facility.

RESPONSIBILITIES

- Responsible for communicating and working with the Guardianship Supervisor and/or support if the ward has major medical issues and/or is considered terminally ill by a licensed medical doctor and is being recommended for hospice care.
- Responsible for keeping an accurate record of time spent on behalf of the ward and agency and for *submitting monthly notes* to the Guardianship Supervisor, including all legal filings.
- Responsible for being an active and positive participant in all required trainings and in as many In-Services, educational, and informative meetings as possible to keep abreast of issues relating to being a guardian to the frail elderly.
- Responsible for adhering to the policies, practices and procedures pertinent to their position.
- Responsible for communicating any changes in their personal contact information.
- Responsible, with the aid of a funeral director, to plan funeral arrangements for the ward and to advise the program manager of the ward's death.
- Responsible to meet with the Guardianship Supervisor and/or support staff to complete the *Guardian's Report* as required *annually* by the Probate Court.

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ADVOCATING FOR WARD

ORC – 3721.13 (A) (15)
(Resident has) The right to exercise all civic rights, unless the resident has been adjudicated incompetent pursuant to Chapter 2111 of the Ohio Revised Code."

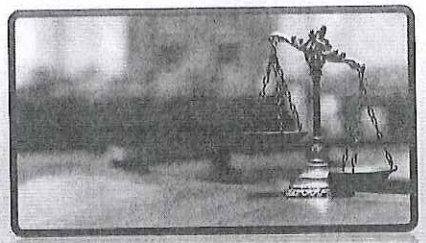
ORC – 3721.13 (A) (32 B)
"A sponsor may act on a resident's behalf to assure that the home does not deny the residents' rights under sections 3721.10 to 3721.17."

- Ohio Revised Code

"In the case of a resident adjudged incompetent under the laws of a State by a court of competent jurisdiction, the rights of the resident are exercised by the person appointed under State law to act on the resident's behalf."

- Code of Federal Regulations

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CONFLICT OF INTEREST

"In no case shall the guardianship of a person be assigned to a person or agency who provides services to the person. The rationale for this provision is that it would be impossible for a person who is providing services to also be an effective advocate against the service provider."

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QUALIFICATIONS

QUALIFICATIONS:

- ❑A self motivated individual
- ❑Free of felony
- ❑Training and/or experience working with the frail elderly and/or as volunteer is desired and helpful
- ❑Time and ability to commit to being a guardian to a ward's lifetime
- ❑Current resident of Ashtabula County
- ❑Consent to mandatory BCI & I and/or FBI Background Check if less than 5 years as Ohio resident
- ❑Consent to mandatory Drug Screening Test

VOLUNTEER GUARDIAN TRAINING

Part I
Informational Meeting & Application

Part II

- Personal interview
- Background investigation and drug screening
- Meet potential ward
- Start monthly volunteer reports
- Guardianship application process begins

Note: Staff is always available to answer questions or provide support
There is no cost or expense to the volunteer
All guardians must be residents of Ashtabula County

- The Part III, Fundamentals of Adult Guardianship training, must be completed prior to filing your application for guardianship with the court.

GUARDIANSHIP IS NOT AN OVERNIGHT PROCESS
ALL VOLUNTEERS MUST BE A RESIDENT OF ASHTABULA COUNTY

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VOLUNTEER GUARDIAN TRAINING

Part 3:

All guardians must complete the *Fundamentals of Adult* Guardianship 6 hour training course

The training is facilitated by the Ohio Supreme Court
http://www.supremecourt.ohio.gov/Boards/judCollege/default.aspx .

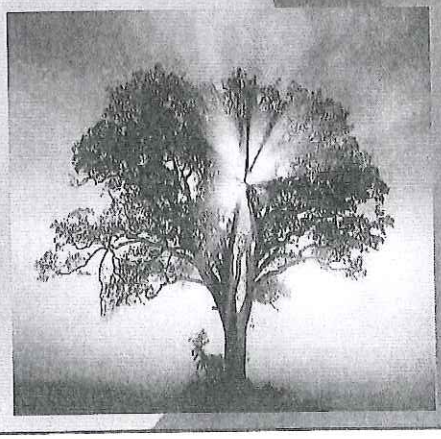
Your options to choose from:
- Live courses (specific areas only)
- Interactive sessions broadcast to local areas
- Online class modules

Completion of the Fundamentals of Adult Guardianship course is mandatory and must be completed prior to filing your guardianship application with the court.

An additional 3 hours are required each year thereafter, through the Ohio Supreme Court.

"My beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain."

Cor. 15:58



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Exhibit II

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Applicant Budget Summary

Applicant:Catholic Charities of Ashtabula County-Guardianship Services -Title XX	
Date From: October 2025	**To: September 2026**

	Estimated Amount for Entire GUARDIANSHIP Program	Estimated Amount for Title XX
I. Staff		
A. Salaries	$ 118,125.00	$ 31,730.00
B. Payroll-Related Expenses	$ 39,910.00	$ 6,761.00
Total Staff Costs	$ 158,035.00	$ 38,491.00
II. Operations		
A. Travel and Short-Term Training	$ 3,825.00	$ 1,110.00
B. Consumable Supplies	$ 1,705.00	$ 125.00
C. Occupancy Costs	$ 8,230.00	$ 2,382.00
D. Contract and Professional Services	$ 8,742.00	$ 1,400.00
E. Other - Miscellaneous	$ 12,524.00	$ 1,492.00
Total Operational Costs	$ 35,026.00	$ 6,509.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 193,061.00	$ 45,000.00
IV. Minus Other Program Resources	$ 148,061.00	$ -
Total Program Costs	$ 45,000.00	$ 45,000.00

Budget Computation

Total Operating Expenses	$ 45,000.00	$ 45,000.00
Divided by Total Operating Units	576.92	576.92
= Unit Rate	78.00	78.00

Unit Rate	78.00	78.00
X number of units purchased	576.92	576.92
= Total Contract Amount	$ 45,000.00	$ 45,000.00

Unit = Example: 1 meal, 1 hour 1 Hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Program Supervisor	$ 46,195.00	Year	100.00%	$ 46,195.00	$ 12,473.00
Caseworker 1	$ 36,153.00	Year	100.00%	$ 36,153.00	$ 10,845.00
Caseworker 2	$ 30,127.00	Year	100.00%	$ 30,127.00	$ 8,134.00
Grant/Payroll Administrator	$ 21,208.00	Year	1.00%	$ 1,030.00	$ 278.00
Fiscal Support	$ 47,580.00	Year	10.00%	$ 4,620.00	$ -
Executive Admin Assistant	$ 48,204.00	Year	4.00%		
Caseworker - Mental Health	$ 40,571.00	Year	100.00%		
Total Salaries				$ 118,125.00	$ 31,730.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 11,000.00	$ 2,427.00
Worker's Compensation	$ 1,845.00	$ 317.00
Unemployment Insurance	$ 1,845.00	$ 317.00
Retirement Expenses	$ 9,222.00	$ 1,586.00
Hospitalization	$ 15,000.00	$ 1,714.00
Other (*identify*) Life & Disb. Ins.	$ 998.00	$ 400.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 39,910.00	$ 6,761.00

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II. A. Travel and Short-Term Training

	Entire Program	XX Project
Mileage Reimbursement rate per mile: $ 0.44	$ 2,825.00	$ 535.00
Short-Term, Training	$ 1,000.00	$ 575.00
Total Travel and Short-Term Training	$ 3,825.00	$ 1,110.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	XX Consumable Supplies
Office Supplies	$ 1,645.00	$ 100.00
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*		$ -
Other *(identify) Other Supplies*	$ 60.00	$ 25.00
Total Consumable Supplies	$ 1,705.00	$ 125.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 6,500.00	$ 1,800.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 160.00	$ 32.00
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone	$ 1,410.00	$ 530.00
Sewer Other *(identify) Alarm*	$ 160.00	$ 20.00
Other *(identify)*		
Total Occupancy Costs	$ 8,230.00	$ 2,382.00

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

Identify Each Contract of Service	Entire Program Cost	XX Program Cost
Auditor	$ 2,006.00	$ 250.00
Technology	$ 1,530.00	$ 650.00
Other Contract Service Fees	$ 5,206.00	$ 500.00
Total Contract & Services Costs	$ 8,742.00	$ 1,400.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	XX Program Cost
Postage & Shipping	$ 706.00	$ 200.00
Advertising & Printing	$ 544.00	$ -
Other Technological	$ 624.00	$ 60.00
Volunteer Development		$ 125.00
Computer Software Training & Support	$ 3,700.00	$ 550.00
Dues & Other Misc. Expenses	$ 450.00	$ 357.00
Other Spec. Assistance	$ 6,500.00	$ 200.00
Total Miscellaneous Costs	$ 12,524.00	$ 1,492.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

Item	Quantity	Amount Entire Program	Amount for XX services
Caseworker Laptops			
Total Small Equipment Purchases		$ -	$ -

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for XX services
Ashtabula County Mental Health & Recovery Services Board	$ 77,219.00	
Senior Service Levy	$ 20,084.00	
Catholic Charities	$ 46,758.00	
Probate Court	$ -	
United Way	$ 4,000.00	
Title III		
	$ -	
Total Other Resources	$ 148,061.00	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **8/28/2025 10:23:53 AM**

This search produced the following list of **10** 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
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street
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.

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$11,250.00**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

TANF Services Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** between **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as the "Grantor") and **Catholic Charities of Ashtabula County**, located at: **4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004**, and whose phone number is: **440-992-2121** (hereinafter referred to as the "Subgrantee") to provide **Opening Doors Parenting Program** for individuals determined eligible for the Prevention, Retention, and Contingency (PRC) Service Program and/or the Ohio Works First (OWF) Program.

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

RECITALS:

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

DEFINITIONS:

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

A. "Grantor" means **Ashtabula County Job & Family Services**.

B. "Subgrantee" means **Catholic Charities of Ashtabula County.**

C. "Financial assistance" means all cash, reimbursements, other payments, or allocations of funds provided by Grantor to Subgrantee. All requirements in this Agreement related to financial assistance also apply to any monies, including private monies and public money, as defined in section 117.01 of the Revised Code, used by the Subgrantee to match federal, state or county funds; and

D. "Federal, state and local laws" include all federal statutes and regulations, appropriations by the Ohio General Assembly, the Revised Code, un-codified law included in an Act, Ohio Administrative Code (OAC) rules, any federal Office of Management and Budget (OMB) Uniform Guidance regarding a federal statute or regulation has made applicable to state and local governments, as well as any resolutions or policies adopted by the Ashtabula County Board of County Commissioners. Federal, state and local laws also include any Governor's Executive Orders to the extent that they apply to counties and any ODJFS Procedure Manuals. The term "federal, state and local laws" includes all federal, state and local laws as listed in this paragraph and existing on the effective date of this Agreement as well as those federal, state and local laws that are enacted, adopted, issued, effective, amended, repealed, or rescinded on or after the effective date of this Agreement.

ARTICLE I ~ PURPOSE OF THE 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.

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ARTICLE II ~ RESPONSIBILITIES OF GRANTOR:

Grantor agrees to:

A. Provide funding to Subgrantee in accordance with this Sub-Grant Agreement and Federal, state and local laws.

B. Monitor Subgrantee to ensure the Sub-Grant is used in accordance with all applicable conditions, requirements, and restrictions.

C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed by the funding in this agreement.

D. Provide technical assistance and training as requested to assist Subgrantee in fulfilling its obligations under this agreement.

E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds awarded.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

ARTICLE III ~ RESPONSIBILITIES OF SUBGRANTEE:

Subgrantee agrees to:

A. Ensure that the funds included in this Sub-Grant Agreement are used, and the family services duties for which the grants are awarded are performed, in accordance with conditions, requirements and restrictions applicable to the duties established by the Departments and state and federal laws, as well as the federal terms and conditions of the grant award.

B. Financial reporting requirements as are necessary for the county to meet its operational needs and obligations to ODJFS and the federal government.

C. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.

D. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, ODJFS, the Ohio Auditor of State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Subgrant is awarded determines compliance has not been achieved.

E. Make records available to Grantor, ODJFS, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit and investigation.

F. Perform those responsibilities as defined in Exhibit I, attached hereto.

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

H. Required to have the most recent version of the AD-475A and/or AD-475B "And Justice for ALL" poster posted.

ARTICLE IV ~ EFFECTIVE DATE OF THE SUBGRANT:

A. This Sub-Grant Agreement will be in effect from **October 1, 2025** through **September 30, 2026** 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: **$ 10,674.05**
The unit rate is: **$ 27.14 per class hour.**

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

Federal Award Project Description: FFY 2026 TANF

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

Catalog of Federal Domestic Assistance (CFDA): 93.558

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

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

Is the Award Research and Development: No

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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:

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1. Standards for financial management systems: Subgrantee and its subgrantee(s) will comply with the requirements of 2 CFR 200 (D) and (E), 45 CFR 75.302, 2 CFR 200, 2 CFR 400.1, including, but not limited to:

   a. Fiscal and accounting procedures;

   b. Accounting records;

   c. Internal control over cash, real and personal property, and other assets;

   d. Budgetary control to compare actual expenditures or outlays to budgeted amounts;

   e. Source documentation; and

   f. Cash management.

2. Period of Availability of Funds: Pursuant to 2 CFR 200.309, 2 CFR 200.343, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1, as applicable, SUBGRANTEE and its subgrantee(s) may charge to the award only costs resulting from obligations incurred during the funding period of the federal and state awards noted in the Recitals to this Sub-Grant Agreement and for the term specified in Article IV of this Sub-Grant Agreement, unless carryover of these balances is permitted. All obligations incurred under the award must be liquidated no later than Sixty (60) days after the end of the funding period, pursuant to federal law.

3. Matching or Cost Sharing: Pursuant to 2 CFR 200.306, 45 CFR 75.306, 2 CFR 200 and 2 CFR 400.1, as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.

4. Program Income: Program income must be used as specified in 2 CFR 200.307, 45 CFR 75.309, 2 CFR 200 and 2 CFR 400.1.

5. Real Property: If SUBGRANTEE is authorized to use Sub-Grant funds for the acquisition of real property, title, use, and disposition of the real property will be governed by the provisions of 45CFR 200.311, 45 CFR 75.318, 2 CFR 200 and 2 CFR 400.1.

6. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds, will be governed by the provisions of 2 CFR 200.313, 45 CFR 75.20, 2 CFR 200 and 2CFR 400.1, as applicable.

7. Supplies: Title and disposition of supplies acquired by Subgrantee or its subgrantee(s) with Sub-Grant funds will be governed by the provisions of 2 CFR 200.314, 45 CFR 75.321, 2 CFR 200 and 2 CFR 400.1, as applicable.

E. Sub-grantee expressly certifies that neither it, nor any of its principals, is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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ARTICLE VI ~ RECORDS:

A. Subgrantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Subgrantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;

2. Administrative cost of services provided to program participants;

3. Charges made, and payments received for items identified in paragraphs (B) (1) and (2) of this Article; and

4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Subgrantee and its Subgrantee(s) must maintain all records relevant to the administration of this Sub-Grant for a period of six (6) years.

ARTICLE VII ~ AUDITS OF SUBGRANTEE:

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

B. Subgrantee will take prompt action to correct problems identified in an audit.

ARTICLE VIII ~ SUSPENSION AND TERMINATION, BREACH AND DEFAULT:

A. This Sub-Grant Agreement may be terminated in accordance with any of the following:

1. The parties may mutually agree to a termination by entering into a written termination agreement that is signed by the Grantor's Director and an authorized officer or employee of Subgrantee. An agreement to terminate is effective on the later of the date stated in the agreement to terminate or the date it is signed by all parties.

2. Either party may terminate after giving thirty (30) days written notice of termination to the other party by registered United States mail, return receipt requested. The effective date is the later of the termination date specified in the termination notice or the 31st day following the receipt of the notice by the other party.

3. Grantor may immediately terminate this Sub-Grant Agreement if there is a loss of federal or state funds, a disapproval of the Sub-Grant Agreement by ODJFS, or illegal conduct by Grantee affecting the operation of the Sub-Grant Agreement.

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B. Notwithstanding the provisions of ARTICLE VIII, Section A, Grantor may suspend or terminate this Sub-Grant Agreement immediately upon delivery of a written notice to Grantee, if Grantor loses funding or discovers any illegal conduct on the part of Subgrantee.

C. If Subgrantee or any of its subgrantee(s) materially fails to comply with any term of an award, a federal, state and local laws, an assurance, a State plan or application, a notice of award, this Sub-Grant Agreement, or any other applicable rule, Grantor may take any or all of the following actions it deems appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or its subgrantee(s) or more severe enforcement action;

2. Disallow all or part of the cost of the Sub-Grant activity or action not in compliance;

3. Wholly or partly suspend or terminate the current award for the Subgrantee or its subgrantee(s)' Sub-Grant activity;

4. Withhold further awards for the Sub-Grant activity; or

5. Take any other remedies that may be legally available, including any additional remedies listed elsewhere in this Sub-Grant Agreement.

D. Subgrantee, upon receipt of a notice of suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated Subgrant activities under this Sub-Grant Agreement;

2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts and subgrants correlated to the suspended or terminated Sub-Grant activities;

3. Prepare and furnish a report to Grantor, as of the date Subgrantee received the notice of termination or suspension, that describes the status of all Sub-Grant activities and includes details of all Sub-Grant activities performed and the results of those activities; and

4. Perform any other tasks that Grantor requires.

E. Upon breach or default by Grantee of any of the provisions, obligations, or duties embodied in this Sub-Grant Agreement, Grantor will retain the right to exercise any administrative, contractual, equitable, or legal remedies available, without limitation. A waiver by Grantor of any occurrence of breach or default is not a waiver of subsequent occurrences. If Grantor or Grantee fails to perform any obligation under this Sub-Grant Agreement and the failure is subsequently waived by the other party, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive failures that may subsequently occur.

ARTICLE IX ~ NOTICES:

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

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B. Notices to the Subgrantee from Grantor concerning any and all matters regarding this Sub-Grant Agreement will be sent to **Executive Director of Subgrantee at: 4200 Park avenue, Third Floor, Ashtabula, Ohio 44004.**

C. All notices in accordance with section A of this Article IX will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (*e.g.*, certified mail).

ARTICLE X ~ AMENDMENT:

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

ARTICLE XI ~ ADDENDUM:

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

ARTICLE XII ~ SUB-GRANTS:

A. Subgrantee must perform all duties contemplated by this Sub-Grant Agreement. None of Subgrantee's duties or actions pursuant to this Sub-Grant Agreement may be subcontracted, nor shall this Sub-Grant Agreement be assigned, or any sub-awards made by Subgrantee, without the prior express written authorization of Grantor.

1. Any Sub-Grants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 2 CFR 200, 2 CFR 200.201, 45 CFR 75.352 and 2 CFR 400.1 and will impose the requirements of 45 CFR 75 and 2 CFR 400, as applicable, as well as federal, state and local law. Any award of a Sub-Grant to another entity shall be made by means of a Sub-Grant Agreement which requires the entity awarded the county Sub-Grant to comply with all conditions, requirements, and restrictions applicable to Subgrantee regarding the grant that Subgrantee subgrants to the entity, including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

2. Debarment and Suspension: As provided in 2 CFR 200, 2 CFR 200.205, 45 CFR 75.202 and 2 CFR 400.1, as applicable, Subgrantee and its subgrantees must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

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3. Procurement: While Subgrantee and its subgrantees may use their own procurement procedures, the procedures must conform to all applicable federal, state and local laws, including, as applicable, 2 CFR 200, 2 CFR 200.320, 2 CFR 400.1, 2 CFR 400.1, 2 CFR 416.1 and 45 CFR 75.327 through 45 CFR 75.335. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

4. Lobbying: The Subgrantee certifies that no funds appropriated by this contract will be used for lobbying as described in 31 USC 1352. For contracts exceeding $100,000.00, the selected provider shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.

5. Monitoring: Subgrantee must manage and monitor the routine operations of Sub-Grant supported activities, including each project, program, Sub-Grant, and function supported by Subgrantee's Sub-Grant, to ensure compliance with all applicable federal and state requirements, including 2CFR 200, 2 CFR 200.328, 45 CFR 75.342, 2 CFR 400.1, and OAC Section 5101:9-1-88. If Subgrantee discovers that subgrant funding has not been used in accordance with federal, state and local laws, Subgrantee must take action to recover such funding.

6. Duties as Pass-through Entity: Subgrantee must perform those functions required under federal, state and local laws as a subrecipient of Subgrantee under this Sub-Grant Agreement and as a pass-through entity of any awards of sub-grants to other entities.

ARTICLE XIII ~ MISCELLANEOUS PROVISIONS:

A. Limitation of Liability: To the extent permitted by law, Grantor agrees to be responsible for any liability directly relating to any and all acts of negligence by Grantor. To the extent permitted by law, Subgrantee agrees to be responsible for any liability directly related to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

B. This Sub-Grant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Sub-Grant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Sub-Grant Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Sub-Grant Agreement impossible.

C. Nothing in this Sub-Grant Agreement is to be construed as providing an obligation for any amount or level of funding, resources, or other commitment by Grantor to Subgrantee that is not specifically set forth in state and federal law. Nothing in this Sub-Grant Agreement is to be construed as providing a cause of action in any state or federal court or in an administrative forum against the State of Ohio, ODJFS, Grantor, or any of the officers or employees of the State of Ohio, ODJFS or Grantor.

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

E. Grantor and the Subgrantee agree that as a condition of this agreement, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as is specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. In addition, the Subgrantee agrees to provide assistance to persons with Limited English Proficiency (LEP) in their programs and activities as further outlined in Executive Order 13166, reprinted at 65 FR of the Title VI Civil Rights Act. It is further agreed that the Subgrantee will comply with all appropriate federal and state laws regarding such discrimination and the right to any method of appeal will be made available to all

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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 reasonably 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.

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

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

DocuSigned by:
Jill Valentic
486877807A834C6...

Catholic Charities of Ashtabula County

9/19/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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TANF PURPOSE

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

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

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

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

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

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

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

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

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

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Exhibit II

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Request for Proposals

For

Temporary Assistance for Needy Families (TANF) Programs

Issued by:

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

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #2-25

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

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TANF Programs RFP

I. INTRODUCTION:

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

Terms:

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

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

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

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

Program and Funding Details:

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

Goal #1: To provide assistance to needy families so that children may be cared for in their own home, or in the home of relatives.

Goal #2: End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.

Goal #3: Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. *

Goal #4: Encourage the formation and maintenance of two-parent families.

Participant Eligibility and Referrals:

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

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

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II. RFP SCHEDULE AND SUBMISSION INFORMATION:

Important Dates:

RFP Release	Date: 6-13-25
RFP Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 9:00 a.m.
RFP Questions Deadline	Date: 6-24-25 @ 4:00 p.m.
Deadline for Proposals Received by County Commissioners	Date: 7-11-25 @ 2:00 p.m.
Project Start-Up (tentative date)	Date: 10-1-25

Pre-Proposal Conference:
A pre-proposal conference will be held on **June 24, 2025, at 9:00 a.m.** at
ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:
All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

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

Proposal Delivery:
Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope or package containing the proposal must be received no later than 2:00 p.m. on 7-11-25 and clearly marked with the applicant's name, address and RFP number:

ACJFS RFP #2-25

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III. PROVIDER REQUIREMENTS:

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

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

IV. PROPOSAL SPECIFICATIONS AND FORMAT:

Proposal Information:

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

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

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

Proposal Format:
To assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must be easily reproduced, on quality paper, single spaced, clearly formatted to Times New Roman (or similar) 12-point fonts, single sided, and not stapled (please use binder clips or paper clips, if possible). The proposal, including one (1) master and two (2) copies, must be in a sealed envelope. Each section 1-4 will be clearly identified with cover pages provided (Attachment C), and if possible, identification on each page explaining to which section it belongs. Only information that is specifically requested in the RFP should be included.

The proposal must be organized in the following format:

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

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

Section 1 ~ Applicant Information Page (Attachment A):
Applicants will complete this section, identifying organization name, address and other background information. The master copy of each proposal must have an original Applicant Information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the Applicant contractually. The signature must indicate the title or position the individual holds in the Applicant's organization.

Section 2 ~ Required Documents:
Applicants must submit the following with their proposal: (a cover page is provided with the RFP for each item and must be included with the proposal, preceding and identifying each required document)

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

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

-or-

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

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

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

Section 3 ~ Program Planning and Development:
The Program Planning and Development section must include.

A. Program description:

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

B. Organizational Structure:

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

C. Provider/Staff Qualifications:

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

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

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

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

All Applicants are required to complete a budget which establishes the unit rate(s) for the proposed services. The unit rate is the cost of a unit of service. The unit rate shall include all costs associated with program including administrative, training and record documentation. Any and all anticipated costs related to implementation of the

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service should be included in the budget and reflected in the unit rate. The cost of the program is a key factor in the evaluation of the proposal. ACJFS may negotiate the terms of the unit and rate if necessary.

V. EVALUATION AND SELECTION PROCESS:

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

Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

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

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

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

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

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

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Acceptance and Rejection of Proposals:
ACJFS reserves the right to:

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

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

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

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

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

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

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

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

IV. AWARD OF CONTRACT/SUBGRANT AGREEMENT:

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

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

Term: The term of the agreement shall be one (1) year with a tentative effective date of October 1, 2025.

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

Performance and Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period.
See Attachment D - Sample Agreement for minimum contract requirements for all ACJFS providers.

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

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

Applicable Laws and Rules:
Providers shall understand, agree with and comply with the following:

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

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

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

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

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ATTACHMENT A
TANF PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – Opening Doors Program

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: Carrie Artman EMAIL: carriea@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: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/7/25

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Section 3 – Opening Doors
TANF Program
Program Planning and Development

A. Program Description

(1) Proposed Service

Opening Doors is an evidence-based, comprehensive 10-session parent leadership and advocacy training program developed for low income parents with children ages 0 to 5. The program is based on the premise that enhancing parenting skills early in a child's life leads to economic and societal benefits. The facilitator enhances parents' learning by presenting materials in an interactive way, encouraging involvement and discussion.

Currently, to protect the safety of the educator, participants and speakers, the sessions are delivered in–person on Tuesdays from 5:30-7:30 pm and conducted at Catholic Charities of Ashtabula County in the meeting room. A complimentary dinner is provided for participants at 5:00 p.m. The educator practices safe engagement with the group and its presenters. Each week's session has a different objective, some weeks include an invited speaker to present on the week's topic.

The Program Supervisor, or designee, speaks with each potential participant prior to the first class. An agency assessment/application and a PRC application are both completed. PRC applications are faxed to Ashtabula County Job and Family Services for approval or denial. Participants who are not TANF-approved are not denied access to the program; another funding source pays for their participation. There is no cost to any participant.

Marketing for the program is targeted towards case managers and individuals at 211 Community Action, Ashtabula County Job and Family Services, Ashtabula Signature Health, Community Counseling Center, Head Start Program, Brightview, Ashtabula YMCA, Ashtabula County Board of Developmental Disabilities and other agencies based on shared interests and clients.

Currently, the Opening Doors program does not offer a bilingual curriculum. Due to limited resources and current demand, we are unable to provide in class translation or bilingual support during class sessions.

An overview of each session:

Session 1 - "I Am My Child's First Teacher; Our Home, My Child's First School"

This is the introduction to the Opening Doors curriculum, goals, and objectives. Parents are introduced to the concepts of being their child's first teacher and the home as their child's first school. The importance of parent engagement in their child's education and parent leadership are also discussed.

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Session 2 – "Reaching Family Success"

This session focuses on how parents take on the role of leaders in the home by practicing family values, establishing good communication, employing positive discipline, goal setting, and achieving a family action plan. During this session, parents will be more willing to take advantage of everyday opportunities to cultivate the healthy growth of their children and families.

Session 3 - "My Child Grows"

In this session, parents will understand their fundamental role in supporting their child's holistic development. Parents will become familiar with the developmental milestones for children and increase their capacity to respond to their child's needs. The facilitator will present existing resources and services in the local community for the early detection, intervention, and support of children with special needs.

Session 4 - "My Child Talks"

In this session, parents will explore how language develops in children and examine the different stages and appropriate expectations for each age and developmental stage. Emphasis is placed on a parent's critical role in the language development of their child. The advantages of bilingualism will be also discussed.

Session 5 - "Let's Continue Opening Doors"

In this session, parents will gain awareness on the importance of reading to their children at an early age. Parents will become familiar with valuable resources in their community, discuss the importance of reading, and get information about filing for the Earned Income Tax Credit.

Session 6 - "Our Health is First: Part I"

In this session, parents will discuss the importance of balanced nutrition and exercise. They will find out how to promote healthy habits at home and receive information about health programs available in their local community.

Session 7 -"Our Health is First: Part II"

In this session, parents will explore ways of taking care of their own mental and emotional well-being, as well as that of their child's. The facilitator will also introduce concepts and share ideas on how to promote a child's healthy socio emotional development.

Session 8 - "Let's Go to School"

In this session, parents will understand how choosing a child care provider or an early education program is an important decision in their child's life. Parents will not only

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examine how to choose a quality early education program in their community, but also how to communicate with a child care provider or an early education teacher. In addition, the value and benefits of a preschool education will be explored. In this session, parents will make a commitment to advocate for their child's education and for high quality early learning programs.

Session 9 - "Advocating for Our Future"

In this session, parents will discuss their rights and responsibilities in the public education system and the process to change policies. Parents will also become knowledgeable on how to strengthen their leadership and advocacy skills to problem solve and face challenges in a variety of settings in their community.

Session 10 - "Yes We Can!"

This session is a very special celebration where parents may give testimony about the positive changes they are making in their homes, schools, and community. Opening Doors will honor each participant with a certificate for their participation, recognizing their commitment to lead and advocate on behalf of children.

An evaluation of Opening Doors, conducted by UC Berkeley, shows the following results:

- Develops parents' knowledge of their rights and responsibilities in relation to their child's education
- Increases knowledge and confidence in parenting by setting and meeting family goals
- Connects parents to resources and services that support healthy families
- Shows parents how to navigate systems (e.g. health care, public schools)
- Prepares parents to advocate on behalf of their children
- Builds community support systems in their neighborhoods

Opening Doors meets the TANF goal of providing assistance to needy families with children so that they can live in their own home or the homes of relatives. Opening Doors is a referral source for families trying to maintain custody or regain custody and may be working with Children Services and/or Juvenile Court. If the latter is the case, Catholic Charities of Ashtabula County (CCAC) provides a copy of the reunification plan as part of the application process.

(2) Need

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

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for divorce. Spouses or financial partners are encouraged to attend the budget session together.

According to the Department of Health and Human Services – Administration for Children and Families, parental substance abuse is reported to be a contributing factor for between one-and two-thirds of maltreated children in the child welfare system. Research supports the association between substance abuse and child maltreatment. For example:

- A retrospective study of maltreatment experience in Chicago found children whose parents abused alcohol and other drugs were almost three times likelier to be abused and more than four times likelier to be neglected than children of parents who were not substance abusers.
- A Department of Health and Human Services study found all types of maltreatment, and particularly neglect, to be more likely in alcohol-abusing families than in non-alcohol-abusing families.

Substance abuse can interfere with a parent's mental functioning, judgment, inhibitions, and protective capacity. Parents significantly affected by the use of drugs and alcohol may neglect the needs of their children, spend money on drugs instead of household expenses, or get involved in criminal activities that jeopardize their children's health.

In 2023, Ashtabula County Children Services Board *Year in Review* reported that there is an average of 96 households per month receiving ongoing family case management in Ashtabula County. The Ashtabula County Health Needs Assessment (2022) reveals the need for wrap around supportive services for families in Ashtabula County by stating the system *"can never have enough wraparound services and social type services to provide support for people."* The continued push for resources and safe support systems are highly emphasized as highly necessary to improve the social determinant for families in Ashtabula County.

Also, studies suggest that substance abuse can influence parental discipline choices and child-rearing styles. CCAC collaborates with all community agencies, including Ashtabula County Children Services, Juvenile Court, Attorneys and Mental Health Agencies to ensure that their clients have access to the Opening Doors Parenting Program to strengthen a family's household plan of care.

Adverse Childhood Experiences (ACEs) include childhood abuse, neglect, and exposure to other traumatic stressors. In Ashtabula County, 23% of adults had three or more ACEs in their lifetime, increasing to 30% of those with incomes less than $25,000.

The Opening Doors program will give parents a better understanding of steps that they can take to ensure their child is ready to enter Kindergarten. Opening Doors stresses the importance of early child education. According to Dr. Bernard P. Dreyer, past president of Academic Pediatric Association, "After the first three, four, five years of life, if you have neglected that child's brain development, you can't go back." Early learning can be a stepping stone for life-long learning. Education is a key to staying out of poverty as the poverty rate decreases for those with a high school diploma and drops significantly for those with a bachelor's degree.

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3) Experience

Opening Doors is a national initiative of Families in Schools (FIS), an organization based in Los Angeles, California. Catholic Charities USA received funding from a national foundation to offer certification to local agency employees interested in providing the program. In late 2013, Catholic Charities of Ashtabula County received certification to facilitate the Opening Doors Program. The first class of Opening Doors graduated in June 2014, and the Agency has been facilitating classes ever since. Although experience with Opening Doors is relatively new, CCAC has provided a case management and material assistance First Step program for parents with young children for many years.

The Opening Doors educator has been facilitating sexual risk avoidance education for Ashtabula County students for over twenty years, she has significant experience in a classroom environment. She is a certified Sexual Risk Avoidance Specialist and is an Ohio Certified Prevention Specialist Assistant through the State of Ohio, *Ohio Chemical Dependency Professional Board*. Certificates enclosed.

4) Statistics

Since its implementation in Ashtabula County, Opening Doors has enrolled participants as below:

Period	Number of 10-week sessions	*Number enrolled	Percent completing at least 80% of the classes
2014	3	42	64%
2014-2015	4	42	62%
2015-2016	4	69	72%
2016-2017	4	84	72%
2017-2018	4	59	75%
2018-2019	4	55	55%
**2019-2020	2	36	44%
2020-2021 ** *	3	44	59%
2021-2022 ***	3	34	82%
2022- 2023	4	33	73%
2024 – 2025**** Current contract	2 of 3 Sessions	19	63%
2025-2026 Forecasting	4	40	75%

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*Class size varies year to year based on the amount of referrals from Social service agencies, Ashtabula County Juvenile Court and Ashtabula County Children Services. We have found a gradual reduction in referrals to the program within the past two contract cycles.
**Virtual sessions. The March 2020 class was cancelled due to the COVID-19 pandemic, however referrals and application were low.
*** Started in- person classes in 2022 with teaching location: Ashtabula County Children Services Board.
****Class location moved from Ashtabula County Children Services to CCAC office. Due to lack of referrals/participants the April 15th, 2025 class was cancelled. The next session is scheduled for July 22, 2025.

Program continues to work closely with Children Services, Juvenile Court, Mental Health Agencies, Community Action/211 and other referral sources to ensure those in need of a parenting class have access to this service.

The Area of Service of Opening Doors participants:

	2023-2024 (3 out of 4 Sessions)	*2024-2025 (2 out of 3 Sessions)	2025-2026 (4 Session forecast)
Andover	0	0	1
Austinburg	0	1	0
Ashtabula	17	14	25
Conneaut	6	1	5
Dorset	0	0	0
Rock Creek	0	0	1
Geneva	2	3	5
Jefferson	2	0	1
North Kingsville	0	0	1
Pierpont	0	0	1
Rome	0	0	0
Williamsfield	0	0	0
Outside Ashtabula County- Kinsman	3	0	0
Total	30	19	40

* Next 10 session class is scheduled for July 22, 2025

*Catholic Charities of Ashtabula County (CCAC) is proposing to offer Four (4) 10-week sessions in the upcoming contract year. Each 10-week session projects 7-10 participants to enroll, for a total of 35-40 total participants. While it is unknown what referrals will be TANF eligible, the program forecasts that at least 50% of its participants would meet TANF eligibility.

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5) Monitoring and evaluation system

At the conclusion of each in-person session, parents are asked to list "take-aways" that were helpful for them. Below are some of the responses, previously recorded exactly as written:

- Playing with your kids is key and nutrition is important.
- Communication with children, nutrition in their diet and playing helps them lean.
- Budgeting helps the family save money.
- The library is a great family resource
- I have a bigger toolbox for parenting and I know many more supportive services.
- I learned a few things I didn't know and refreshed my memory on things that are important in a child's development.
- I got more education on how to be a parent to my children and each and every guest speaker taught me something.

Parents are also given a survey at the conclusion of the program. Results from previous in-person conducted cohorts include:

- 93% of parents felt that their parenting skills had strengthened
- 100% feel confident in their ability to raise their child.
- 100% of parents feel confident being their child's advocate.

In order to allow for those who begin and do not complete the full course, billing is proposed on a per person, per class, hourly unit rate.

6) Days and hours of program

Catholic Charities of Ashtabula has office hours from 8:00 am- 4:00 pm on Monday through Friday, however Opening Doors is offered at a time that is most convenient for the participants. Participants are able to contact program supervisor via phone, email, virtually or by appointment to answer questions and provide materials. Sessions are offered on Tuesdays from 5:30pm – 7:30pm at the Catholic Charities of Ashtabula County Children Services Offices in Ashtabula, OH. With a complimentary meal for all participants at 5:00 p.m.

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7) Sources and amounts of funding for the service

Source	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2025-2026
Catholic Charities	$14,036	$14,036	$7,018	$8,338.00	$8,338.00	$8,338.00	$8,338.00
PRC/TANF	$14,036	$14,036	$7,018	$11,815.13	$11,815.13	$11,815.13	$11,815.13
Unit Rate	$24.03	$24.03	$24.03	$24.03	$24.03	$24.03	$24.03

Program start-up was in 2014. Since there was no history of a similar program, projecting time, expenses and attendance for the initial unit rate was difficult, and adjusted accordingly.

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Curriculum Sessions

Abriendo Puertas/Opening Doors is a 10-session curriculum centered on the cultural values, strengths, experiences and deeply held goals of parents. The curriculum consists of the following topics: early childhood development, early reading, good health, social and emotional well-being, early math, transition to kindergarten, and leadership and advocacy. Throughout the curriculum "participants" is used as an all-encompassing word that includes parents and other adult caregivers. Below are highlights of each session.



Session 1

I Am My Child's First Teacher; Our Home, My Child's First School
Popular Saying: "The Apple Doesn't Fall Far from the Tree"

This session introduces the Abriendo Puertas/Opening Doors curriculum, goals, and objectives. The concepts of parents being their child's first teacher and the home as their child's first school are discussed. Also discussed is, the importance of how parents take on the role of leaders in the home by communicating or conveying family values, establishing good communication, using positive discipline, setting goals, and developing and implementing a family action plan. A Parent Session 1 Survey(pre-survey) will be conducted so that the program's local impact can be measured.



Session 2

My Child's Growth and Development
Popular Saying: "What Begins Well, Ends Well"

This session focuses on how parents can use daily routines to stimulate healthy brain development in their children ages 0-5 through positive relationships and back and forth interactions. The facilitator will share existing resources and services in the local community to support early childhood development.

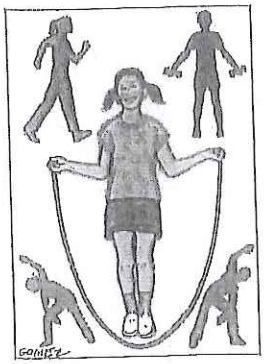


Session 3

Power of Words
Popular Saying: "The More That You Learn, The More Places You Will Go"

In this session, parents will gain practical tips for turning daily routines into opportunities for reading and language development. The session will also explore the benefits of bilingualism and inform parents about how to advocate for their child's educational rights.

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Session 4

Healthy Body/Healthy Mind - Part 1: Nutrition & Physical Activity
Popular Saying: "Better Safe Than Sorry"

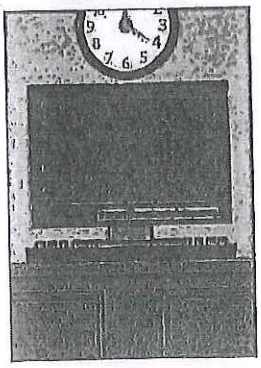
In this session, parents will learn the importance of balanced nutrition and physical activity. They will find out how to promote healthy habits in their home and learn about healthy recipes as well as programs available in their local community.



Session 5

Healthy Body/Healthy Mind - Part 2: Social-Emotional Well-Being
Popular Saying: "Each Mind is a World unto Itself"

In this session, parents will explore ways of taking care of their children's social-emotional well-being, as well as their own. They will practice parenting strategies to help their children be self-reliant, confident, and socially competent. This session introduces the parent created Abriendo Puertas/Opening Doors video: Small Children: Big Feelings on the importance of social-emotional well-being. Parental self-care is also explored.



Session 6

My Child, Media and Technology
Popular Saying: "The Future Belongs to Those Who Prepare for It Today"

In this session, parents will be informed and encouraged to embrace media and technology to prepare their children to succeed in the digital age. Parents will also learn: how to identify quality media choices, serve as good role models, use developmentally appropriate media and technology with children 0-5, ensure technology serves as a tool for reaching educational goals, guidelines as well as the challenges and fear about technology will also be addressed, and support will be given.

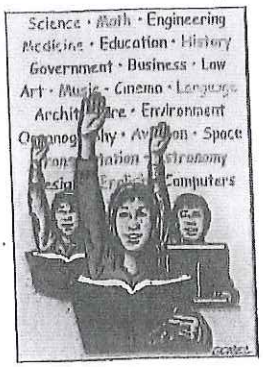


Session 7

Count With Me
Popular Saying: "A journey of a thousand miles begins with a single step"

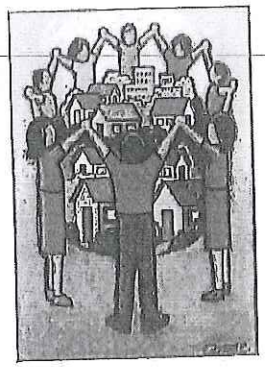
In this session, parents will view videos and engage in discussions that demonstrate math is everywhere in the world around them. Fun play and learning activities will be shared to show parents how they can take advantage of daily routine activities that will help their children have fun while doing math. This session introduces the parent created Abriendo Puertas/Opening Doors video: Count With Me on the importance of introducing math into everyday activities and Ready Rosie videos that demonstrate ideas for activities parents can do any time to promote early math in a fun and engaging way with their children. This session also includes the Abriendo Puertas/Opening Doors Count With Me Bingo game. Parents will gain knowledge about the importance of early math skills and reinforce this knowledge by playing the Abriendo Puertas/ Opening Doors Count With Me Bingo game.

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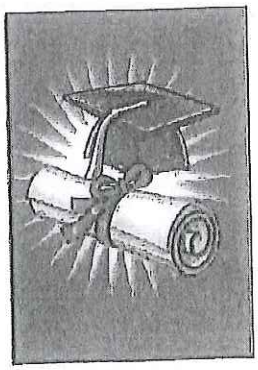
Session 8
Let's Get Ready for School
Popular Saying: "Knowledge is Power"

In this session, parents will gain practical tips for daily routines and learning activities they can use at home to support their child's transition to school. Parents will be informed about how to assess and select local options for high quality early care and education and kindergarten and how to advocate for their child's educational needs. Facilitators will encourage parents to sign a Parent Reading Pledge Card to signal their commitment for their child's learning. This session introduces a parent created Abriendo Puertas/Opening Doors video: Transition to Kinder on the importance of preparing children to be ready for school. In addition, this session promotes Ready4K, a texting program that sends you three text messages a week. The messages give fun facts and tips on how to help your child get ready for Kindergarten in simple, easy, everyday ways.



Session 9
Champions for Our Children's Future
Popular Saying: "There is no worse struggle than the one never waged"

In this session, parents will deepen their view of themselves as leaders and advocates in their homes, schools, and communities. Parents will strengthen leadership and advocacy skills to solve problems and challenges in a variety of community settings. This session introduces another parent created Abriendo Puertas/Opening Doors video: Parent Power on the important role parents play as champions for their children, families, and community.



Session 10
Yes, We Can! Graduation
Popular Saying: "Success Knows No Bounds"

This session is a special celebration that honors each participant with a certificate for their participation, recognizing their commitment to lead and advocate on behalf of children. During the celebration, parents will share the positive changes they are making in their homes, schools, and community as a result of participating in the Abriendo Puertas/Opening Doors program. This session also includes the Abriendo Puertas/Opening Doors Bingo game. The game was developed with feedback from more than 200 parents and educators and an analysis of the effects of the game when played with parents and their young children. The Bingo game connects the values, concepts, and fundamental objectives of the curriculum with the hopes and skills of families. A Parent Session 10 Survey (post-survey) will be conducted so that the program's local impact can be measured.

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Abriendo Puertas
Opening Doors

Opening Doors

Building a Better Future Through Parent Leadership

The Opening Doors Program is a free ten-week evidence-based parenting, leadership, and advocacy program for parents/custodians/guardians with children ages 0-5. Class meets once a week on Tuesday nights. Registration is required to participate in program.

Parents will learn:

- How to help your children develop healthy habits.
- How to prepare them to be successful in school.
- Resources and services available to help support your family.
- How to interact with other parents in your community.

Dates: July 22, 2025 – September 23, 2025

Registration is required in advance of class.

Class size is limited.

Location:
Catholic Charities of Ashtabula County
4200 Park Avenue, Third Floor
Ashtabula, OH 44004

Complimentary meal provided to participants from 5:00 p.m. to 5:30 p.m.

To access application:

- **scan QR code**
- **or visit link**

https://fs10.formsite.com/XhJosz/9hnmoyqgju/index.html

- **or call for an appointment**

For more information or to register Contact Carrie A.
440-992-2121 ext. 7049
carriea@doyccac.org

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Funded in part by:

Ashtabula Job & Family Services

University Hospitals

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This document confi s your enrollment in the n Opening Doors Program.
Date enrolled: _____

When: _____
Tuesdays
5:00 pm -7:30pm
Where: Online

Opening Doors is a ten-session evidence-based parenting, leadership, and advocacy program for parents with children ages 0-5. The Opening Doors program is an interactive informational parenting class about early childhood development to school readiness, good health, social and emotional well-being, economic well-being, parenting styles and leadership and advocacy.

Note: This is a closed class and pre-enrollment is required to participate. Childcare is not provided for this workshop. If for any reason after enrollment you are unable to attend, please contact Lynn West at 440-992-2121.

We look forward to seeing you in our upcoming class!!!

Thank You,

Carrie Artman
Opening Doors Coordinator

Jennifer White
Opening Doors Facilitator

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Opening Doors Intake/Registration-

Class Date _____

Name: _____

Address: _____ City _____

State: _____ Zip: _____ Primary Phone Number: _____

Email address: _____

Age _____ Ethnicity: _____ please circle one: Hispanic or Non Hispanic

Veteran: Yes / No Monthly Income: $_____

Gender (Circle): Male Female Trans Female Trans Male Gender non-conforming
Other: _____
(Male to female) (Female to Male) (Not exclusively Male or Female)

Last four digits of SS# _____ Current total of people in your household _____

Who referred you to the Opening Doors Program? _____

Are you recommended or required by the referral to take this class? Yes or No
If yes, please consider adding your referral to the program release.

Will you need transportation assistance? Yes or No Any Language Barriers ? Yes or No

Will you be attending this class with another parent/custodian/guardian who has signed up for Opening Doors? (Separate Enrollment is required.)

Name: _____ Relationship: _____

Contact information: Phone number _____ email: _____

Please list the children of your household:

Name of Child	Age	Gender	Ethnicity	Custody Yes or No *

*If your answer is no to "Custody": Are you in the process of regaining custody and/or visitation rights of your child/children? Yes or No

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Catholic Charities of Ashtabula County

SELF-DECLARATION OF INCOME – Use If no proof 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: _____

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Opening Doors Checklist

Please initial when completed. N/A if a checklist items doesn't apply.

1. _____ Copy of ID
2. _____Proof of Income for the Last 30 days.

   If no income, please fill out the CCAC Self- Declaration of Income form.

3. _____Required: Completed PRC Services Application 412. For funding purposes only.
4. _____ Completed and signed Release of Information
5. _____ Completed Protective Factors Survey. Please place in provided envelope.
6. _____ Pre Class Survey - Please place in provided envelope

Thank you!

If faxing this application, please fax attention to: Carrie Artman

Fax Number: 440-992-5974

ASHTABULA COUNTY JOB & FAMILY SERVICES
Prevention, Retention, and Contingency (PRC) Application

Applicant's Name: _____ Applicant's Phone Number: _____

Applicant's Address: _____ City: _____ Zip Code: _____

What type of PRC services are you applying for? Employment Incentive Program (EIP) ☐ Gas Card ☐ Opening Doors (Parenting Class) ☐ New Hope (Rent Assistance) ☐
Beatitude House (Women's Transitional Housing) ☐ Supportive Employment Services ☐

HOUSEHOLD MEMBERS & INCOME: Complete the chart below for ALL people living in your home including yourself. Please complete ALL income for ALL household members.

Name	Relationship to Applicant	Social Security Number	Date of Birth	Source of Income (employment, child support, social security, etc.)	Last 30 Days Gross Monthly Income (before deductions)	Expected Gross Monthly Income in the next 30 Days (before deductions)
1.	SELF					
2.						
3.						
4.						
5.						

FOR ADDITIONAL PERSONS USE ADDITIONAL SHEETS OR THE BACK OF THIS FORM

Are you applying to improve your ability to pay child support? Yes ☐ No ☐ If YES, please complete the following:

- List your child(ren)'s names, social security numbers, and birth dates above in HOUSEHOLD MEMBERS & INCOME.
- Provide the name of your child(ren)'s custodial parent and/or legal guardian: _____
- Provide the address of both your child(ren) and their guardian: _____

*** IMPORTANT: If you, or another household member, are currently receiving SNAP/TANF benefits from our agency and have already verified your household income for those benefits, it will not be necessary to verify your household income a second time to apply for Prevention, Retention, and Contingency (PRC) service benefits. However, if you are not currently receiving another benefit, or you receive Medicaid only, please be sure to provide proof of all household income for the 30 days prior to the date this application is signed and returned. PRC is a temporary program with up to four months of benefit payment within a one-year period; or as based on the different services offered, as some services have different eligibility time frames.
*If the applicant is applying for reimbursement, the original paid receipt is required with the application submission.

Signature of Applicant:	Application Date:

2924 Donahoe Dr., Ashtabula, OH 44004
E-mail: ashtabula-verifications@jfs.ohio.gov
Toll Free: 1-800-935-0242
Fax: 440-998-1538

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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 21 staff and manages between 50-100 volunteers annually between all programing. The Board of Directors and Finance and Audit Committee meets four times a year 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, Opening Doors Parenting Program, Guardianship and Representative Payeeship.

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

The 2025 Organizational Chart and 2025 Board of Director Roster is included.

CATHOLIC CHARITIES OF ASHTABULA COUNTY
2025 ORGANIZATIONAL CHART

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

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Diocesan Bishop

Diocese of Youngstown Catholic Charities Corporation

CCAC Board of Directors

Jill Valentic, MSSA
Executive Director

Finance Director
DOYCCC

Alana Reams FT
Fiscal Specialist

Kelly Peck FT
Fiscal Clerk

Mary Meranda PTL
Fiscal-Grant Support

Alice Harden FT
Family and Community
Program Manager

Daniel Marshall FT
Family Services Specialist

Virginia Putt FT
SOARS Specialist

Casey Briones, FT
Family Services Specialist

Jennica Saddler PTL
Family Services Specialist

Halo Volunteers

Jennifer Brockway - FT
Representative Payeeship
Program Manager

Morgan Pataky FT
Payeeship Caseworker

Denise Cross FT
Payeeship Caseworker

Letitia Pettway FT
Payeeship Caseworker

Mary Joan Wassie PTL
Payeeship Caseworker

Carrie Artman FT
Administrative Assistant

Jennifer White PTL
Opening Doors

Madison Hunchuck - FT
Receptionist

4 - Agency Volunteers

Open Intern Position

Kristin Cellini FT
Guardian Services
Program Manager

Peter Scardino FT
Guardianship Caseworker

Jennifer Ransom FT
Guardianship Caseworker

Robin Fowler FT Guardianship
Caseworker

7 -Guardianship Volunteers

Employees: 21
Full Time: 17
Part Time: 0
Part Time Limited: 4

Rev: 05/15/2025

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Exhibit III

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Applicant Budget
Summary

Applicant: Catholic Charities of Ashtabula County - Opening Doors	
Date From: October 2025	**To: September 2026**

	Program	TANF
I. Staff		
A. Salaries	$ 14,699.00	$ 7,322.00
B. Payroll-Related Expenses	$ 2,462.00	$ 1,260.00
Total Staff Costs	$ 17,161.00	$ 8,582.00
II. Operations		
A. Travel and Short-Term Training	$ 122.66	$ 74.05
B. Consumable Supplies	$ 866.00	$ 383.00
C. Occupancy Costs	$ 638.85	$ 23.00
D. Contract and Professional Services	$ 1,975.00	$ 223.00
E. Other - Miscellaneous	$ 3,395.00	$ 1,389.00
Total Operational Costs	$ 6,997.51	$ 2,092.05
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 24,158.51	$ 10,674.05
IV. Minus Other Program Resources	$ 13,484.46	$ -
Total Program Costs	$ 10,674.05	$ 10,674.05

Budget Computation

Total Operating Expenses	$ 10,674.05	$ 10,674.05
Divided by Total Operating Units	393.30	393.30
= Unit Rate	27.14	27.14

Unit Rate	27.14	27.14
X number of units purchased	393.30	393.30
= Total Contract Amount	$ 10,674.05	$ 10,674.05

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week,	% of Time to Program	Program Salary	TANF Project Salary
Educator	$ 13,022.00	Year	100.00%	$ 13,022.00	$ 6,950.00
Front Desk	$ 31,030.00	Year	2.00%	$ 620.00	$ 372.00
Grants/Payroll Administrator	$ 21,208.00	Year	0.50%	$ 106.00	$ -
Fiscal Clerk	$ 47,580.00	Year	2.00%	$ 951.00	$ -
Total Salaries				$ 14,699.00	$ 7,322.00

I. B. Payroll-Related Expenses

	Entire Program	TANF Project
PERS or Social Security	$ 1,124.00	$ 560.00
Worker's Compensation	$ 146.00	$ 73.00
Unemployment Insurance	$ 146.00	$ 73.00
Retirement Expenses	$ 734.00	$ 366.00
Hospitalization	$ 200.00	$ 120.00
Other (*identify*) Life & Disability	$ 112.00	$ 68.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 2,462.00	$ 1,260.00

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II. A. Travel and Short-Term Training

	Entire Program	TANF Project
Mileage Reimbursement rate per mile: $ -	$ 77.88	$ 46.70
Short-Term, Training $ -	$ 44.78	$ 27.35
Total Travel and Short-Term Training	$ 122.66	$ 74.05

II. B. Consumable Supplies

Type	Program Consumable Supplies	TANF Consumable Supplies
Office Supplies	$ 139.00	$ 83.00
Cleaning Supplies	$ -	$ -
Other *(identify) Program Supplies*	$ 727.00	$ 300.00
Other *(identify) Other Supplies*		
Total Consumable Supplies	$ 866.00	$ 383.00

II. C. Occupancy Costs

	Entire Program	TANF Program
Rent	600	$ -
Usage allowance/depreciation @ rate of original acquisit cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ -	$ -
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	$ 38.85	$ 23.00
Total Occupancy Costs	$ 638.85	$ 23.00

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

Identify Each Contract of Service	Entire Program Cost	TANF Program Cost
Transportation	$ 1,600.00	$ -
Auditor	$ -	$ -
Technology	$ 375.00	$ 223.00
Other Contract Service Fees	$ -	$ -
Total Contract & Services Costs	$ 1,975.00	$ 223.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	TANF Program Cost
Food - Program Support	$ 3,200.00	$ 1,272.00
Postage	$ 50.00	$ 30.00
Advertising	$ -	$ -
Printing & Publications	$ 5.00	$ 3.00
Other Technological	$ 140.00	$ 84.00
Other Misc.	$ -	$ -
Computer Software	$ -	$ -
Total Miscellaneous Costs	$ 3,395.00	$ 1,389.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation TANF Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

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

III. C. Leased and Rented Equipment

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

IV. Other Program Resources

Source	Amount Entire Program	Amount for TANF services
Catholic Charities	$ 13,484.46	
Total Other Resources	$ 13,484.46	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **8/28/2025 10:23:53 AM**

This search produced the following list of **10** 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
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street
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.

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FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$2,668.51**, and free from any previous encumbrances.

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

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

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Signature Page

Re: A sub-grant agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **TANF Services Sub-Grant Agreement**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 9/28/25

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Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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.

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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.

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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, 2025** through **September 30, 2026** 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: **$ 42,688.87**
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

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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

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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.

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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.

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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;

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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.

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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.

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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

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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.

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

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

DocuSigned by:

Catholic Charities of Ashtabula County

486877807A834C6...

9/19/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

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Exhibit I

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Exhibit I

Short term housing/rental assistance will need to be approved by ACJFS Director prior to granting/authorizing funds to a client. Clients who have received prior housing/rental assistance through the PRC program through ACJFS will be disqualified from receiving additional short term housing/rental assistance through this program.

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Exhibit II

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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, 2025**. 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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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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: Jill Valentic

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 7/7/25

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Section 4.4 – Planning and Development

A. Program description and proposed service – SOAR Ohio

Background – SOAR Ohio

SOAR (SSI/SSDI Outreach, Access, and Recovery) Ohio Program is a model and methodology for assisting eligible applicants to apply for Social Security Disability Benefits. Applicants are individuals who are experiencing homelessness and/or at-risk of homelessness; is disabled or has a mental health diagnosis. The Social Security Disability Benefits application process is not easily accessible. 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.

Through intensive case management, the SOAR Specialist works closely with clients to complete and submit high-quality SSI/SSDI applications, removing common barriers such as lack of documentation, difficulty navigating the application process, and limited access to healthcare records. Applying for disability benefits is often overwhelming and time consuming. People are often denied for reasons unrelated to their disability or eligibility. The SOAR Ohio Program expedites applications directly to a special unit at DDS/Disability Determination Services. The program also supports clients whose benefits have been suspended and helps them pursue reinstatement efficiently. By improving access to disability benefits, the SOAR SSI Program provides a critical foundation for long-term stability, including access to income, housing, and healthcare.

The SOAR Ohio Specialist at Catholic Charities of Ashtabula County 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 administrating the program since 2008.

How does the SOAR OHIO Work?

SOAR SSI Clients meet with the CCAC SOAR Ohio Specialist. Our certified SOAR Ohio Specialist caseworker works with practices, involving the SOAR methodology (SSI/SSDI Outreach, Access, and Recovery), to complete expedited disability applications on behalf of clients. SOAR is a technical assistance program that helps people who are experiencing homelessness or at risk for homelessness to access SSA disability benefits. The Catholic Charites SOAR Ohio Specialist is certified to assist with Adult and Children 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.

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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.
- Released from Prison or Jail within the last 12 months- See reinstatement*
- Resident of Ashtabula County
- Meet the Federal Poverty Guidelines requirements of 135%
- Meet required medical guidelines
    - A medical condition that lasts 12 months that will prevent self-sustainability
    - A medical condition that has caused unemployment
    - A medical condition that has caused a loss of benefits.

*Reinstatement - In addition, SSI/SSDI benefits can be suspended due to the client being incarcerated or hospitalized for a period of 30 days. 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 will need to reapply and start the application process from the beginning.

The Ashtabula County Parole Authority has forecasted during the timeframe of 2025-2026 over 270 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.

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.

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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

Housing Assistance

If a client participating in the SOAR SSI program is identified as homeless and in need of housing assistance, a housing caseworker will be assigned to work alongside the client's Title XX SSI SOAR caseworker to address immediate housing needs.

All homeless clients are first referred to the local homeless shelter as an initial step. However, access to shelter may be limited due to bed availability or eligibility criteria.

In situations where shelter placement is not possible, Catholic Charities of Ashtabula County (CCAC) may assist in identifying and securing alternative housing options. Depending on the availability of funding, short-term housing assistance may be provided through Title XX SSI SOAR program funds or other CCAC housing resources. This assistance may support the client for up to four consecutive months during the SSI application process.

To qualify for this short-term housing support, clients must meet the definition of homelessness. Individuals who are at risk of homelessness but not currently homeless are not eligible for this assistance.

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B. Summary of Service

Catholic Charities of Ashtabula County maintains office hours Monday through Friday, from 8:00 AM to 4:00 PM. The SOAR SSI Program is based at 4200 Park Avenue, 3rd Floor. Initial appointments are in-person. Applicants will be asked to bring documentation to support their application along with signing releases to obtain important medical documentation. Applications are submitted to Social Security Administration for review by a designated adjudicator. The application process may take between three to nine months to obtain a decision from the adjudicator. If an application is denied, the applicant's application may have the opportunity for an appeal. There is no fee for service.

While most assessments are conducted in the office, the program places a strong emphasis on outreach and client engagement—particularly with individuals who are traditionally "hard to reach" due to severe mental illness or chronic homelessness. To support this approach, the SOAR Specialist is equipped with a laptop and is willing to meet clients in locations where they feel most comfortable, provided that safety is not compromised.

The SOAR Ohio Specialist plays a key role in coordinating people and resources to help eliminate these systemic barriers, increasing the likelihood that eligible individuals receive the benefits they deserve. In addition, the SOAR Ohio Specialist assists with efficiently reinstating benefits when they have been suspended. Individuals who are homeless and living with disabilities face significant obstacles when applying for or reinstating disability benefits. These challenges often include long processing times, lack of a permanent mailing address, and incomplete or inaccessible medical records.

CCAC believes that the SOAR Ohio Project has provided valuable benefits to homeless, disabled individuals, and those that lack the ability to apply for benefits.

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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[5]	96	77	50%	52%
Forecast July 2025 – June 2026	96	96	50%	50%

[1]Due to a reduction in funding from COHHIO, the position went from full-time to part-time.
[2]Due to the resignation of the caseworker, applications were not taken in June.
[3]Reflects 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%.

WHAT IS SOAR

THE SSI OHIO PROJECT WORKS WITH INDIVIDUALS 18 YEARS OR OLDER WITH DISABILITIES OR MENTAL HEALTH ISSUES IN ORDER TO OBTAIN THE NEEDED BENEFITS THROUGH OUR ASSISTANCE.

WHAT SOAR DOES

- The SOAR Specialist offers support and guidance through the process.
- Expedites the SSI/SSDI application process
- Increases YOUR chance for stability
- Makes the SSA application process easier, quicker, and less overwhelming

OUR 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 GOODWILL TO DO THE SAME.

CONTACT INFORMATION

4200 Park Avenue
Third Floor
Ashtabula, OHio 44004

Phone: (440)-992-9121
Email: info@doyccac.org

Office Hours:
8:00 a.m. - 4:00 p.m.
Monday through Friday

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

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of Ashtabula County
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SOAR
SSI/SSDI OUTREACH, ACCESS, AND RECOVERY PROGRAM

SOAR WORKS

www.doyccac.com

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ELIGIBILITY

- **Homeless**
- **At Risk of Homelessness**
  - Documentation required
- **Disability or Mental Health Diagnosis**
- **Citizen of Ashtabula County**
  - ID Required
- **Meet the Federal Poverty Guideline Requirements of 135%**
- **Current Medical Condition**
  - a medical condition in the last 12 months that has prevented self sustainability.
  - Medical condition that has caused unemployment.
  - Medical condition that has caused a loss of benefits.
- **Prison or Jail**
  - Reinstatement if incarcerated for less than 12 months

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of Ashtabula County
Providing Help. Creating Hope.

THE PROCESS

- **Make an initial appointment with SOAR Specilaist.**
- **Be prepared to schedule additional meetings with the SOAR Specialist.**
  - Your application is completed in person.
  - Keep scheduled appointmentss
- **Provide needed documentation**
  - Sign releases to allow the SOAR Specialist to assist in getting required medical documentation.
- **The application decision may take 3-9 months on average.**

SOAR WORKS

THE GOAL

- **Sustainable Income**
- **Improve Quality of Life**

SOAR WORKS

QUALITY

It is our commitment to support you during this process.To respect your confidentiality. By upholding this commitment we hope to enhance your experience with Catholic Charities of Ashtabula County.

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.

Ashtabula Job & Family SERVICES

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

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

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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: _____

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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: _____

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Catholic Charities of Ashtabula County
4200 Park Avenue – Third Floor
Ashtabula, OH 44004
440-992-2121 (telephone) ~ 440-992-5974 (fax)

AUTHORIZATION FOR RELEASE/EXCHANGE OF CONFIDENTIAL INFORMATION

Catholic Charities of Ashtabula County is committed to respecting the privacy of individuals and families who have contacted us for assistance. All information shared both orally and in writing will be managed within legal and ethical considerations.

Client Name: _____ SS#: XXX-XX-_____ (last 4 digits) D.O.B. _____

Co-Client Name: _____ SS#: XXX-XX-_____ (last 4 digits) D.O.B. _____

Address: _____

I understand that Catholic Charities of Ashtabula County is required to comply with all reporting regulations regarding abuse, neglect, and the intent to harm, and that confidential information may be released without permission under these circumstances.

I grant _____ of Catholic Charities of Ashtabula County permission to coordinate services for me in regard to my request for assistance. I understand that this request/release of information serves as authorization for Catholic Charities of Ashtabula County to contact the following regarding my request for assistance:

Check services that apply:

	Attorneys/Legal Aide		Financial Institutions		Salvation Army
	ACDJFS		Food Pantry		Samaritan House
	Church_____		Landlord		Signature Health
	Community Action/WIC		LARC/Turning Point		Sleep Gallery
	Community Counseling Center		Medical Provider		Social Security Administration
	Employment Agency		Pharmacy		Utility Company
	Employer: Past/Present		SVDP		Catholic Charities Staff
			Board of DD/DODD		Veteran's Administration
					Veteran's Service Commission

I understand and acknowledge that Catholic Charities of Ashtabula County is affiliated with management information systems, and I consent to and authorize the collection of information and preparation of records pertaining to the services provided to me by the agency. I understand information gathered and prepared by the agency may be entered into an electronic database and shared between agencies. I understand that confidential information may be released to some funders or regulators.

A copy of this release shall be considered valid. I understand that this release is effective immediately and is valid for one year. I understand that I may revoke this consent, in writing, at anytime. I also understand that the role of the Catholic Charities caseworker/housing counselor is to help me become a better-informed consumer, but he/she cannot recommend a specific course of action. I understand that Catholic Charities of Ashtabula County has an agreement with Port Conneaut Federal Credit Union to offer affordable loans to low-income clients who meet their qualifications. I understand that I am under no obligation to utilize the services or information provided by the Agency as a condition of participation in the housing counseling program. For a list of the Agency's services, please refer to the back of this authorization.

Client Signature: _____ Date: _____

Co-Client Signature: _____ Date: _____

Counselor/Caseworker/Witness: _____ Date: _____

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Catholic Charities of Ashtabula County

The Agency provides the following services & programs:

Emergency Assistance – For those experiencing an emergency situation, assistance may be provided to help with eviction, utility disconnection, security deposits, food and medication.

Distribution Services – Free clothing and household items are distributed weekly for those unable to purchase basic necessities. Other special distributions include Thanksgiving, Christmas, and back-to-school.

Financial Literacy - Individual and group sessions are available to provide money management and credit education, including budgeting, prioritizing expenses, determining wants and needs, establishing a savings plan, and avoiding predatory lenders.

First Step Program – Pregnancy, family support and adoption resources are available which include planning for the challenges of a new baby, assistance with baby items, budgeting, goal-setting, and information and referral.

Guardianship – Staff and trained volunteers serve as legal guardians to county residents who are 60 or older, indigent, and lack available, appropriate family or friends to assist them.

Housing Counseling – Caseworkers provide pre and post purchase counseling, foreclosure counseling, down payment assistance, rent assistance, predatory lending education and advocacy for any housing issues a family might have.

Representative Payeeship – A caseworker becomes a payee for disabled adults who cannot manage their finances. The caseworker ensures that basic shelter, food and clothing needs are met, and appropriate benefits are accessed; thus providing stability to those who are vulnerable to exploitation.

School-based Services – Trained educators provide a health-based abstinence curriculum in the county's schools, teaching the importance of and consequences of making health choices.

Getting Ahead – A free 16-session program is to increase ALL of your resources, build confidence, increase opportunities for personal growth and to gain support from others who are on a similar path.

Opening Doors - a free ten-week evidence-based parenting, leadership, and advocacy program for parents/custodians/guardians with children ages 0-5.

Catholic Charities of Ashtabula County
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Title XX Social Services Application

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	**Other name(s) the applicant is, or has been, known by:**	**Case Name:**
Address: _____ (street) _____, OH _____ (city) (zip code)	**Social Security Number:**	**Case Number:**
	Date of Birth:	**Date Received:**
	Telephone Number: ( ) area code	☐ **Initial Application** ☐ **Redetermination**

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:

Total Number of Household Members: _____ **Total Household, Gross, Monthly Income: $**_____

APPLICANT RIGHTS & RESPONSIBILITIES:

☐ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	**Date:**

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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:	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

- ☐ Date application was received at provider agency:_____
- ☐ Action taken: Approved / Denied (circle one) -- Date:_____
- ☐ Number of people in household:_____
- ☐ Residency Verification (attach copy):_____
- ☐ Total Household Income (attach verification): $_____
- ☐ Eligibility Dates: From:_____ To:_____

Eligibility Category
- ☐ Services Provided for Free
- ☐ Services provided for fee – Fee Amount: $_____
- ☐ 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:**

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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 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:***_____

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Ohio Department of Job and Family Services

NOTICE OF APPROVAL OF YOUR APPLICATION FOR ASSISTANCE

Name:	Assistance Group:	
Street Address:	Case Number:	Program:
City, State, and Zip Code:	County: **ASHTABULA**	Mailing Date:

We approved your _____ application dated _____.

Starting _____, you will get _____.

The people affected by this action are: _____.

The reason for this action is: _____.

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

_____.

Caseworker:	Worker I.D.:	Telephone Number:

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.

JFS04074 (Rev. 2/2009)

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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 <u>one</u> of the following ways to send this State Hearing request to us. We must <u>receive</u> 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.

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TITLE XX - HOUSING CLIENT DATA SHEET

COUNTY NAME/NO.
Ashtabula / 04
STATE - ASSIGNED CONTRACT NUMBER
23-2005-XX
INVOICE PERIOD
6/1/2025-6/30/2025

Client Name	New Client	New Client	M/F	Ethnicity	Veteran	Public Assistance	Township	Case Manager	Adjudicator	Appeal	Approved or Denied	Amount of Back Award
Last, First	18-64	65-older			Y/N	Y/N				Y/N	A/D	

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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).



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.

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- 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 a*gency 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.

Explore the Site

e-Newsletters

Join our Listserv

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SAMHSA SOAR Technical Assistance Center
433 River St, Suite 1005
Troy, NY 12180

518-439-7415 x2
soar@prainc.com

More from SAMHSA

Sign Up for SAMHSA Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information.

Email Address

Sign Up

Language Assistance Available

Español (Spanish) | 繁體中文 (Chinese) | Tiếng Việt (Vietnamese) | 한국어 (Korean) | Tagalog | Русский (Russian) | العربية (Arabic) | Kreyòl Ayisyen (Haitian Creole) | Français (French) | Polski (Polish) | Português (Portuguese) | Italiano (Italian) | Deutsch (German) | 日本語 (Japanese) | فارسی (Farsi) | English

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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)

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SOAR

SAMHSA
Substance Abuse and Mental Health Services Administration

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

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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)

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- 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.

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COHHIO
Coalition on Homelessness and Housing in Ohio

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 oh 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.

COMMUNITY SHARES OF MID OHIO

175 South Third Street, Suite 580, Columbus, Ohio 43215
Ph: 614.280.1984 Fax: 614.463.1060
www.cohhio.org

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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

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COHHIO
Coalition on Homelessness and Housing in Ohio

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!

COMMUNITY SHARES OF MID OHIO

175 South Third Street, Suite 680, Columbus, Ohio 43215
Ph: 614.280.1984 Fax: 614.463.1060
www.cohhio.org

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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?**

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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/

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C. Geographic Service Areas

Catholic Charities of Ashtabula County serves all of Ashtabula County.

	2024-2025 Applications processed	Applications since October 2017
Area		**Number served**
Ashtabula	53	327
Conneaut	7	34
Geneva	5	28
Jefferson	5	17
Orwell	2	6
Pierpont	0	2
North Kingsville	0	1
Roaming Shore	0	1
Rock Creek	2	5
Austinburg	0	1
Andover	1	3
Kingsville	0	3
Williamsfield	1	1
Dorset	1	1
TOTAL	77	**430**

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D. Service Gaps

There are no known service gaps at this time.

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E. Limitations in meeting condition of an agreement

There are no known service limitations at this time.

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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 employs 22 staff and manages between 50-100 volunteers annually among 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 and Homeless Assistance, SSI SOAR Program, Financial Literacy Education, Opening Doors Parenting Program, 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 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.

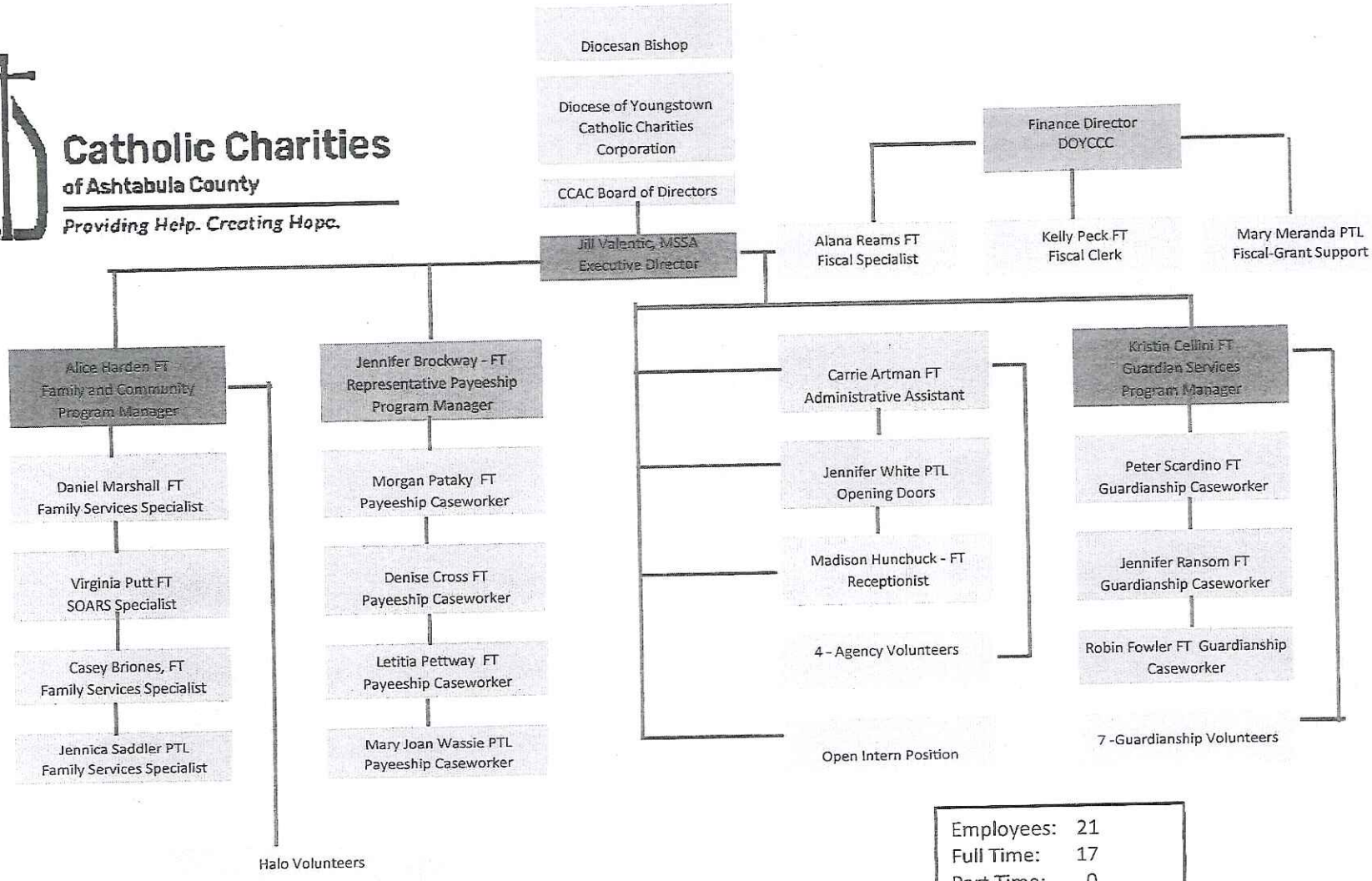
The 2025 Organizational Chart

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CATHOLIC CHARITIES OF ASHTABULA COUNTY
2025 ORGANIZATIONAL CHART

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

Catholic Charities
of Ashtabula County
Providing Help. Creating Hope.



Employees: 21
Full Time: 17
Part Time: 0
Part Time Limited: 4

Rev: 05/15/2025

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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 2025 Board of Directors Roster is included.

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Exhibit III

Docusign Envelope ID: B7F81617-1D52-4566-B16B-5EDDF6FB140A

Applicant: Catholic Charities of Ashtabula County

Applicant Budget
Summary

Program: Catholic Chaities of Ashtabula County - Housing Services - Title XX	
Date From: October 2025	**To: September 2026**

	Amount	
I. Staff		
A. Salaries	$	27,440.00
B. Payroll-Related Expenses	$	11,334.78
Total Staff Costs	$	38,774.78
II. Operations		
A. Travel and Short-Term Training	$	100.00
B. Consumable Supplies	$	80.00
C. Occupancy Costs	$	734.09
D. Contract and Professional Services	$	530.00
E. Other - Miscellaneous	$	470.00
Total Operational Costs	$	1,914.09
III. Client Pass-throughs		
A. Rental Assistance	$	2,000.00
Total Client Rental Assistance	$	2,000.00
Sub- Total of All Costs	$	42,688.87
IV. Minus Other Program Resources	$	-
Total Program Costs	$	42,688.87

Budget Computation

Total Operating Expenses	$	42,688.87
Divided by Total Operating Units		76.80
= Unit Rate	$	555.84

Unit Rate	$	555.84
X number of units purchased		76.80
= Total Contract Amount	$	42,688.87

Unit

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caseworker 1	$ 35,100.00	Year	75.00%	$ 26,325.00
Program Supervisor	$ 53,667.00	Year	1.00%	$ 537.00
Grans/Payroll Administrator	$ 20,591.00	Year	0.50%	$ 103.00
Fiscal Specialist	$ 47,580.00	Year	1.00%	$ 475.00
Total Salaries				$ 27,440.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,107.00
Worker's Compensation	$ 275.00
Unemployment Insurance	$ 275.00
Retirement Expenses	$ 1,377.00
Hospitalization	$ 7,000.00
Other (*identify*) Life & Disability	$ 300.78
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 11,334.78

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 50.00
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 100.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 50.00
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ 30.00
Other *(identify) Other Supplies*	$ -
Total Consumable Supplies	$ 80.00

II. C. Occupancy Costs

	Amount
Rent	$ 600.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 25.00
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone	$ 90.09
Sewer Other *(identify) Alarm*	$ 19.00
Other *(identify)*	
Total Occupancy Costs	$ 734.09

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

Identify Each Contract of Service	Amount
Auditor	$ 120.00
Technology	$ 240.00
Other Contract Service Fees	$ 170.00
Total Contract & Services Costs	$ 530.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 120.00
Advertising	$ -
Computer Software Training & Support	$ 200.00
Other Technological	$ 150.00
Other Printing & Publications	$ -
Bank Service Fees & Surety Bond	$ -
Other Misc.	$ -
Total Miscellaneous Costs	$ 470.00

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III Client Pass-throughs

Client Assistance Pass-throughs	Amount
Rental Assistance	$ 2,000.00
Client Assistance Pass-throughs Total	$ 2,000.00

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

Item	Quantity	Amount
Laptop - Caseworker	1	$ -
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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: **8/28/2025 10:23:53 AM**

This search produced the following list of **10** 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
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street
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.

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$10,672.22** 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**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/19/2025

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Catholic Charities of Ashtabula County** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 25-3005-ERT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this 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 and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

4. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:
   $ 5,450.00

5. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

6. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **OWF, SNAP ET/ABAWD, SNAP ET, LEAP, PRC**. Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

7. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate

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agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have priority over all others when ACJFS has authorized the purchase of service.

8. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

9. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

10. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect, or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

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

Federal Award Project Description: FFY 2026 Transportation

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

Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

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

11. **Invoice Format**: Provider's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Contract number
- Service month and year
- Provider's name, address, telephone number and billing contact person's name
- Total amount invoiced for the month

(2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:

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- ACJFS program to be charged
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

12. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

13. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

14. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

15. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

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16. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

17. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

18. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

19. **Background Checks:** The Provider agrees to provide background checks of all employees that provide direct services to transportation participants and provide copies of the background checks to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire background checks.

20. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

21. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

22. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

23. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

24. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

25. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

26. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries

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submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

27. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

28. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will 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 Age Discrimination Act of 1975 (42 U.S.C. 6101 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 Part 50.3 and Part 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, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider 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 Provider 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 contract. 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 contract.

29. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

30. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular

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intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

31. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

32. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract 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 (45CFR, 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 contract.

33. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

34. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

35. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

36. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

37. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

38. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

39. **Lobbying**: The Provider 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.

40. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

41. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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42. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

43. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

44. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

45. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

46. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

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

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Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

9/18/2025
Date

Signed by:
9AC9C4BA074947A...

Country Neighbor Program, Inc.

9/18/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

9/24/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Exhibit I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

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

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

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II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at 10:00 a.m. at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25 to:**

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

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III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. 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.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and have at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

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3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

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

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

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

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

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

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

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Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing 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-

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

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

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

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

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:
1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements 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 designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

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Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

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

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. 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.

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

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

VI. Award of Contract/Sub-grant Agreement:

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

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

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

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

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

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See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

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

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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 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.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

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Appendix I

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Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

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

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

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

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

10. **Horn:** Must operate as designed.

11. **Windshield & Windows:**
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. **Emergency Door:**
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. **Springs & Shocks:**
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. **Tires:**
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. **Exhaust System**:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

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

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

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TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

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

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

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

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

TERMS AND CONDITIONS

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

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9, 2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 175,000 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2025, through September 30, 2026. Both services will be offered at a unit rate of $2.18 per mile.

We are not requesting a rate increase for the upcoming contract year. Our proposed rate remains consistent with the previous year's contract, reflecting our commitment to maintaining cost-effective and reliable transportation services for the communities we serve.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place a strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2024 through June 2025, 54% of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in a savings of $129,061.08 in HRT funding during that time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

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2. Provider Experience

Country Neighbor has been providing transportation as discussed in the service specifications for well over 43 years. We have for the past several years been the contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

Country Neighbor is designated by the Ashtabula County Board of Commissioners as the Lead Agency for Transportation Coordination Planning and implementation of the Ashtabula County Coordinated Plan.

3. Specifications

a. Trip Charge Calculation

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

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

b. Round Trip Definition

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

c. Charging a Shared Trip

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

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

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

We have been awarded another new vehicle in the latest round of funding from ODOT which we should receive sometime in early 2026.

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e. Procedures for Multiple Passengers

Our transportation unit works with individual passengers and medical facilities identifying commonalities in trip destination areas and appointment times to coordinate reasonable schedules to minimize waiting periods.

To determine the definition of "excessive" wait time is difficult as each situation is unique. For example, if we take three passengers to Cleveland for three different appointments within a two-hour window of each other, the wait time may look very different from three passengers waiting in Ashtabula which you can get to much quicker. In the first example, they may wait on each other for a total of three hours whereby in the second scenario, waiting two hours may be excessive.

Our transit unit always notifies the passengers ahead of time when waiting for periods of time may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All trips are entered into our Ecolane scheduling and dispatching software program. As the trips are batched for the day and vehicle, the software assigns pickup and delivery times for the passengers. We then convey this information to the passengers when we call them the previous day.

The dispatcher monitors all trips on a continuous basis all day and is alerted if vehicles are running behind. Should problems arise, she then takes appropriate action by contacting all involved to adjust the schedules accordingly.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

If last minute requests are received by our unit, the dispatcher will look at the day's schedule to see if we can accommodate the request. If we are unable at the specified time, we work with the passengers and the ACJFS transit unit to adjust their time to fit into the current schedule, if possible. If this scenario is not possible, we check to see if a reschedule is possible. If not, the call slip is sent back to ACJFS. However, generally, details are worked out to accommodate both parties.

"No shows" are handled on an individual basis. If a client is a repeat offender, the CNP transit unit communicates with ACJFS and cooperative steps are taken to address the issue.

h. Assurance Regarding 90% of Shared-Ride Trips

With our scheduling software, we can continually monitor our fleet of vehicles in service and adjust, as necessary. We are continuously communicating with the passengers and drivers to ensure reasonable accommodation are met to and from

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destinations.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

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

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services to enhance their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental/utility assistance, socialization, senior companionship, summer meals for children, recreational, educational, and wellness activities.

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

As the Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters located throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these contract organizations.

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

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

An Organizational Chart is attached.

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E. Provider/Staff Qualifications

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

Associate Director: Assist the Executive Director with the day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

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

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

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

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

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ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
2025 Board Roster

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.
2025 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Dan Reel, Vice-President
12350 Winchell Road
Concord Township, OH 44024
Reel's Auto Sales
Work: 440-437-5893
Mobile: 440-319-1247
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: March 30, 2015
Email: dan@reelsauto.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February 10, 2023
Term Ends: January, 2026
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator
Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447
Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

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Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Randy Gentry
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: September 28, 2015
Email rlgentry97@gmail.com

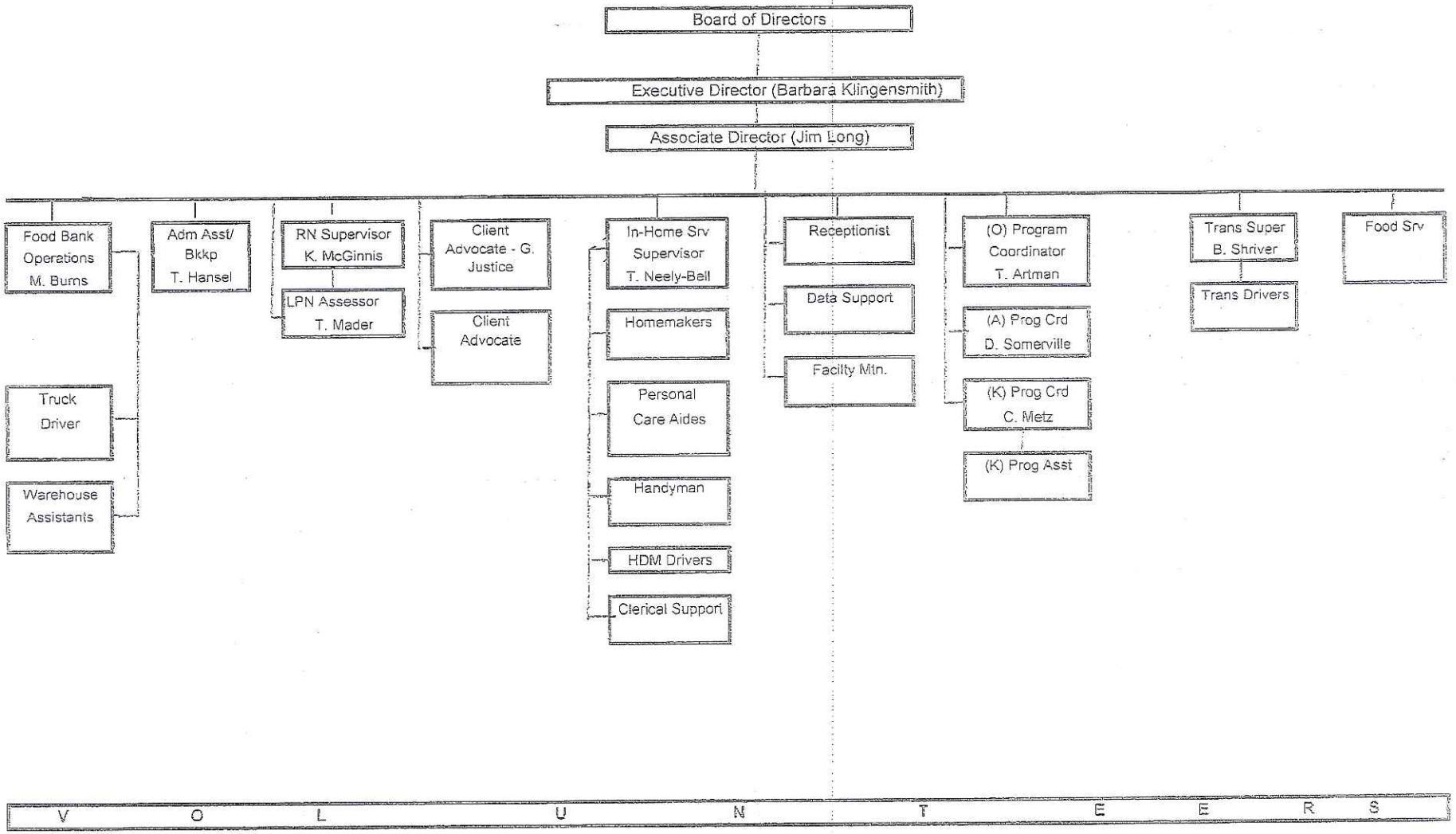
Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

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ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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Exhibit II

(Budget)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc. (Employment Related)	
Date From: October 1, 2025	To: September 30, 2026

	Amount
I. Staff	
A. Salaries	$ 1,575.00
B. Payroll-Related Expenses	$ 166.00
Total Staff Costs	$ 1,741.00
II. Operations	
A. Travel and Short-Term Training	$ 50.00
B. Consumable Supplies	$ 565.00
C. Occupancy Costs	$ 944.00
D. Contract and Professional Services	$ 830.00
E. Other - Miscellaneous	$ 1,320.00
Total Operational Costs	$ 3,709.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 5,450.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 5,450.00

Budget Computation

Total Operating Expenses	$ 5,450.00
Divided by Total Operating Units	2,500
= Unit Rate	$ 2.18

Unit Rate	$ 2.18
X number of units purchased	2,500
= Total Contract Amount	$ 5,450.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Administrative Assistant/Bkkp	$ 40,750.00	Annual	0.39%	$ 160.00
Receptionist	$ 26,520.00	Annual	0.45%	$ 120.00
Transportation Supervisor	$ 35,875.00	Annual	0.35%	$ 125.00
Transportation Assistants	$ 30,160.00	Annual	0.50%	$ 150.00
Drivers	$ 352,045.00	Annual	0.29%	$ 1,005.00
Facility Maintenance	$ 8,970.00	Annual	0.17%	$ 15.00
Total Salaries				$ 1,575.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 121.00
Worker's Compensation	$ 20.00
Unemployment Insurance	$ 10.00
Retirement Expenses	$ 5.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 10.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 166.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ -
Short-Term, Training	$ 50.00
Total Travel and Short-Term Training	$ 50.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 30.00
Cleaning Supplies	$ 10.00
Other *(identify) Fuel*	$ 525.00
Other *(identify)*	
Total Consumable Supplies	$ 565.00

II. C. Occupancy Costs

	Amount
Rent	$ 300.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	$ 60.00
Electric	$ 120.00
Water	$ 20.00
Telephone	$ 432.00
Sewer	$ -
Other *(identify) Garbage*	$ 12.00
Other *(identify)*	
Total Occupancy Costs	$ 944.00

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

Identify Each Contract of Service	Amount
Audit	$ 60.00
Technology & Software	$ 120.00
D&O Insurance	$ 50.00
Employee Testing	$ 50.00
Liability Insurance	$ 50.00
Vehicle Insurance	$ 500.00
Total Contract & Services Costs	$ 830.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 50.00
Advertising	$ 30.00
Vehicle Repair & Maintenance	$ 1,200.00
Miscellaneous Expense	$ 40.00
Total Miscellaneous Costs	$ 1,320.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.18	Country Neighbor charges a flat, per mile fee of $2.18. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.18	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:16 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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.

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3005-ERT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$1,362.50**, and free from any previous encumbrances.

Agreement Title: An **Employment Related Transportation Contract** between **Ashtabula County of Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3005-ERT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for an **Employment Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

PURCHASE OF TRANSPORTATION SERVICE CONTRACT FOR HUMAN SERVICE PROGRAMS

Contract # 26-3006-HRT

This contract made and entered into on the 1st day of **October 2025** by and between the **Ashtabula County Job & Family Services and the Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS), and **Country Neighbor Program, Inc.** located at: **P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076**, and whose phone number is: **440-437-6311**, (hereinafter referred to as Provider) to provide transportation services for a variety of programs to ACJFS.

Pursuant to Title XIX of the Social Security Act, Chapter 5101 of the Ohio Revised Code, and rules promulgated by the Ohio Department of Job & Family Services, the ACJFS is authorized to contract with public or private agencies for the purchase of services. The following are the terms of the contract.

1. **Purchase of Service**: Subject to terms and conditions set forth in this contract and the attached Exhibits (such exhibits are deemed to be a part of this contract as fully as if set forth herein), ACJFS agrees to purchase for, and Provider agrees to furnish to, eligible individuals those specific services as detailed in Exhibit I, (the Request for Proposal and the Provider's Proposal).

2. **Purpose**: ACJFS and Provider agree to coordinate services detailed in Exhibit I, and to make all reasonable efforts to coordinate with other service providers, to establish a cooperative, comprehensive county plan for an effective ACJFS transportation program. Provider agrees to ensure that the funds included in this 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 and local laws, as well as the federal terms and conditions of the grant award.

3. **Contract Period**: This contract will be effective from **October 1, 2025,** through **September 30, 2026,** inclusive, and thereafter subject to renewal, at ACJFS' option, for up to two (2) additional time periods unless otherwise terminated.

    1. **Availability of Funds**: Payment for all services provided in accordance with provisions of this contract are contingent upon availability of (and will not exceed the total of) local, state and federal matching funds. The total amount of reimbursement available under this contract will not exceed:

    $ 381,500.00

4. **Cost and Delivery of Purchased Services**: Subject to the limitations specified in Article 4 hereof and as detailed in Exhibit II showing individual rates.

5. **Eligibility of Services**: Eligibility shall be considered when ACJFS determines the participant to be eligible for one or more of the following programs: **Title XX transportation, Non-emergency Transportation (NET), Pregnancy Related Services Transportation (PRS).** Employees of the Provider cannot transport their own family or themselves to appointments that are paid for by ACJFS. Exceptions to this policy will be reviewed and approved or denied on a case-by-case basis by ACJFS.

6. **Non-Eligible Service**: Individuals who are not eligible for the Human Services programs may use transportation as space permits, with the cost of service being recovered as outlined in a separate agreement by Provider and the referral agency. Individuals eligible for ACJFS Programs shall have

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priority over all others when ACJFS has authorized the purchase of service.

7. **Fees**: No additional fees will be charged by the service provider to ACJFS eligible individuals for authorized service. Non ACJFS clients who may ride with that individual will be charged the normal and customary fare.

8. **No Show Fees:** A Provider cannot charge "no show" fees due to state Medicaid payment rules that do not allow billing for services not rendered.

9. **Payment for Purchased Service**: Monthly invoices are due to ACJFS by the 15th of the month following the month of service. Repeated untimely and/or incorrect invoices will be grounds for termination pursuant to Contract Section 14, Termination. ACJFS is not responsible for delayed payments due to late, incorrect or incomplete invoices. All invoices submitted will be subject to audit and adjustments by ACJFS and the Ohio Department of Job and Family Services (ODJFS) after payment is made. Attention is directed to Contract Section 25, Responsibility for Audit Exceptions.

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

   Federal Award Project Description: FFY 2026 Transportation

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

   Catalog of Federal Domestic Assistance (CFDA): OWF, PRC CCMEP 93.558; SNAP ET/ABAWD, SNAP ET, LEAP 10.561

   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

10. **Invoice Format**: Provider's invoice will consist of:

    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Contract number
    - Service month and year
    - Provider's name, address, telephone number and billing contact person's name
    - Total amount invoiced for the month

    (2) An electronic spreadsheet (provided by ACJFS or another approved format agreed to by both ACJFS and Provider). Provider will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - ACJFS program to be charged

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- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- Stop(s) address(es)
- PCA (personal care assistant) name(s) or indication if person is a PCA
- Total trip mileage
- Mileage rate
- Number of one-way trips per passenger
- Wait start & stop times
- Total wait minutes being charged
- Wait time rate
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other ACJFS client (to split cost of trip)
- Driver's name
- Report no-shows and cancellations as that could affect the eligibility of the client.

11. **Splitting the Cost of Trips**: Provider is required to split the charge among all ACJFS client passengers for multiple passenger trips.

12. **Duplicate Billing**: Provider warrants that claims made to ACJFS for payment for purchased services shall be for actual services rendered to eligible individuals and do not duplicate claims made by Provider to other sources of public funds for the same service.

13. **Amendment of Contract**: This contract may be amended at any time by a written amendment signed by both parties.

14. **Termination**:
    a. In the event that Provider does not faithfully and promptly perform its responsibilities and obligations under this contract as determined by ACJFS, ACJFS may terminate the contract by providing Provider with written notice thirty days in advance of the termination date.

    b. In the event that ACJFS does not faithfully and promptly perform its responsibilities and obligations under this contract, Provider may terminate the contract by providing ACJFS with written notice thirty days in advance of the termination date.

    c. This contract may be terminated by mutual agreement of the parties. If terminated under this provision, the effective date of termination will be thirty days after the date on which the two parties reach their decision.

    d. Notwithstanding Sections (a), (b), and (c) of this Article, if the federal and/or other funds designated for the individual program are not available or substantially reduced to ACJFS in an amount adequate to support the activities under this contract as determined by ACJFS, ACJFS may terminate this contract. Such termination is not subject to advanced written notice but will be effective on the date federal and /or other funds are no longer available, or later as stipulated by ACJFS and all reimbursement to Provider will cease as of that date.

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15. **Subcontracting**: When deemed necessary to deliver services of the quantity and quality specified in Exhibit I, Provider may subcontract. All such subcontracts will be in the same form as this contract and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release Provider of its liability under this contract. Provider is responsible for making direct payment for such services.

16. **Independent Contractors**: Providers, agents, and employees of Provider or the subcontractors will act in performance of this contract in an independent capacity and not as officers or employees or agents of the State of Ohio or ACJFS.

17. **Vehicle Maintenance and Inspection**: The Provider agrees to provide documentation upon request that an annual vehicle inspection for each vehicle has been conducted by the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Exhibit I (Request for Proposal) Appendix I-A. The failure to provide documentation may result in suspension of the contract and/or contract termination.

18. **Background Checks:** The Provider agrees to provide copies of background checks, driver's license, and a certified driving history from the Bureau of Motor Vehicles of the Ohio Dept. of Public Safety, for all employees that provide direct services to transportation participants, to ACJFS within 30 calendar days of entering into an agreement and within 30 days of new hire.

19. **Incident and Accident Reports**: Provider will provide ACJFS with a written report of all incidents or accidents within 48 hours of the occurrence. Reports will be provided immediately or as soon as reasonably possible in cases of ACJFS passenger injury or death.

20. **On Time Performance**: The Provider agrees to arrive within the range time. Range time is defined as 15 minutes either side of the scheduled time. Provider agrees to ensure at least a 95% on time performance rate. Any questions regarding a pickup must be verified with Provider's base while the driver is at the pick-up site. If the late pick up is a result of Provider's inability to locate the pick-up site, ACJFS will not pay for additional mileage incurred while attempting to locate the pick-up site.

21. **Complaint Procedure**: Provider and ACJFS will implement a written complaint procedure to report and resolve any passenger complaints.

22. **Communication**: Provider vehicles and/or drivers will be equipped with some form of two-way communication at all times, i.e., two-way radio, cellular phone.

23. **Financial Records**: The Provider shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and ACJFS personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by Article 25 of this contract.

24. **Responsibility for Audit Exceptions**: Provider agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate state or federal audit directly related to the provisions of this contract.

25. **Availability and Retention of Records**: All records relating to costs, work performed and supporting documentation for invoices submitted to ACJFS by the provider along with copies of all deliveries submitted to ACJFS pursuant to this contract shall be retained and made available by the provider for

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audit by the State of Ohio (including but not limited to ODJFS, the Auditor of the State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three years after payment under this contract. If an audit is initiated during this time period, the provider shall retain such records until the audit is concluded and all issues resolved.

26. **Confidentiality**: Provider agrees that information concerning eligible individuals shall only be used in support of the ACJFS programs. Disclosure of information by Provider, Provider's employee's, Provider's Sub or Independent contractor for any other purpose is prohibited except upon the written consent of the eligible individual. Both Provider and ACJFS will complete the necessary consent forms with participants so that information can be exchanged as needed.

27. **Civil Rights**: ACJFS and the Provider agree that as a condition of this contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964 and subsequent amendments. The Provider hereby agrees that it will 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 Age Discrimination Act of 1975 (42 U.S.C. 6101 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 Part 50.3 and Part 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, religious creed, age, political beliefs, disability, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which sub-grantee receives Federal financial assistance from FNS. In addition, the Provider 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 Provider 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 contract. 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 contract.

28. **Indemnity and Insurance**:

    a. Indemnity: Provider agrees that it will, at all times during the existence of this contract, indemnify and save harmless the ACJFS and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this contract.

    b. Insurance: Provider will maintain insurance coverage in an amount reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable foreseeable torts which could cause injury or death resulting from the lawful performance of this Contract.

    Minimum coverage for General Liability in the amount of $1,000,000.00 each occurrence and Automobile Liability $1,000,000.00 each occurrence. Any lapse in coverage may result in suspension of the contract and/or contract termination.

29. **Monitoring and Evaluation**: ACJFS and the Provider will monitor the manner in which the terms of the contract are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider. The Provider agrees to provide ACJFS

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reports relative to the effective operation of the program as specified in Exhibit I. ACJFS may perform at least one on-site monitoring visit during the contract period. Provider and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and contract issues.

30. **Accessibility of Program to the Public**: ACJFS and Provider agree to make all reasonable efforts to allow public access to the program by providing convenient hours for public contact, and adequate availability of staff for public inquiries.

31. **Accessibility to the Handicapped**: Provider agrees as a condition of the contract 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 (45CFR, 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 contract.

32. **Maintenance of Service**: The Provider certifies that the services being reimbursed are not available from the provider on a non-reimbursable basis or for less than the unit cost. The provider certifies that they will not use the federal funds to supplant non-federal funds for services.

33. **Referral**: ACJFS and Provider agree that the responsibility and control of the referral process remains with ACJFS. Provider will not exclude or reject a referral without the consent of ACJFS.

34. **Equal Employment Opportunity**: The Provider will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

35. **Patent Rights, Copyrights and Rights in Data**: All contracts are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

36. **Clean Air**: For contracts exceeding $100,000.00, the Provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.

37. **Debarment**: The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. For contract exceeding $100,000.00, the provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.

38. **Lobbying**: The Provider 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.

39. **Licensing**: The Provider agrees to possess and maintain current all applicable business permits and licenses including those relevant to the operation of a taxicab and or transportation service. Any lapse in permits, licenses or certifications will result in contract suspension, pending termination. Provider agrees to provide copies of same to ACJFS upon request.

40. **Americans with Disabilities Act**: The Provider agrees to comply with the Americans with Disabilities Act of 1990.

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41. **Child Support Enforcement**: Provider agrees to cooperate with ACJFS and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the provider meet child support obligations established under state law. Further, by executing this contract, the provider certifies present and future compliance with any court order for withholding of support which is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

42. **Partial Invalidity**: A judicial or administrative finding or decision that any part of this contract is illegal or invalid shall not invalidate the remainder of the contract.

43. **Prohibition of Assignment of Claims**: The assignment of claims under the Assignment of Claims Act of 1940, as amended, 31 U.S.C. 3727, 41 U.S.C. 15 is prohibited.

44. **Conflict of Interest**: Provider shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a contract under ACJFS.

45. **Accreditation and Compliance with Tax, License, and Insurance Requirements**: The Provider shall comply with all federal, state and local laws and accreditation and compliance with tax, license and insurance requirements. All required insurance shall be kept current throughout the term of the contract.

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

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Therefore, the below listed parties enter into this contract as stated in Sections 1 through 47 inclusive.

SIGNATURES:

DocuSigned by:

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

FB74060D0EAC4B8...

9/18/2025
Date

Signed by:

Barbara Klingensmith

Country Neighbor Program, Inc.

9AC9C4BA074947A...

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Kathryn Whittington

Ashtabula County Board of Commissioners

72C9CAC40E3D4A8...

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Exhibit I

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Request for Proposals
For
Transportation Services

Health Related Transportation
Employment Related Transportation

Issued by:

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

Issue Date:

June 13, 2025

RFP Number:

ACJFS RFP #4-25

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Health Related & Employment Related Transportation Services

I. Introduction

The Ashtabula County Job & Family Services (ACJFS) and the Ashtabula County Board of County Commissioners, or its governing body, is accepting proposals for Transportation Services for within and outside of Ashtabula County serving Ashtabula County residents determined eligible for Prevention, Retention and Contingency (PRC), Ohio Works First (OWF), Food Assistance Employment and Training (FAET), Title XX Social Services Block Grant (Title XX), Non-Emergency Transportation (NET) and/or Pregnancy Related Services (PRS). Transportation options are needed for transport to health care appointments, employment, school, daycare facilities, or other locations deemed necessary under supportive services for FAET.

It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service. Applicant proposals must demonstrate ability and experience in providing the service.

Ride Data

For the period of 10-1-23 to 9-30-24, 43,096 rides were provided to participants of the program/eligibility categories referenced. A ride equals 1 passenger transported 1 way.

The term "Applicant" as used in this RFP refers to the individual or entity submitting a proposal.

The term "Provider" as used in this RFP refers to an "Applicant" who is selected to receive a contract or sub-grant agreement as a result of this RFP process.

The term "Agreement" as used in this RFP refers to either a contract or sub-grant agreement award.

As a result of this RFP process and based on the quality of proposals received, ACJFS may proceed in any of the following manners including but not limited to:

1. Award an agreement to one or more applicants for the provision of transportation services. Agreements are awarded based on available funding per program/eligibility category (PRC, OWF, FAET, Title XX, NET & PRS) and ACJFS' determination of need for each program. ACJFS may award an agreement to an applicant for one or more of the program/eligibility categories.

2. Reject any or all proposals, or any part thereof without cause.

3. Not award an agreement through this RFP process, based on the quality of the proposals submitted.

4. Not select any applicant should ACJFS decide not to proceed.

5. Waive any informality in the proposals.

ACJFS reserves the right, if necessary, to contract with multiple applicants to develop a comprehensive transportation coordination, scheduling, and service delivery plan to best meet the needs of those determined eligible for program/eligibility categories.

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II. RFP Schedule and Submission Information:

RFP Schedule of Important Dates:

RFP Release	Date: 6-13-25
Question Period Begins	Date: 6-13-25
Pre-Proposal Conference	Date: 6-24-25 @ 10:00 a.m.
Question Period Ends	Date: 6-24-25 @ 4:00 p.m.
Proposals Due to Ashtabula County Board of Commissioners	Date: 7-11-25 @ 2:30 p.m.
Agreement Effective Date	Date: 10-1-25

Pre-Proposal Conference:

A pre-proposal conference will be held on June 24, 2025, at **10:00 a.m.** at ACJFS: 2247 Lake Avenue – OhioMeansJobs office, Ashtabula, Ohio 44004.

Contact Person:

All proposal process questions must be in writing and sent via email by **4:00 p.m. on 6-24-25** to:

ATTN: Renee Dragon, Program Evaluator
Email: RENEE.DRAGON@jfs.ohio.gov

Proposal Delivery:

Mail or deliver one (1) master copy and two (2) duplicates (total of 3) of the entire written proposal in a sealed envelope or package in the required format to:

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

The sealed envelope containing the proposal must be received no later than 2:30 p.m. on 7-11-25, and clearly marked with the applicant's name, address, and RFP number:

ACJFS RFP #4-25

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III. Applicant Requirements, Inspections and Compliances:

Applicants shall understand, agree, and comply with the following sections:

Requirements:

1. Be a formally organized business or service agency providing the services proposed.
2. Operate the business in compliance with all applicable federal, state, and local laws, and shall comply with:
   a. non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of individuals.
   b. non-discrimination laws in the provision of services.
   c. federal rules and statutes take precedence over these conditions in cases where discrepancies between these exist.
   d. all Federal, State of Ohio, and local laws, rules, executive orders and other legal requirements as they apply to public transportation including drug abuse and alcohol misuse requirements as appropriate.
3. 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.
4. Have a written procedure for reporting, documenting, investigation and follow-up of all participant incidents and complaints.
5. A provision of any Agreement entered into with ACJFS requires that Applicants must perform background checks of all employees that provide direct services to transportation participants. A criminal background check must be performed in accordance with section 109.572 of the Revised Code for each direct service employee and applicant. The result of the criminal background check must substantiate that no direct service employee or applicant on whom the criminal background check was performed has ever been convicted of or pleaded guilty to any offence listed in divisions (A)(3)(a) to (A)(3)(e) of section 109.572 of the Revised Code.
6. Applicants must comply with the Drug Free Workplace Act.
7. It is the responsibility of the Applicant to be aware of and maintain all required licenses and certifications necessary to provide the proposed service.
8. The Applicant shall document that all utilized vehicles have insurance in compliance with Ohio's financial liability law requirements. A copy of the certificate of insurance and vehicle registration shall be maintained in each vehicle.
9. The Applicant shall document that all vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the ORC for motor vehicles.
10. The Applicant shall document that each vehicle operator has current/valid Ohio motor vehicle operator's license or a license appropriate to the vehicle (i.e., commercial driver's license) and have at least two years of licensed driving experience.
11. The Applicant shall document that an annual OBMV check on vehicle operators has been successfully completed. ACJFS reserves the right to request verification of a current driving record for any direct service worker.
12. The Applicant shall ensure that drivers are trained and knowledgeable in hands-on transfer techniques prior to transporting participants which will include but not be limited to: observation for signs of difficulty, proper way to offer to assist participant, proper assistance techniques and that each operator has been trained and skill-tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting any wheelchair-bound participant.

Inspections and Compliances:

The Applicant is responsible for assuring the safety of each vehicle used to transport participants according to these standards:

1. The Applicant shall have a written plan for regularly scheduled maintenance and safety inspection of vehicles used and must document compliance with the plan.
2. Per O.R.C. 4766.04(A) any person who furnishes, operates, conducts, maintains, advertises, engages in, or proposes or professes to engage in the business or service of transporting people who are seriously ill, injured, or otherwise incapacitated or who require the use of a wheelchair or are confined to a wheelchair are required to be licensed by the Ohio Division of Emergency Medical Service.

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3. All vehicles shall:
    a. Be equipped with seat belts for each individual transported, unless the vehicle is exempted by state law.
    b. Have documentation that an annual safety inspection has been conducted through either the Ohio State Highway Patrol safety inspection unit, or a certified mechanic as outlined in Appendix I-A.
    c. Vehicles designed for transporting five or more individuals shall be equipped with emergency equipment specified in Appendix I-A.
4. Vehicles equipped for transporting participants remaining in wheelchairs shall:
    a. Be equipped with permanently installed floor wheelchair restraints for each wheelchair position used.
    b. Have documentation of daily inspection and testing of the wheelchair lift prior to transporting any participant that day as outlined in Appendix I-B.

IV. Proposal Specifications & Format:

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

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

Proposal Communication:
From the issuance date of this RFP, until the evaluation of proposals has concluded, there may be no communications concerning this RFP between any applicant or possible applicant and any employee of ACJFS, or any other individual who in any way is involved in development or selection process of this RFP or the submitted proposals. All verbal communication must be restricted to the pre-proposal conference. Questions must be submitted in writing. Any verbal questions will not be answered except at the pre-proposal conference. Attempts to make prohibited communications by potential applicants may result in the disqualification of those applicants' proposals.

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

The proposal must be organized in the following format:

Cover Page (not provided) - A proposal cover page is required, including the applicant's name, the RFP title & RFP number. The cover page must clearly identify the proposal as a "master" or "copy".

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

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Section 1 - Application Information (Attachment A):
Applicants will complete this section, identifying organization name, address, and other background information. The master copy of each proposal must have an original applicant information page with an original signature in blue ink. The proposal must be signed by an individual who is authorized to bind the applicant contractually. The signature must indicate the title or position the individual holds in the applicant's organization. Unsigned proposals will be rejected.

Section 2 - Required Documents:
Applicants shall submit the following with their proposal: (Cover pages are provided in Attachment C for each item and must be included with the proposal, preceding, and identifying each required document).

A. Financial Statement Requirement: (with master copy only)
   1. Most recent Financial Audit (prepared in accordance with Auditing 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-

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

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

B. Articles of Incorporation
C. Proof of Liability Insurance/Other Required Insurance
D. Equal Employment Opportunity - Affirmative Action Plan
E. Professional or Operating licenses
F. Documents used for Monitoring
G. Employee Training Program description
H. If applicable: a copy of the license(s) to operate the taxicab company in each area of service
I. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable
J. Affidavit of Delinquent Personal Property Tax ORC 5719.042
K. Affidavit of Non-Collusion
L. Non-Discrimination Agreement O.R.C. 153.59
M. Representations, Assurances, and Certifications document
N. Certification Regarding Lobbying
O. OMB Circular 2 CFR 200 Audit Certification Form
P. Background checks of all employees that provide direct services to transportation participants.

Section 3 - Program Planning and Development:
The Program Planning and Development section must include the following information:
A. Program description: Provide a description of how the program service specifications will be fulfilled. The description should demonstrate the applicant's understanding of the program as described in the RFP.
B. Provide a summary of service and description for each of these areas:
   1. Days and hours service is available. ACJFS seeks to provide services 24 hours a day, 7 days per week.
   2. The number of years the applicant has been providing service(s) similar to the proposed service(s), resulting in relevant experience.
   3. Specifications:
      (a). A detailed description of the Applicant's method of calculating a trip charge. ACJFS reserves the right to negotiate with individual applicants the method of charging trip mileage.

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(b). Define a round trip ride.
(c). Describe the method of charging a "shared" trip.
(d). Number of vehicles used to provide service, passenger capacities and number of wheel-chair lift equipped vehicles.
(e). Identify procedures to efficiently provide services to multiple passengers while avoiding excessively long trips.
(f). Schedule trips to ensure that the average waiting time for pick-up or delivery does not exceed fifteen (15) minutes from the stated pick-up or delivery time.
(g). Develop procedures to accommodate last minute requests, scheduling changes, late running vehicles, and "no-shows".
(h). Assure that ninety percent (90%) of shared-ride trips take no more than 60 minutes than the time required to accomplish the same trip, at the same time of day, under the same weather and traffic conditions, as on a non-shared basis.
(i). Report all incidents, accidents, or complaints to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury needs to be reported to ACJFS immediately or if during

C. Geographic service areas: Applicants shall provide a narrative that addresses how they plan to deliver services both within and outside of Ashtabula County.
D. Organizational structure: State the history of the applicant organization. Include date of incorporation, main source of financial support, organizational chart, Board of Trustees and/or Advisory members.
E. Applicant/Staff Qualifications: An explanation of qualified staff associated with the proposed service must be provided, as well as job descriptions for all positions addressed in the program description and budget in order to demonstrate an acceptable level of staff experience and capabilities in performance of the proposed service.

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

Section 4 - Applicant Budget (Attachment B):
An electronic copy of applicant budget is available upon request.

All applicants are required to submit an Applicant Budget (Attachment B) which establishes a unit rate(s) for the proposed service. The unit rate shall include all costs associated with program including administrative, training, and record documentation. All rates included in the proposal are subject to negotiation if an applicant is awarded an agreement.

Unit of Service:
1. A unit of service is equal to one mile.
2. Proposals must include a standard all-inclusive rate per mile for all forms of transportation, all types of vehicles (standard passenger vehicle, van or mini-van, or wheelchair lift equipped vehicle). The standard rate must cover all trips either within Ashtabula County or Outside of Ashtabula County. The rate shall not include any type of "base" or "surcharge" fee.

Published Public Rates: Proposals must include published public rates if the Provider offers services to the general public.

V. Evaluation and Selection Process:

Proposal Evaluation:
The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the proposal adheres to the minimum requirements 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 designated deadline will be determined to be "Non-Qualified". "Qualified" proposals will then be reviewed in Stage 2, in accordance with the review process.

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Stage 1 Review:
"Qualified" proposals in response to the RFP must meet the following requirements:

1. Timely Submission - The proposal is received at the address designated in the RFP and according to instructions. Proposals mailed but not received at the designated location by the specified date will be deemed "Non-Qualified" and will not be considered.

2. Completeness of Submission - proposal submission must include:
    a. Required number of copies: 1 master and 2 copies (3 total)
    b. Section 1 Applicant Information Page (Attachment A)
    c. Section 2 Required Documents A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P
    d. Section 3 Program Planning & Development
    e. Section 4 Applicant Budget, Published Public Rates, Other Negotiated Rates

Proposals which do not meet all of the above stage 1 review requirements will be deemed "Non - Qualified" and will not be reviewed in stage 2.

Stage 2 Review:
All "Qualified" proposals will be reviewed and evaluated. At any time during the review process ACJFS may request additional information from the Applicant. The evaluation will include, but will not be limited to:

- Information obtained from Program Planning and Development (Section 3):
    - *A.* Applicant's program description shows understanding of the services requested and provides a detailed description of how the service specifications will be fulfilled.
    - *B.1* Ability to adequately service clients according to hours of operation as stated in RFP.
    - *B.2* Applicant demonstrates experience with this service or similar service. If experience is not available, applicant shows they qualify to provide the services without prior experience.
    - Applicant has thoroughly defined the method of charging for trips.
    - The Applicant has sufficient vehicle capacity to meet the needs of the program.
    - Applicant demonstrates the ability and experience for scheduling of trips, shared rides, effective utilization of vehicle capacities, problem solve unforeseen changes in trip scenarios.
    - *C.* Applicant is able to meet the geographical needs of the service area.
    - *D. & E.* organizational structure, staffing level, qualifications and experience are sufficient to accomplish the requirements of the RFP.
- Cost of proposed service from Applicant Budget (Section 4):
    - The budget effectively defines the unit rate.
    - The budget is inclusive of only necessary costs associated with the program.

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

Proposal Selection:

- Selection of one or more Applicants based upon the results of the Stage 1 and Stage 2 evaluations may result in the issuance of an agreement. Proposal selection does not guarantee an agreement for services will be awarded. If ACJFS and the Applicant are unable to successfully come to terms regarding the agreement, ACJFS reserves the right to terminate agreement discussions without cause. 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.

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

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

VI. Award of Contract/Sub-grant Agreement:

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

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

Agreement Period:
The agreement has a tentative effective date of **10-1-25 through 9-30-26**.

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

Performance & Monitoring:
ACJFS will monitor the manner in which the terms of the agreement are being carried out. ACJFS reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Provider(s). Provider(s) agrees to provide ACJFS reports relative to the effective operation of the program. ACJFS may perform at least one on-site monitoring visit during the agreement period. Provider(s) and ACJFS may meet at mutually agreed upon times for the purpose of reviewing service data and agreement issues. Provider(s) must maintain records sufficient to document eligibility and any additional demographic data requested by the ACJFS.

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See Attachment D for a sample Agreement for minimum contractual requirements of all ACJFS Providers. ACJFS reserves the right to add or delete agreement language to meet the project needs.

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

Publicity:
Any program descriptions, publicity releases, or other public references including but not limited to, both internal and external informational pamphlets, brochures, and media releases on the services provided under this agreement will clearly state that the services are funded by ACJFS. Provider assumes responsibility for the development and cost associated with these items and agrees to obtain approval from ACJFS before releasing promotional materials and/or items.

Applicable Laws and Rules:
Providers shall understand, agree with, and comply with the following:

1. Americans with Disabilities Act of 1990
2. Occupational Safety and Health Act of 1970
3. Equal Employment Opportunity Act
4. Documentation of licensure and certification by the Ohio Division of Emergency Medical Service, if applicable.
5. Any Federal, State and Local laws regarding the service.

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

6. Clean Air Act, as amended, 42 USC §§ AA 7401 et seq.
7. Certify that no funds appropriated by the agreement will be used for lobbying as described in 31 USC 1352. The Applicant shall submit a "Certification Regarding Lobbying" as required by 49 CFR part 20.
8. The Provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Provider shall submit an "Integrity Certification" regarding debarment, suspension, and other responsible matters.
9. Copeland "Anti-Kickback" Act
10. Davis-Bacon Act
11. Contract Work Hours and Safety Standards Act, sections 3702 and 3704
12. "Rights to Inventions" clause 37 CFR part 401
13. Federal Water Pollution Control Act
14. Solid Waste Disposal Act
15. Sanctions and penalties implemented due to administrative, contractual, or legal violations or breach of contract terms.

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 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.

Software and Ownership Rights:
ACJFS will have ownership rights in software, software modifications, and associated documentation designed, developed, or installed with the use of County funds. ACJFS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the software, software modifications and documentation for County, State, and Federal government purposes (edited APM.4046. (5)).

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Appendix I

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Appendix I-A

Transportation Requirements

Required Annual Inspection Elements for Vehicles:

1. **Seating:**
   a. All seats must be securely fastened to the floor.
   b. No broken tubing or protruding pieces of metal should be around seats.

2. **Defrosters & Heaters:**
   a. Must operate as designed.
   b. Heater cores must be clean and free of leaks and obstructions to the flow of air.
   c. Hoses must not have cracks or leaks and must otherwise be in good condition.
   d. Fan guards must be metal or plastic.

3. **Windshield Wipers & Washers:**
   a. Must operate as designed.
   b. Wiper blades in the vehicle operator's field of vision must be clean.
   c. Wiper blades must not be brittle or badly worn.

4. **Vehicle Floor:**
   a. Must be metal.
   b. Must be intact without holes.

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

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

7. **Brakes:**
   a. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
   b. Tail exhaust pipes are properly secured to prevent dropping on the break line.
   c. Vehicles using vacuum-assisted breaks: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
   d. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
   e. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
   f. All moisture ejection valves must be free of leaks and in proper working order.

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

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

10. Horn: Must operate as designed.

11. Windshield & Windows:
    a. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
    b. Plexiglass will not be used to replace safety glass.

12. Emergency Door:
    Applicable to Bus Type Vehicles
    a. The door must be able to open to its maximum width without catching or binding.
    b. All handles must be permanently installed.
    c. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
    d. The safety buzzer must operate as designed and be placed in the vehicle operator's area to warn passengers that the emergency door is opened.
    e. The door must be free of temporary or permanent obstructions.
    f. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

13. Springs & Shocks:
    a. Must be intact.
    b. Must be properly mounted.
    c.

14. Tires:
    a. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
    b. Retread tires should not be located on the steering axle.
    c. Must be free of irregular wear, cuts, bruises, and breaks.
    d. Must be balanced and in proper alignment.
    e. All lugs must be present and fitted tightly on tires.
    f. All tread types must match mated tires.

15. Exhaust System:
    a. Must be intact and operating as designed.
    b. All pipe and muffler joints must be properly welded or clamped.
    c. Exhaust manifolds must be free of cracks and missing bolts.

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16. Lights:
    a. Must operate as designed.
    b. Must meet ORC and OAC requirements for vehicle lighting.

17. The Vehicle Body:
    a. Condition must be intact.
    b. Must be free of broken parts that can cause injury.

18. Gas Tank:
    a. Must be free of rust, damage, or leaks.
    b. Must be securely mounted.

19. Seating Area & Aisle: Must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements:

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

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

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TRANSPORTATION PROGRAMS
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

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

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above):

ADDRESS:

PHONE: FAX:

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

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

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

TERMS AND CONDITIONS

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

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: July 9, 2025

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Country Neighbor Program, Inc.
Employment Related and
Health Related Transportation
Section 3
Program Planning and Development

A. Program Description

Country Neighbor is proposing to provide a total of 175,000 miles of Health-Related Transportation and 2,500 miles of Employment-Related Transportation for the contract period of October 1, 2025, through September 30, 2026. Both services will be offered at a unit rate of $2.18 per mile.

We are not requesting a rate increase for the upcoming contract year. Our proposed rate remains consistent with the previous year's contract, reflecting our commitment to maintaining cost-effective and reliable transportation services for the communities we serve.

Country Neighbor complies fully with all applicable regulations set forth by the Ohio Department of Transportation (ODOT), Ohio Division of Emergency Medical Services (EMS), and the Ohio Department of Aging (ODA). This includes adherence to all training, safety, and monitoring requirements. Our program is subject to annual monitoring by each overseeing agency to ensure full compliance with state standards.

We place a strong emphasis on trip coordination and cost-efficiency by sharing transportation services across funding sources whenever possible. This approach reduces overall costs and maximizes the number of trips that can be provided with available resources. From October 2024 through June 2025, 54% of the Health-Related Transportation (HRT) trips provided by Country Neighbor were shared rides. This strategy resulted in a savings of $129,061.08 in HRT funding during that time period.

Currently, transportation requests are submitted to our Transportation Unit via email by the Ashtabula County Job and Family Services (ACJFS) Transit Unit. Upon receiving the requests, our Transportation Supervisor and team coordinate scheduling of both trips and drivers. Clients are contacted the day prior to their scheduled trip to confirm trip details and provide their estimated pickup time. If a shared trip is scheduled, clients are also informed of other riders who may be accompanying them.

B. Summary of Service

1. Days and Hours of Service

Country Neighbor operates Monday through Saturday from 3:30 a.m. to approximately 7:00 p.m., depending upon the trips scheduled. These times and days are flexible and vary with individual need. We do provide dialysis transportation on Sundays and holidays, when necessary.

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2. Provider Experience

Country Neighbor has been providing transportation as discussed in the service specifications for well over 43 years. We have for the past several years been the contract provider for the countywide Ashtabula County Senior Services Levy transportation program.

Country Neighbor is designated by the Ashtabula County Board of Commissioners as the Lead Agency for Transportation Coordination Planning and implementation of the Ashtabula County Coordinated Plan.

3. Specifications

a. Trip Charge Calculation

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

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

b. Round Trip Definition

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

c. Charging a Shared Trip

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

d. Number of Vehicles, Passenger Capacity and Wheelchair Lifts

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

We have been awarded another new vehicle in the latest round of funding from ODOT which we should receive sometime in early 2026.

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e. Procedures for Multiple Passengers

Our transportation unit works with individual passengers and medical facilities identifying commonalities in trip destination areas and appointment times to coordinate reasonable schedules to minimize waiting periods.

To determine the definition of "excessive" wait time is difficult as each situation is unique. For example, if we take three passengers to Cleveland for three different appointments within a two-hour window of each other, the wait time may look very different from three passengers waiting in Ashtabula which you can get to much quicker. In the first example, they may wait on each other for a total of three hours whereby in the second scenario, waiting two hours may be excessive.

Our transit unit always notifies the passengers ahead of time when waiting for periods of time may occur.

f. Ensure 15 Minute Windows for Stated Pickup and Deliveries

All trips are entered into our Ecolane scheduling and dispatching software program. As the trips are batched for the day and vehicle, the software assigns pickup and delivery times for the passengers. We then convey this information to the passengers when we call them the previous day.

The dispatcher monitors all trips on a continuous basis all day and is alerted if vehicles are running behind. Should problems arise, she then takes appropriate action by contacting all involved to adjust the schedules accordingly.

g. Accommodating Last Minute Requests, Changes, Late Running Vehicles, and "No Shows"

If last minute requests are received by our unit, the dispatcher will look at the day's schedule to see if we can accommodate the request. If we are unable at the specified time, we work with the passengers and the ACJFS transit unit to adjust their time to fit into the current schedule, if possible. If this scenario is not possible, we check to see if a reschedule is possible. If not, the call slip is sent back to ACJFS. However, generally, details are worked out to accommodate both parties.

"No shows" are handled on an individual basis. If a client is a repeat offender, the CNP transit unit communicates with ACJFS and cooperative steps are taken to address the issue.

h. Assurance Regarding 90% of Shared-Ride Trips

With our scheduling software, we can continually monitor our fleet of vehicles in service and adjust, as necessary. We are continuously communicating with the passengers and drivers to ensure reasonable accommodation are met to and from

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destinations.

i. Reporting of Incidents and Accidents

Country Neighbor will report all incidents, accidents, and complaints, per the bid specification to ACJFS.

C. Geographical Service Area

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

ERT is generally within the county, but we have the capacity to go out of the county, if necessary.

D. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help people remain independent by providing supportive services to enhance their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, personal care, prescription assistance, emergency food assistance, rental/utility assistance, socialization, senior companionship, summer meals for children, recreational, educational, and wellness activities.

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

As the Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters located throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these contract organizations.

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

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

An Organizational Chart is attached.

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E. Provider/Staff Qualifications

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

Associate Director: Assist the Executive Director with the day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

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

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

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

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

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ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
2025 Board Roster

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

COUNTRY NEIGHBOR PROGRAM, INC.
2025 BOARD OF DIRECTORS
ROSTER

Casey O'Brien, President
Village Station
401 South Street
Chardon, OH 44024
Attorney At Law
Office: 440-437-5295
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: January 30, 2006
Email: Casey@peteribold.com

Dan Reel, Vice-President
12350 Winchell Road
Concord Township, OH 44024
Reel's Auto Sales
Work: 440-437-5893
Mobile: 440-319-1247
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: March 30, 2015
Email: dan@reelsauto.com

Rick Huffman, Secretary/Treasurer
5901 Route 6
Hartsgrove Twp, OH 44085
Contractor/Business Owner
Home: 440-474-9042 c: 440-990-9532
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: November 7, 2016
Email: rickhuffman@gmail.com

Jodie Hitchcock
6485 Footville Richmond Road
Andover, OH 44003
Accountant
Cell: 440-813-6627
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: jhitchcock@eliteaccountingoh.com

Bonnie Brockway
2233 Brown Road
Jefferson, OH 44047
Retired: School Treasurer
Home: 440-576-8126
Alternate: 440-813-4958
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: bbrockway64@gmail.com

Angela Thomas
8695 Troutman Road
Orwell, OH 44076
Ashtabula County Developmental Disabilities
Cell: 440-474-3600
Term Begins: February 10, 2023
Term Ends: January, 2026
Date Elected: February 10, 2020
Email: thomasaa91@gmail.com

Sheri Nellis
6589 State Route 45
Bristolville, OH 44402
Office Administrator
Cell::330-442-5578
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 27, 2025
Email: NYEve1961@aol.com

John Pizon
383 East Jefferson Street
Jefferson, OH 44047-1105
Retired: First Energy (Electrical Engineer)
Home: 440-576-2447
Alternate: 440-437-6368
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: August 23, 2010
Email: john.pizon@gmail.com

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Kathleen Wolf
5129 Lenox New Lyme Road
Jefferson, OH 44047
Retired: Long Term Care
Home: 440-294-2368
Alternate
Term Begins: January, 2025
Term Ends: January, 2028
Date Elected: January 28, 2002
Email: KathleenWolf@yahoo.com

Sally Kennedy
1000 Middle Road
Conneaut, OH 44030
Retired: Health Commissioner
Home: 440-593-3087
Alternate: 440-789-9441
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2021
Email: kennedysally08@gmail.com

Ghassan Saikaly
4409 East Union Road
Dorset, OH 44032
Retired: Geauga Cty Water & Sewer Dept
Home: 440-293-6648
Cell: 440-536-2064
Term Begins: January 29, 2024
Term Ends: January, 2027
Date Elected: May 24, 2010
Email: gsaikaly@embarqmailcom

Randy Gentry
PO Box 1382
Andover, OH 44003
Law Enforcement
Work:
Mobile: 440-645-3543
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: September 28, 2015
Email rlgentry97@gmail.com

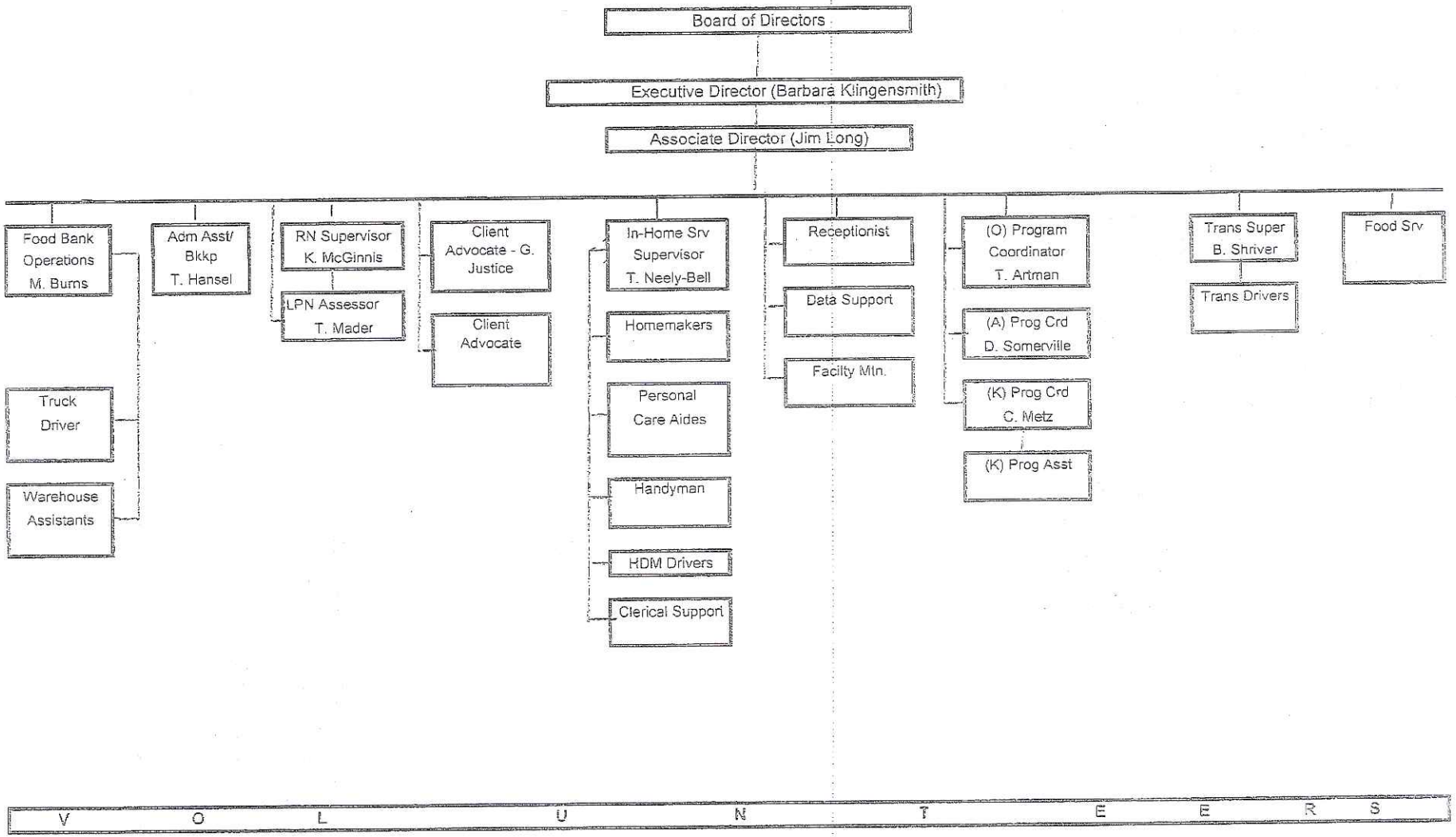
Daniel Claypool
5239 Lake W Road, Unit 306
Ashtabula, OH 44004
Retired: Law Enforcement
Mobile: 440-969-4913
Term Begins: January, 2023
Term Ends: January, 2026
Date Elected: June 5, 2023
Email: dclaypool@roadrunner.com

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ACJFS #4-25

Country Neighbor Program, Inc.
Health Related Transportation
Employment Related Transportation
Section 3
Program Planning and Development
Organizational Chart

COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



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Exhibit II

(Budget)

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc. (Health Related Transportation)	
Date From: October 1, 2025	**To: September 30, 2026**

	Amount
I. Staff	
A. Salaries	$ 227,613.00
B. Payroll-Related Expenses	$ 22,162.00
Total Staff Costs	$ 249,775.00
II. Operations	
A. Travel and Short-Term Training	$ 550.00
B. Consumable Supplies	$ 29,685.00
C. Occupancy Costs	$ 13,690.00
D. Contract and Professional Services	$ 57,850.00
E. Other - Miscellaneous	$ 29,950.00
Total Operational Costs	$ 131,725.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 381,500.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 381,500.00

Budget Computation

Total Operating Expenses	$	381,500.00
Divided by Total Operating Units		175,000
= Unit Rate	$	2.18

Unit Rate	$	2.18
X number of units purchased		175,000
= Total Contract Amount	$	381,500.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 91,250.00	Annual	27.00%	$ 24,640.00
Associate Director	$ 61,000.00	Annual	20.00%	$ 12,200.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	28.00%	$ 11,410.00
In-Home Serv Supervisor	$ 32,240.00	Annual	7.91%	$ 2,550.00
Recept/Data Sup/Backup Recpt	$ 84,760.00	Annual	9.75%	$ 8,268.00
Transportation Supervisor	$ 35,875.00	Annual	48.78%	$ 17,500.00
Transportation Assistants	$ 30,160.00	Annual	71.35%	$ 21,520.00
Drivers	$ 352,045.00	Annual	36.58%	$ 128,775.00
Facility Maintenance	$ 8,970.00	Annual	8.36%	$ 750.00
Total Salaries				$ 227,613.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 17,412.00
Worker's Compensation	$ 3,050.00
Unemployment Insurance	$ 750.00
Retirement Expenses	$ 600.00
Hospitalization	$ -
Other (Life Insurance)	$ 350.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 22,162.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: (IRS Rate - 0.70)	$ 50.00
Short-Term, Training	$ 500.00
Total Travel and Short-Term Training	$ 550.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 1,110.00
Cleaning Supplies	$ 575.00
Other *(Fuel)*	$ 28,000.00
Other *(identify)*	
Total Consumable Supplies	$ 29,685.00

II. C. Occupancy Costs

	Amount
Rent	$ 4,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 100.00
Utilities (if not included in rent) must be itemized	
Heat	$ 540.00
Electric	$ 1,920.00
Water	$ 100.00
Telephone	$ 6,590.00
Sewer	$ -
Other *(Garbage)*	$ 240.00
Other *(identify)*	
Total Occupancy Costs	$ 13,690.00

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

Identify Each Contract of Service	Amount
Audit	$ 3,500.00
Technology & Software	$ 7,500.00
D&O Insurance	$ 750.00
Employee Testing	$ 1,200.00
Contract Labor	$ 500.00
Cyber Insurance	$ 500.00
Liability Insurance	$ 3,900.00
Vehicle Insurance	$ 40,000.00
Total Contract & Services Costs	$ 57,850.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 1,200.00
Advertising	$ 250.00
Equipment Maintenance	$ 250.00
Vehicle Maintenance	$ 28,000.00
Small Equipment Expense	$ 150.00
Miscellaneous Expense	$ 100.00
Total Miscellaneous Costs	$ 29,950.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount (9)
Total Equipment Depreciation				$ -	$ -	$ -		$ -

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

Item	Quantity	Amount
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Total Other Resources	$ -

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Country Neighbor Program

Rate / Fee Schedule and Definitions:

Rate Type:	Rate Amount:	Definition Specifications:
Unit Cost Per Mile:	$ 2.18	Country Neighbor charges a flat, per mile fee of $2.18. There are no additional fees for "wait time" or "lift drops". Mileage begins from our Home Vehicle Lot at: 2693 State Route 322, Orwell, Ohio and back unless the vehicle is already out in service. If the vehicle is in service, mileage begins from the drop off point of the previous passenger to the new passenger's pick-up address, then to their destination and back home. Or, back to the Home Vehicle Lot if there are no further trips scheduled for the given driver.
Round Trip - Flat Rate per mile	$ 2.18	A "round trip" starts when leaving a specified location (Home Lot or the last drop off destination of previous customer), pick up the customer, take them to their destination, and return them to their home. If the driver has no other runs scheduled, then the trip ends at the Country Neighbor Home Vehicle Lot. If the driver has another run, then the trip ends at the customer's return home.
Shared Rides:	NA	If all riders utilize the same funding source, the total trip miles are divided by the number of individuals sharing that trip and each individual is billed their share. If different funding sources, all going to the same destination area, the total trip miles are divided equally by the number of individuals and billed as such to each funding source.

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:33 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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.

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Contract No.: 26-3006-HRT

FISCAL OFFICER'S CERTIFICATE
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$95,375.00**, and free from any previous encumbrances.

Agreement Title: A **Health Related Transportation Contract** between **Ashtabula County Job & Family Services** and **County Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Contract No.: 26-3006-HRT

Signature Page

Re: An agreement between Ashtabula County Job & Family Services and **Country Neighbor Program, Inc.** for a **Health Related Transportation Contract for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/28/25

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **Country Neighbor Program, Inc.**, located at: **39 South Maple Street, P.O. Box 212, Orwell, Ohio 44076** and whose phone number is: **440-437-6311**, (hereinafter referred to as the "Subgrantee") to provide **Home Delivered Meals** 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 **Country Neighbor Program, Inc.**

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.

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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.

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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, 2025,** through **September 30, 2026,** 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: **$ 62,444.00**

The unit rate is: **$8.92 per meal** per service code **720-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

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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,

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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

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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.

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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;

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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: 39 South Maple Street, P.O Box 212, Orwell, OH 44076**.

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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

9/18/2025
Date

Signed by:

Barbara Klingensmith

9AC9C4BA074947A...

Country Neighbor Program, Inc.

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

Signed by:

Casey Kozlowski

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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

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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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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ATTACHMENT A
TITLE XX SOCIAL SERVICES
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Country Neighbor Program, Inc.

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

PHONE: (440)437-6311 FAX: (440)437-1031

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1331627

EXECUTIVE DIRECTOR/DIRECTOR: Barbara Klingensmith

PROGRAM COORDINATOR: Tresa Neely-Bell EMAIL: tresa.neely@countryneighbor.org

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

TERMS AND CONDITIONS

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

TITLE: Executive Director DATE: July 9, 2025

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HOME DELIVERED MEALS
COUNTRY NEIGHBOR PROGRAM, INC.

PROGRAM PLANNING AND DEVELOPMENT

A. Program Description and Proposed Service

Country Neighbor proposes to provide 7,000 hot home delivered meals for 40 unduplicated individuals throughout the southern fifteen townships of Ashtabula County at a unit rate of $8.92 per meal for a total contract cost of $62,440. The unit rate is approximately a 1% increase over last year, which was $8.83. The increase is necessary due to the rising cost of operations (food, packaging, utilities, insurance, etc.) and the need to offer competitive wages to attract and retain qualified employees.

We propose using Title XX to serve home delivered meals for income eligible individuals with a verified need.

All the meals are home cooked and prepared at our Orwell facility, Monday through Friday. Country Neighbor has four routes which cover the southern three tiers of townships.

Throughout the southern half of Ashtabula County, the only funding source for home delivered meals is the Ashtabula County Senior Services Levy and Title XX. Generally, we use Title XX for individuals under the age of 60 which is the only funding source CNP has to serve them.

All meals are packaged in a plastic tray which is dual oven approved, either microwave or conventional oven. The tray is also freezer safe. It is not hot to the touch unlike the aluminum trays. The lidding is a clear plastic that is heat sealed with a special machine. The participants have expressed a great deal of satisfaction with our delivery system.

The home delivered meal program does more than "just" meet the client's nutritional need. It provides daily contact with individuals who, often do not have anyone else to check on them. It also provides a warm, friendly smile and conversation in many lonely, isolated lives of our south county neighbors. Over the years, our drivers have found clients who have fallen, suffered serious illness/injury or even passed on.

B. Summary of Service

Hot home delivered meals are delivered five days per week throughout the fifteen southern townships in Ashtabula County. All meals are prepared and packaged at the Orwell facility, 39 South Maple Street. Upon referral and after

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completed assessment, clients can usually expect service to begin within 24 to 48 hours.

The kitchen staff begin at 6:00 a.m., and end their day between 2:30 and 3:00 p.m. Drivers begin delivering meals at approximately 9:15 a.m. Country Neighbor's office hours are 7:00 a.m. to 5:00 p.m.

Country Neighbor proposes to provide a total of 7,000 Title XX meals for 40 unduplicated individuals. Client needs, likes and dislikes are considered when planning the menu. All menus are approved by a licensed dietician. We contract with Ashtabula County Community Action Agency for the dietician. All meals are labeled with production date, ingredient label and "special" meals have the client's name, so the driver knows where each meal goes.

Prior to starting services, a complete Service Intake and Assessment tool is completed by the Assessor via face-to-face contact. The Intake Assessment is more in depth and includes name, address, telephone number, date of birth, demographics, financial information, ADL/IADL, service plan, and emergency protocol. All clients will be requested to sign a Release of Information and HIPPA Form. Home delivered meal service will begin within 24 to 48 hours of completed assessment.

Upon assessment, all clients are assigned a priority number based on a point system from a Nutritional Risk Checklist. A copy of Home Delivered Meal Checklist is included in our RFP packet. Priorities range from level 1 which is of the greatest need to level 5 which is the lowest priority. If we have a wait list, only level ones and twos are put on it. If an individual is a 3 or higher, we let them know they do not currently meet the priority level, however, if their situation changes, contact us for a re-visit.

When clients are on a wait list, the supervisor tracks by spreadsheet the individual's name, date of assessment, priority level, birth date and township. Clients of greatest need are the first ones off the list. Referrals from Adult Protective are provided service immediately. Country Neighbor tries to move individuals off the wait list as soon as a slot becomes available.

Our experience with all In-Home Services is that the health of our participants is more frail with frequent hospitalizations. Sometimes these become extended with rehabilitation stays or institutionalization (long term or short term). Therefore, the units of services in these programs tend to fluctuate.

C. Geographic Service Area

Country Neighbor serves the southernmost fifteen townships in Ashtabula County, east to west to include Windsor, Orwell, Colebrook, Wayne, Williamsfield, Andover, Cherry Valley, New Lyme, Rome, Hartsgrove,

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Trumbull, Morgan, Lenox, Dorset, and Richmond.

D. **Gaps in Service**

Currently, the only funding source for individuals under the age of 60 in "south county" for home delivered meals is Title XX. Funding limitations create the gap.

E. **Limitations in Meeting Conditions of An Agreement**

I do not believe that there will be limitations in Country Neighbor meeting the conditions of an agreement.

F. **Organizational Structure**

Country Neighbor began in 1977 and was incorporated in March of 1981. The mission of the organization is to help individuals remain independent by providing supportive services thus enhancing their quality of life. Country Neighbor provides a wide variety of services to include, but not limited to, homemaker, chore, transportation, home delivered meals, congregate meals, summer meals for children, personal care, prescription assistance, emergency food, rental/utility assistance, socialization, wellness education, and activities.

Our service area for home delivered meals consists of the southernmost fifteen townships in Ashtabula County and the northernmost fifteen townships in Trumbull County.

As the Ashtabula County Food Bank, Country Neighbor serves twenty-six emergency food pantries, four soup kitchens/senior feeding sites, and two shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to these partner organizations.

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

(An Organizational Chart is attached.)

G. **Board of Trustees**

Country Neighbor is governed by a thirteen-member Board of Directors who meet once per month, generally on the last Monday of each month.

(Board Roster attached)

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H. Job Duties of Project Director

In Home Services Supervisor: Responsible for overall Intake and Assessment duties when clients are referred to home delivered meals, the ongoing monitoring of each client, client contact, and quality assurance of the meals. Also, to assist the Executive Director with overall administration of the program in day-to-day operations of the agency.

I. Job Description of Project Personnel

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project. She has been with the organization since 1983.

Associate Director: Assist with oversight, assessment and referral process of the program. Also assist the Executive Director with the day-to-day operations of the program.

Administrative Assistant/Bookkeeper: Assist with human resources, fiscal responsibilities, payroll and financial reporting. This position supports the Executive Assistant.

Receptionist/Back up Receptionist/Data Support Specialist: Cover the desk, answer telephone, direct clients, daily clerical responsibilities of the home delivered meals program, such as data collection/entry into the database, run daily delivery sheets for drivers, review of daily service delivery sheets

Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen and facility.

Home Delivered Meal Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Staff: The responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, and assisting with quality assurance.

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ACJFS #3-25

Country Neighbor Program, Inc.
Home Delivered Meals
Section 3
Program Planning and Development Documents
Client Intake Tools

Title XX Social Services Application

Section I – Identifying Information:

Agency Use Only:

Applicant Name:	Other name(s) the applicant is, or has been, known by:	Case Name:
Address: _____ (street) _____ (city) (zip code)	Social Security Number:	Case Number:
	Date of Birth:	Date Received:
	Telephone Number:	☐ Initial Application ☐ Redetermination

Section II – Household and Income Information:

Directions: Enter the names of all people living in the household, their relationship to the applicant, date of birth, and Social Security Numbers. If additional space is needed, use an additional page. Income must be listed for all people in the household with both earned and/or unearned income. Source of Income: For earned income, list the name of your employer. For unearned income, list the type of income such as: unemployment, Social Security, SSI, OWF, child support, etc.... Income frequency is how often you receive the listed income; examples are: weekly, bi-weekly, bi-monthly, monthly, etc.... Income amounts must be listed as gross, monthly amounts, or the amounts before deductions. Gross monthly income is determined as follows: For weekly income, multiply by 4.3 to determine monthly amount. For bi-weekly frequency, multiply by 2.15 for monthly amount. For bi-monthly frequency, multiply by 2 for monthly amount. Verification date is the date proof of income is received. A copy of the actual documentation used to verify income must be stapled to the application.

Agency Use Only:

Name:	Relationship to Applicant	Date of Birth:	Social Security No.:	Source of Income:	Income Frequency:	Gross Monthly Income Amount:	Verification Date:
	Self						

Total Number of Household Members: _____ Total Household, Gross, Monthly Income: $_____

APPLICANT RIGHTS & RESPONSIBILITIES:

☐ You have the **RIGHT** to request a state hearing if you are not in agreement with any action, or lack of action, taken as result of this application.
☐ You are **RESPONSIBLE** to report any information, or changes in information, that may change your eligibility for Title XX with in ten (10) days of the change.
☐ You are **RESPONSIBLE** to provide documentation to substantiate your eligibility.

By my signature below, I certify that the information given on this application is correct and I agree to promptly report any changes in the information. I give consent to the agency to make whatever contacts are necessary to determine my eligibility and I here by authorize the release of any information necessary to determine my eligibility for Title XX social services. This application must be signed by the applicant, or Authorized Representative acting on behalf of the applicant. A signature date must be entered.

Signature of Applicant and/or Authorized Representative:	Date:

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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: Country Neighbor Program, Inc.	Applicant Name:
Name of Eligibility Determiner:	Case Number:

Eligibility Determination:

☐ Date application was received at provider agency:
☐ Action taken: Approved / Denied (circle one) -- Date:_____
☐ Number of people in household: _____
☐ Residency Verification (attach copy):_ Photo of lease
☐ Total Household Income (attach verification): $_____
☐ Eligibility Dates: From: _____To: _____

Eligibility Category
☐ Services Provided for Free
☐ Services provided for fee – Fee Amount: $_____
☐ 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:**

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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 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:***_____

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COUNTRY NEIGHBOR PROGRAM, INC.

CONSUMER SUMMARY

ASSESSMENT DATE: _____ STAFF INITIALS: _____

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TOWNSHIP: _____ STATE: Ohio

PHONE: _____

DATE OF BIRTH: _____

HAS CONSUMER HAD SERVICE IN THE PAST ? YES ☐ NO ☐

IF YES WHEN ? _____

SERVICE REQUESTED

		START DATE	STAFF INITIALS
ASHTABULA COUNTY PERSONAL CARE	☐		
ASHTABULA COUNTY HOMEMAKER	☐		
ASHTABULA COUNTY HOME DELIVERED MEALS	☐		
ASHTABULA COUNTY CHORE (HANDY MAN) circle one: LAWN - SNOW - HANDY MAN - SMOKE DETECTOR	☐		
PRESCRIPTION ASSISTANCE	☐		
ASHTABULA COUNTY TRANSPORTATION (ADVISE CLIENT *HE / SHE* HAS TO MAKE *INITIAL* CALL TO JOB AND FAMILY SERVICES)	☐		
ASHTABULA COUNTY SUPPORTIVE SERVICE	☐		

		START DATE	STAFF INITIALS
TRUMBULL COUNTY PERSONAL CARE	☐		
TRUMBULL COUNTY HOMEMAKER	☐		
TRUMBULL COUNTY HOME DELIVERED MEALS	☐		
TRUMBULL COUNTY SUPPORTIVE SERVICE	☐		

PASSPORT PERSONAL CARE	☐		
PASSPORT HOME DELIVERED MEALS	☐		
PASSPORT HOMEMAKER	☐		

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Basic NAPIS Intake

1. General Information

1.A. Assessment Information (Date, type, etc.)

1. What is the date of the assessment?

____/____/_____

2. Specify the type of assessment, or the reason for the assessment.

- ☐ 1 - Initial assessment
- ☐ 2 - Reassessment

3. What is the name of the person conducting this assessment?

4. What is the name of the agency the assessor works for?

1.B. Client Identification

1.a. Enter the client's name prefix/salutation.

1.b. What is the client's last name?

1.c. What is the client's first name?

1.d. What is the client's middle initial?

1.e. Enter the client's name suffix.

2. Enter the primary local client identifier for the client.

3.a. Enter the client's 'also known as' first name.

3.b. Enter the client's 'also known as' last name.

3.c. Enter the client's 'also known as' middle initial.

4. Enter the client's telephone number.

5. What is the client's Pension/Social Security Number?

_____-_____-_____

6. What is the client's date of birth?

____/____/_____

7. Enter the age of the client in years.

8. What is the client's gender?

- ☐ M - Male
- ☐ F - Female

9.a. Enter the client's mailing street address or Post Office box.

9.b. Enter the client's mailing city or town.

9.c. Enter the client's mailing state.

9.d. Enter the client's mailing ZIP code.

10.a. Enter the client's residential street address or Post Office box.

10.b. Enter the client's residential city or town.

Enter the client's state of residence.

Enter the client's residential zip code.

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11. Describe how to get to the client's home.

1.C. Contact Information

1.a. What is the name of the client's primary care physician?

1.b. What is the work phone number for the client's primary care physician?

1.c. What is the home phone number for the client's primary care physician?

1.d. What is the address of the client's primary care physician?

2.a. Name of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.b. Relationship of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.c. Enter the address of person to contact in an emergency.

2.d. Work Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

2.e. Home Telephone Number of Friend or Relative (other than Spouse/Partner) to contact in case of an Emergency.

3.a. What is the name of a key relative or friend (#1) of the client?

3.b. What is the work phone number of the key relative or friend of the client?

3.c. What is the home phone number of the key relative or friend of the client?

2. Demographics

2.A. Demographics and Indicators (Incl. ethnicity, poverty, etc.)

1.a. What is the client's ethnicity?

- [ ] 1 - Hispanic or Latino
- [ ] 2 - Not Hispanic or Latino
- [ ] 3 - Refused

1.b. What is the client's race?

- [ ] American Indian/Native Alaskan
- [ ] Asian
- [ ] Black/African American
- [ ] Hispanic
- [ ] White
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Other
- [ ] Refused

1.c. Specify the client's primary language.

- [ ] A - American Sign Language
- [ ] B - English
- [ ] C - French
- [ ] D - German
- [ ] E - Italian
- [ ] F - Japanese
- [ ] G - Korean
- [ ] H - Mandarin
- [ ] I - Portuguese
- [ ] J - Spanish
- [ ] K - Spanish speaking, reads English
- [ ] L - Vietnamese
- [ ] M - Other

2. Select the client's current marital status.

- [ ] 1 - Single
- [ ] 2 - Married
- [ ] 3 - Separated
- [ ] 4 - Widowed
- [ ] 5 - Divorced
- [ ] 6 - Unavailable

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3. **Indicate the type of residence that the client currently resides in.**

- [ ] 1 - House/mobile home
- [ ] 2 - Private apartment
- [ ] 3 - Private apartment in senior housing
- [ ] 4 - Residential care home
- [ ] 5 - Nursing home
- [ ] 6 - Unavailable
- [ ] 7 - Other

4. **How long has the client lived in her/his current residence?**

- [ ] 1 - Less than 12 months
- [ ] 2 - 1-3 years
- [ ] 3 - 3 years or more

5. **Select the client's current living arrangement.**

- [ ] 1 - Lives Alone
- [ ] 2 - With spouse/partner
- [ ] 3 - Lives with spouse and child
- [ ] 4 - With child/children
- [ ] 5 - Information unavailable
- [ ] 6 - With others

6. **What is the name of the client's spouse/partner?**

_____

_____

_____

_____

7. **Is the client currently employed?**

- [ ] 1 - Yes - full/part time not specified
- [ ] 2 - No

8.a. **Is the client participating in any of the following services or programs?**

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

8.b. **Does the client want to apply for any of the following services or programs?**

- [ ] A - Attendant services program
- [ ] B - Medicaid waiver
- [ ] C - Homemaker program
- [ ] D - Home health aide
- [ ] E - Nursing
- [ ] F - Speech therapy
- [ ] G - Occupational therapy
- [ ] H - Physical therapy
- [ ] I - Home delivered meals
- [ ] J - Emergency lifeline
- [ ] K - Senior companion
- [ ] L - Weatherization
- [ ] M - Congregate meals
- [ ] N - VCIL peer counseling
- [ ] O - Adult day services
- [ ] P - Job counseling/vocational rehabilitation
- [ ] Q - Food stamps
- [ ] R - Fuel Assistance
- [ ] S - Telephone lifeline
- [ ] T - Medicaid
- [ ] U - SSI
- [ ] V - V-script
- [ ] W - QMB/SLMB
- [ ] X - Essential persons program
- [ ] Y - ANFC
- [ ] Z - VHAP
- [ ] 0 - Other

9.a. **How many people are there in the client's household?**

- [ ] 1 - One person
- [ ] 2 - Two people
- [ ] 3 - Three people
- [ ] 4 - Four or more people

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9.b. Specify the client's monthly income.

$

10. Is the client's income level below the national poverty level?

- 1 - Yes
- 2 - No

11. Is the client disabled?

- 1 - Yes
- 2 - No
- 3 - Don't know

12. How many prescription medications does the client take?

2.B. Nutrition

1. Has the client made any changes in lifelong eating habits because of health problems?

- 1 - No
- 2 - Yes

2. Does the client eat fewer than 2 meals per day?

- 1 - No
- 2 - Yes

3. Does the client eat fewer than five (5) servings (1/2 cup each) of fruits or vegetables every day?

- 1 - No
- 2 - Yes

4. Does the client eat fewer than two servings of dairy products (such as milk, yogurt, or cheese) every day?

- 1 - No
- 2 - Yes

5. Does the client sometimes not have enough money to buy food?

- 1 - No
- 2 - Yes

6. Does the client have trouble eating well due to problems with chewing/swallowing?

- 1 - No
- 2 - Yes

7. Does the client eat alone most of the time?

- 1 - No
- 2 - Yes

8. Without wanting to, has the client lost or gained 10 pounds in the past 6 months?

- 1 - No
- 2 - Yes

9. Is the client not always physically able to shop, cook and/or feed themselves (or to get someone to do it for them)?

- 1 - No
- 2 - Yes

10. Does the client have 3 or more drinks of beer, liquor or wine almost every day?

- 1 - No
- 2 - Yes

11. Does the client take 3 or more different prescribed or over-the-counter drugs per day?

- 1 - No
- 2 - Yes

3. ADL's/IADL's

3.A. Activities of Daily Living (ADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform BATHING (include shower, full tub or sponge bath, exclude washing back or hair)?

- 0 - Independent
- 1 - Supervision
- 2 - Requires assistance sometimes
- 3 - Mostly dependent
- 4 - Totally dependent
- 5 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform DRESSING?

- 0 - Independent
- 1 - Supervision
- 2 - Limited Assistance
- 3 - Extensive Assistance
- 4 - Total Dependence
- 5 - Activity did not occur

3. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TOILET USE?

- 0 - Independent
- 1 - Supervision
- 2 - Sometimes dependent
- 3 - Mostly dependent
- 4 - Totally dependent
- 5 - Activity does not occur

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4. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSFER?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Minimal assistance required
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Activity does not occur

5. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform EATING?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Sometimes dependent
- [ ] 3 - Mostly dependent
- [ ] 4 - Totally dependent
- [ ] 5 - Unknown

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform WALKING IN HOME?

- [ ] 0 - Independent
- [ ] 1 - Supervision
- [ ] 2 - Limited Assistance
- [ ] 3 - Extensive Assistance
- [ ] 4 - Total Dependence
- [ ] 5 - Activity did not occur

3.B. Instrumental Activities of Daily Living (IADL)

1. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MEAL PREPARATION?

- [ ] 0 - Independent
- [ ] 1 - Sometimes dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

2. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform MANAGING MEDICATIONS?

- [ ] 0 - Independent
- [ ] 1 - Needs reminders
- [ ] 2 - Somewhat dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

3. Specify the client's ability to manage money.

- [ ] 0 - Completely independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Completely dependent
- [ ] 4 - Activity does not occur

4. Specify the client's ability to perform heavy housework.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

5. Specify the client's ability to perform light housekeeping.

- [ ] 0 - Independent
- [ ] 1 - Needs assistance sometimes
- [ ] 2 - Needs assistance most of the time
- [ ] 3 - Unable to perform tasks
- [ ] 4 - Activity does not occur

6. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform SHOPPING?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Activity does not occur

7. During the past 7 days, and considering all episodes, how would you rate the client's ability to perform TRANSPORTATION?

- [ ] 0 - Independent
- [ ] 1 - Somewhat dependent
- [ ] 2 - Mostly dependent
- [ ] 3 - Totally dependent
- [ ] 4 - Unknown

8. Rank the client's ability to use the Telephone.

- [ ] 0 - Independent
- [ ] 1 - Able to perform but needs verbal assistance
- [ ] 2 - Can perform with some human help
- [ ] 3 - Can perform with a lot of human help
- [ ] 4 - Cannot perform function at all without human help
- [ ] 5 - Paramedical services needed

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Title : _____ Date

Title : _____ Date

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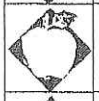
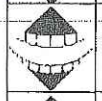
Print Form

Form
ODA0010
(Rev. 05/28/2009)
Ohio Department of Aging

Determine Your Own Nutritional Health

What you eat does affect your health. Use this checklist to find out if you or someone you know is at nutritional risk.

Instructions: For each question, answer "yes" or "no". Then circle the number that appears in the appropriate column. Add the circled numbers to determine your total score.

	Nutrition Checklist	Yes	No
	1. Have you made any changes in lifelong eating habits because of health problems?	2	
	2. Do you eat fewer than two (2) meals a day?	3	
	3. Do you eat fewer than five (5) servings (1/2 cup each) of fruits and vegetables every day?	1	
	4. Do you eat fewer than two (2) servings of dairy products (such as milk, yogurt, or cheese) every day?	1	
	5. Do you sometimes not have enough money to buy food?	4	
	6. Do you have trouble eating well due to problems with chewing/swallowing?	2	
	7. Do you eat alone most of the time?	1	
	8. Without wanting to, have you lost or gained ten (10) pounds in the past six (6) months?	2	
	9. Are you not always physically able to shop, cook, and/or feed yourself (or to get someone to do it for you)?	2	
	10. Do you have three (3) or more drinks of beer, liquor, or wine almost every day?	2	
	11. Do you take three (3) or more prescription or over-the-counter drugs per day?	1	
	Total Score Today		

Total your score from the Nutrition Checklist. If it's:

0 - 2.... Good! Recheck you nutritional score in six (6) months.

3 - 5.... You are at moderate nutritional risk. See what you can do to improve your eating habits. Your office on aging, senior nutrition program, senior citizens center, health department and/or physician can help. Recheck your score in three (3) months.

6 or more.... You are at high nutritional risk. Talk with your doctor, dietitian or other qualified health or social service professional about any problems you may have. Ask for help to improve your nutritional health.

Adapted from the Determine Your Nutritional Health Checklist developed by the Nutrition Screening Initiative, Washington, DC.

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC
HOME DELIVERED MEALS INFORMATION SHEET
DIET NEEDS

Allergies to Food or Medication: _____

_____

_____

Diabetic? Yes:_____ No:_____

Special Diet? Yes:_____ No:_____

Explain Diet: _____

_____

Foods that can't be taken with certain medications _____

_____

Food Dislikes: _____

Assessor Recommendation Temporary? Yes No

Recommended length of time _____

Comments: _____

_____

_____

_____

LPN Signature_____ Date:_____

RN Signature _____ Date: _____

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM, INC

HOME DELIVERED MEALS PRIORITIZATION CHECKLIST

Consumers who live alone, are homebound, and with an identified high level (12 or more) nutrition risk receives 15 points ____

Consumers who live alone, are homebound, and with an identified moderate level (8 to 11) nutrition risk receives 10 points ____

Consumers with a high nutrition risk and some family or community support receive 5 points ____

Consumers with Hospice, PASSPORT, Adult Protective Services receive 5 points ____

TOTAL PRIORITY POINTS ____ PRIORITY LEVEL ____

Have you had to make changes in lifelong eating habits due to illness or a medical condition?	No ____	Yes ____ 2
Do you eat fewer than 2 meals per day?	No ____	Yes ____ 2
Do you eat fewer than 5 ½ cup servings of each, fruits and vegetables, each day	No ____	Yes ____ 2
Do you eat fewer than 2 servings of dairy products each day?	No ____	Yes ____ 1
Do you have 3 or more alcohol drinks each day?	No ____	Yes ____ 1
Are you significantly visually impaired or legally blind?	No ____	Yes ____ 3
Do you have tooth or mouth problems which make it difficult to eat, chew, or swallow?	No ____	Yes ____ 2
Do you take 3 or more prescription or over the counter medications each day?	No ____	Yes ____ 3
Are you sometimes unable to shop for groceries?	No ____	Yes ____ 2
Are you sometimes unable to prepare meals?	No ____	Yes ____ 2
Do you eat alone most of the time?	No ____	Yes ____ 1
Without wanting to, have you lost or gained ten (10) pounds in the last 6 months?	No ____	Yes ____ 2
Do you have any additional concerns not yet discussed that impact your ability to prepare and/or consume meals independently?	No ____	Yes ____

If yes, please list _____

_____

_____

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CLIENT NAME:

Assessor's comments _____

_____

_____

_____

_____

_____

LPN Signature _____ Date_____

RN Signature _____ Date_____

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM
MEDICATION SHEET

Medication	Dose	Frequency

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COUNTRY NEIGHBOR PROGRAMS, INC
Client Case Notes

DATE	STAFF INITIALS	CLIENT NAME
		Signatures:
		Client:
		Staff:
		Supervisor:
		CNP Staff reporting to Case Manager:
		Name of Case Manager:
		Date and time:

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CLIENT NAME:

COUNTRY NEIGHBOR PROGRAM (CNP) NOTICE OF PRIVACY PRACTICES

EFFECTIVE APRIL 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ THIS NOTICE CAREFULLY.

The Health Insurance & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "HIPPA", CNP has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

HOW CNP MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

When you become a client of CNP, we will use your health information with CNP and disclose your health information outside CNP for the reasons described in this Notice. The following categories describe some of the ways that we will use and disclose your health information.

Care: CNP may use your health information to coordinate or manage your care within the Agency and with other individuals outside of the Agency involved in your care, such as your attending physician and other health care professionals. For example, certain service providers involved in your care need information about your medical condition in order to deliver appropriate services.

To Obtain Payment: CNP may include your health information in invoices to collect payment from third parties for the care you receive through CNP. For example, some health information is transmitted to the Ohio Department of Aging and the Ohio Department of Job and Family Services when billing transactions are conducted.

Operation: We may use your health information for our operations. These uses and disclosures help us operate and improve services. For example, we may use your health information to review the care you received and to evaluate the performance of our staff in caring for you. We may also combine health information about many clients to identify new services to offer, what services are not needed, and whether certain services are effective. We may also disclose information for learning and quality improvement purposes. We may remove information that identifies you so people outside CNP may study your data without knowing who you are.

Appointment Reminders: We may use and disclose information to schedule appointments for you as a reminder that you have an appointment.

Legal Matters: We will disclose information about you outside CNP when required to do so by federal, state, or local law, or by the court process. We may disclose health information to help control the spread of disease or to notify a person whose health or safety may be threatened. We may disclose health information to a health oversight agency for activities authorized by law, such as for adults, investigations, inspections and

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licensure.

Report Abuse, Neglect, or Domestic Violence: CNP is allowed to notify government authorities if CNP believes a client is the victim of abuse, neglect, or domestic violence. CNP will make this disclosure only when specifically required or authorized by law or when the client agrees to the disclosure.

Worker's Compensation: CNP may release your health information for worker's compensation or similar programs.

AUTHORIZATIONS FOR OTHER USES AND DISCLOSURES

As described above, we will use your information to provide services and evaluate effectiveness of services.

YOUR RIGHTS REGARDING HEALTH INFORMATION

Right to Accounting: You may request an accounting, which is a listing of the entities or persons (other than yourself) to whom CNP has disclosed your health information without your written authorization. The accounting would not include disclosures for CNP services. Your request for an accounting of disclosures must be in writing, signed and dated. It must identify the time period of the disclosures for which you are requesting the accounting. We will not list disclosures made before April 14, 2003, or those made earlier than 6 years before your request. Your request should indicate the form in which you want the list (for example, on paper or electronically). You must submit your written request to CNP. We will respond to you within thirty (30) days if the requested information is maintained and accessible on site, within sixty (60) days if the requested information is maintained off site. CNP charges a reasonable, cost-based fee for copying, labor, and supplies (for instance, paper, computer disks, postage).

Right to Amend: If you feel that information we have about you is incorrect or incomplete, you have the right to ask us to amend your records. Your request for an amendment must be in writing, signed and dated. It must specify the records you wish to amend and the reason for your request. CNP will respond to you within sixty (60) days. We may deny your request; if we do we will tell you why and explain your options.

Right to Inspect and Obtain Copy: You have the right to inspect or obtain copy of your completed records. Your request to inspect or obtain a copy of the records must be submitted in writing, signed and dated, to the records department of the CNP service that maintains the records. We may charge a fee for processing your request. If CNP denies your request to inspect or obtain a copy of your records, you may appeal the denial.

Right to Request Restrictions: You have the right to ask us to restrict the uses or disclosures we make of your health information, but we do not have to agree. You also may ask us to limit the health information that we use or disclose about you to someone who is involved in your care and submitted to CNP. Again, we do not have to agree. The request must be signed and dated, and should also describe information you want restricted, say whether you want to limit the use or the disclosure of the information, or both, and tell us who should not receive the restricted information. You must submit your request in writing to the records department of CNP. We will tell you if we agree with your request or not. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Right to Request Confidential Communications: You have the right to request that we communicate with you about your health in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail. Your request for confidential communications must be in writing, signed and dated. It must identify how or where you wish to be contacted. You need not tell us the reason for your request and we will not ask. You must send your written request to the records department of CNP. We will accommodate all

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reasonable requests.

Right to a Paper Copy of This Notice: You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time.

CHANGES TO THIS NOTICE

CNP may change this Notice at any time. Any changes in the Notice could apply to medical information we already have about you, as well as any information we receive in the future. We will post a copy of the current Notice at each of our facilities. The effective date of the Notice is on the first page.

To File a Complaint: You or your representative have the right to express complaints to CNP and to the Secretary of DHHS if you or your representative believe that your rights have been violated. Any complaints to CNP should be in writing to Tina Hansel, listed below. CNP encourages you to express any concerns you may have regarding the privacy of your information. You will not be retaliated against in any way for filing a complaint. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services, 200 Independence Avenue SW, Washington, D.C. 20201 or call 1-877-696-6775

Contact Person: CNP has designated Tina Hansel as its contact person for all issues regarding client privacy and your rights under the Federal privacy standards. You may contact Tina Hansel at Country Neighbor Program, Inc., P.O. Box 212, 39 South Maple Street, Orwell, Ohio 44076. Telephone number is (440) 437-6311.

I authorize release of any or all information pertaining to my service(s).

The Notice of Country Neighbor Program, Inc. Privacy Practices has been discussed/read/explained to me.

Client Signature:_____ **Date:**_____

Witness Signature/Relationship: _____ **Date:**_____

Provider Signature: _____ **Date:**_____

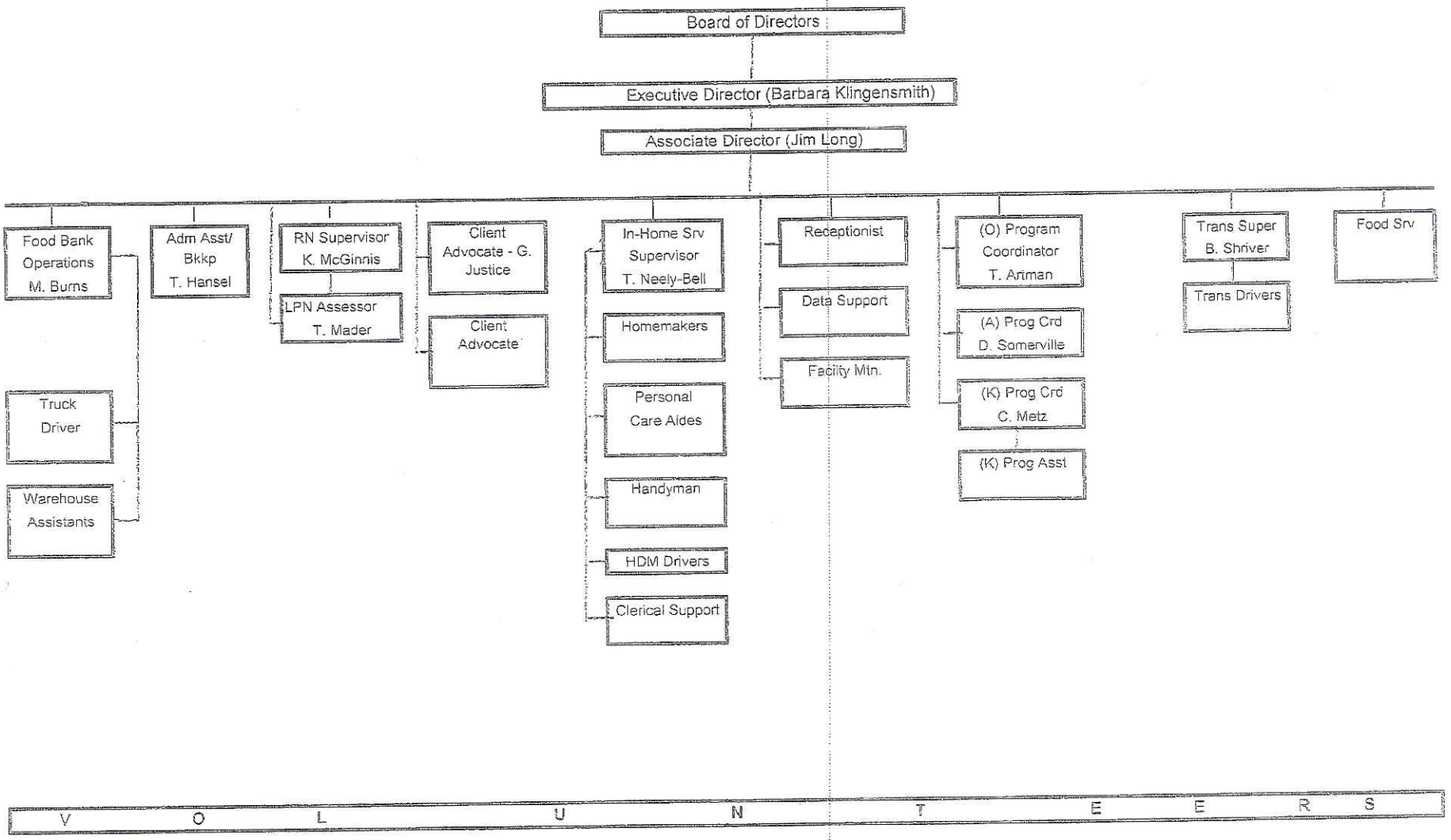
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ACJFS #3-25

Country Neighbor Program, Inc.
Home Delivered Meals
Section 3
Program Planning and Development Documents
Organizational Chart

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COUNTRY NEIGHBOR PROGRAM, INC.
ORGANIZATIONAL CHART



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Exhibit II

Docusign Envelope ID: A431FC03-8AA4-4C9C-B8DD-CB410AE221E2

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc.	
Date From: October 1, 2025	**To: September 30, 2026**

	Program	Title XX
I. Staff		
A. Salaries	$ 151,899.00	$ 26,833.00
B. Payroll-Related Expenses	$ 14,785.00	$ 2,627.00
Total Staff Costs	$ 166,684.00	$ 29,460.00
II. Operations		
A. Travel and Short-Term Training	$ 1,750.00	$ 400.00
B. Consumable Supplies	$ 131,630.00	$ 27,000.00
C. Occupancy Costs	$ 5,982.00	$ 1,476.00
D. Contract and Professional Services	$ 8,485.00	$ 1,460.00
E. Other - Miscellaneous	$ 12,405.00	$ 2,705.00
Total Operational Costs	$ 160,252.00	$ 33,041.00
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ 750.00	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ 750.00	$ -
Sub- Total of All Costs	$ 327,686.00	$ 62,501.00
IV. Minus Other Program Resources	$ 4,833.00	$ 61.00
Total Program Costs	$ 322,853.00	$ 62,440.00

Budget Computation

Total Operating Expenses	$ 322,853.00	$ 62,440.00
Divided by Total Operating Units	36,400.00	7,000.00
= Unit Rate	8.87	8.92

Unit Rate	$ 8.87	$ 8.92
X number of units purchased	36,400.00	7,000.00
= Total Contract Amount	$ 322,853.00	$ 62,440.00

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Executive Director	$ 91,250.00	Annual	1.26%	$ 4,505.00	$ 1,150.00
Associate Director	$ 61,000.00	Annual	0.75%	$ 1,360.00	$ 460.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	1.53%	$ 2,625.00	$ 625.00
In Home Services Supervisor	$ 32,240.00	Annual	2.99%	$ 3,461.00	$ 965.00
Recpt/Data Sup/Backup Recpt	$ 26,520.00	Annual	0.54%	$ 1,848.00	$ 143.00
RN/LPNAssessor	$ 31,850.00	Annual	2.98%	$ 5,050.00	$ 950.00
Facility Maintenance	$ 8,970.00	Annual	2.51%	$ 2,025.00	$ 225.00
Home Delivered Meal Drivers	$ 94,860.00	Annual	13.64%	$ 64,315.00	$ 12,935.00
Food Services Support Staff	$ 107,900.00	Annual	8.69%	$ 66,710.00	$ 9,380.00
Total Salaries				$ 151,899.00	$ 26,833.00

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 11,620.00	$ 2,052.00
Worker's Compensation	$ 2,030.00	$ 360.00
Unemployment Insurance	$ 855.00	$ 105.00
Retirement Expenses	$ 120.00	$ 60.00
Hospitalization	$ -	$ -
Other (Life Insurance)	$ 160.00	$ 50.00
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 14,785.00	$ 2,627.00

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: (IRS rate - .70)	$ 1,550.00	$ 350.00
Short-Term, Training	$ 200.00	$ 50.00
Total Travel and Short-Term Training	$ 1,750.00	$ 400.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies	$ 820.00	$ 190.00
Cleaning Supplies	$ 185.00	$ 35.00
Other *(Fuel)*	$ 12,750.00	$ 2,500.00
Other *(Food/Nonfood)*	$ 117,875.00	$ 24,275.00
Total Consumable Supplies	$ 131,630.00	$ 27,000.00

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent	$ 1,620.00	$ 420.00
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs	$ 150.00	$ 50.00
Utilities (if not included in rent) must be itemized		
Heat	$ 1,080.00	$ 180.00
Electric	$ 1,980.00	$ 600.00
Water	$ 240.00	$ 40.00
Telephone	$ 474.00	$ 108.00
Sewer	$ -	$ -
Other *(iGarbage)*	$ 438.00	$ 78.00
Other *(identify)*		
Total Occupancy Costs	$ 5,982.00	$ 1,476.00

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Audit	$ 1,400.00	$ 200.00
Technology & Software	$ 1,860.00	$ 360.00
D&O Insurance	$ 350.00	$ 50.00
Employee Testing	$ 275.00	$ 75.00
Contract Labor	$ 100.00	$ 25.00
Cyber Insurance	$ 50.00	$ 50.00
Liability Insurance	$ 850.00	$ 100.00
Vehicle Insurance	$ 3,600.00	$ 600.00
Total Contract & Services Costs	$ 8,485.00	$ 1,460.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Licensure	$ 325.00	$ 75.00
Advertising	$ 55.00	$ 5.00
Equipment Maintenance	$ 525.00	$ 175.00
Vehicle Maintenance	$ 11,400.00	$ 2,400.00
Miscellaneous Expense	$ 100.00	$ 50.00
Total Miscellaneous Costs	$ 12,405.00	$ 2,705.00

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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

Item	Quantity	Amount Entire Program	Amount for Title XX
Delivery Bags (Hot)	2	$ 300.00	$ -
Delivery Bags (Cold)	3	$ 200.00	$ -
Additional Packaging Equipment		$ 250.00	$ -
Total Small Equipment Purchases		$ 750.00	$ -

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
Participant Donations	$ 4,508.00	$ -
Rebates	$ 325.00	$ 61.00
Total Other Resources	$ 4,833.00	$ 61.00

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **Country Neighbor Program**
Date: **8/28/2025 10:13:33 AM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Harrison County Democratic Executive Committee	80900 Slab Camp Road
Lucas County Republican Party	10 S. Superior St.
Lucas County Republican Party	10 S. Superior Street
Noble County Law Library Association	300 County Court House
Village of Bethel Mayor's Court	

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes 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.

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FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$15,611.00**and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement** between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **Country Neighbor Program, Inc.** for a **Title XX Sub-Grant Agreement for FY 2026.**

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 8/26/25

Docusign Envelope ID: E8F34495-E4E6-4932-BA11-62D6818F0812

Title XX Sub-Grant Agreement

This Sub-Grant Agreement is entered into on the **1st** day of **October 2025** 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 **ARMC Regional Home Health**, located at: **2131 Lake Ave., Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O Box 74757 Cleveland Ohio 44194)** and whose phone number is: **440-992-4663**, (hereinafter referred to as the "Subgrantee") to provide **Personal Care & Homemaker 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 **ARMC Regional Home Health**.

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.

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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.

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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, 2025** through **September 30, 2026** 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: **$41,608.06**.

The unit rate is: **$41.61 per hour of service for Personal Care & Homemaker Services** per service code **721-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

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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

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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

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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.

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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;

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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: 2131 Lake Avenue, Suite 2, Ashtabula, Ohio 44004 (business mailing address: P.O. Box 1428, Ashtabula, Ohio 44005-1428).**

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.

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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

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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.

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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.

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

SIGNATURES:

DocuSigned by:

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

9/18/2025
Date

Signed by:

ARMC Regional Home Health
7BB8AA9221F34D6...

9/18/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

9/24/2025
Date

Signed by:

Ashtabula County Board of Commissioners
72C9CAC40E3D4A8...

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Exhibit I

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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 13, 2025

RFP Number:

ACJFS RFP # 3-25

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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 13, 2025:** RFP Release & Question Period Begins
- **June 24, 2025:** Pre-Proposal Conference and RFP Question Deadline
- **July 11, 2025, by 2:15 pm:** Deadline for Proposals Received by County Commissioners' Office
- **October 1, 2025:** Project Start-Up (tentative):

* **NOTE:** A pre-proposal conference will be held **Tuesday, June 24, 2025, 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 6-24-25 to:**

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

Delivery: **Providers must mail or deliver by 2:15 pm on July 11, 2025:** one (1) master copy and two (2) duplicates (total of 3) 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 #3-25

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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 (1) master copy and two (2) 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, 2025, 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.

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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, 2025, 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 2 copies (3 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

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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, 2025**. 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

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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:

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- 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.

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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.

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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:

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- 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 #3-25.) 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)

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APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: ARMC Home Health

ADDRESS: 2131 Lake Ave Ste 2 Ashtabula, OH 44004

PHONE: 440.992.4663 FAX: 440.992.0681

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1143158

EXECUTIVE DIRECTOR/DIRECTOR: Leanne Frampton

PROGRAM COORDINATOR: Shannon Clark EMAIL: Shannon.Clark@armchealth.org

FISCAL CONTACT: Alanna Dames EMAIL: Alanna.Dames@armchealth.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: Leonard Stepp SIGNATURE: Leonard Stepp

(Note: original signature must be in blue ink)

TITLE: President & CEO DATE: 7/7/2025

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Program Planning and Development

A. Program Description and Proposed Service:
ARMC Home Health proposes to provide 1000 units of personal care and home-making services through Title XX Social Services. Home Health Aides and an overseeing RN will furnish the services. All the aides at ARMC Home Health are Medicare certified. Medicare certified means they have received 80 hours of training and tested out on their skills. Personal care includes assisting the patient with activities of daily living: bathing, grooming, dressing, and application of prosthetic devices. Homemaking includes tasks such as dusting furniture, sweeping, vacuuming, removing trash, kitchen, bedroom and bathroom care, and laundry assistance. A registered nurse (RN) completes the initial assessment. The RN evaluates the extent of the client's functional deficits which indicates the need for additional assistance and develops a plan of care that the home health aide follows under the guidance of a medical provider. The RN visits at least every 60 days for our clients to supervise the home health aide. It is ensure that the aide is maintaining services that are within their scope of practice and that services are being provided in a safe manner.

B. Summary of Service:
ARMC Home Health proposes to provide personal care in one-hour units. Clients are typically scheduled for 1-2 units per Medicare week, Sunday- Saturday. Eligibility is determined by Ashtabula County Title XX eligibility guidelines upon entry to the program and then annually in January of each year.

Title XX Priority Policy will prioritize clients.
The program is geared towards serving low- income clients with functional deficits who do not have the financial assistance, resources or family support to assist with their daily living needs. Part of the assessment process is to determine if the client has other possible resources such as Medicaid or VA benefits to provide care. Title XX is the payer of last resort. The proposed service days and hours are Monday- Friday 8a to 4:30p. The agency is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Referrals for service can be emailed, faxed or called in. Referrals source would include but not be limited to Adult Protective Services, nurses, physicians, social workers, discharge planners, clients, or family members of the clients. A phone call is made to schedule the initial visit and begin obtaining information to screen for priority and appropriateness of services. The RN makes a visit to the home to assess the client's functional status and qualifications as well as conducting evidence-based screenings in relation to fall risk depression, and mental status. The skills of an RN are required for this level of service. The RN is educated and knowledgeable about community resources and will make appropriate referrals if a need to identify through this screening process.

C. Geographic Service Area:
ARMC Home Health services the entire county of Ashtabula.

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D. Gaps in Service:
A waiting list for services will be anticipated due to the large demand from the community
The numbers of units per week may vary depending on staffing levels

E. Limitations in Meeting Conditions of an Agreement:
Staffing constraints is the primary limitation on meeting the conditions of the Agreement and proposed units of service. There has been a growing shortage of healthcare professionals, and it continues to affect and impact everyone in the industry. We currently have one full-time position open for a home health heath aide.
ARMC Home Health also acknowledges that it is not without additional vulnerabilities to other natural or man-made disasters that could potentially affect agency operations. These include but not limited to weather related events, cybersecurity breach, etc. While vulnerabilities exist, ARMC Home Health has an Emergency Disaster Plan and an active committee to assess vulnerabilities to anticipate such events and develop provisions to minimize the impacts of those events.

F. Organizational Structure:
ARMC Home Health was incorporated in June 1974 and operates as a Medicare and Medicaid certified home care agency. The agency is wholly owned subsidiary of Ashtabula Regional Medical Center and operates as a separate entity. The agency has two business lines: acute/ skilled care and non-skilled care. The primary source of support for skilled care is Medicare, Medicaid, Private Insurance, Veteran Association and Worker's Compensation. Skilled care is about 90% of the agency's business. Under nonskilled, we provide long term community support services with funding from United Way, Title XX, Title 3B and the Senior Levy. We also have private pay clients receiving personal care and home-making services. Our clinicians in the field use a geographic service model to promote continuity and coordination of care. The organizational chart is attached.

G. Board of Trustees:
Membership is attached

H. Program Director Job Description:
Job Description are attached

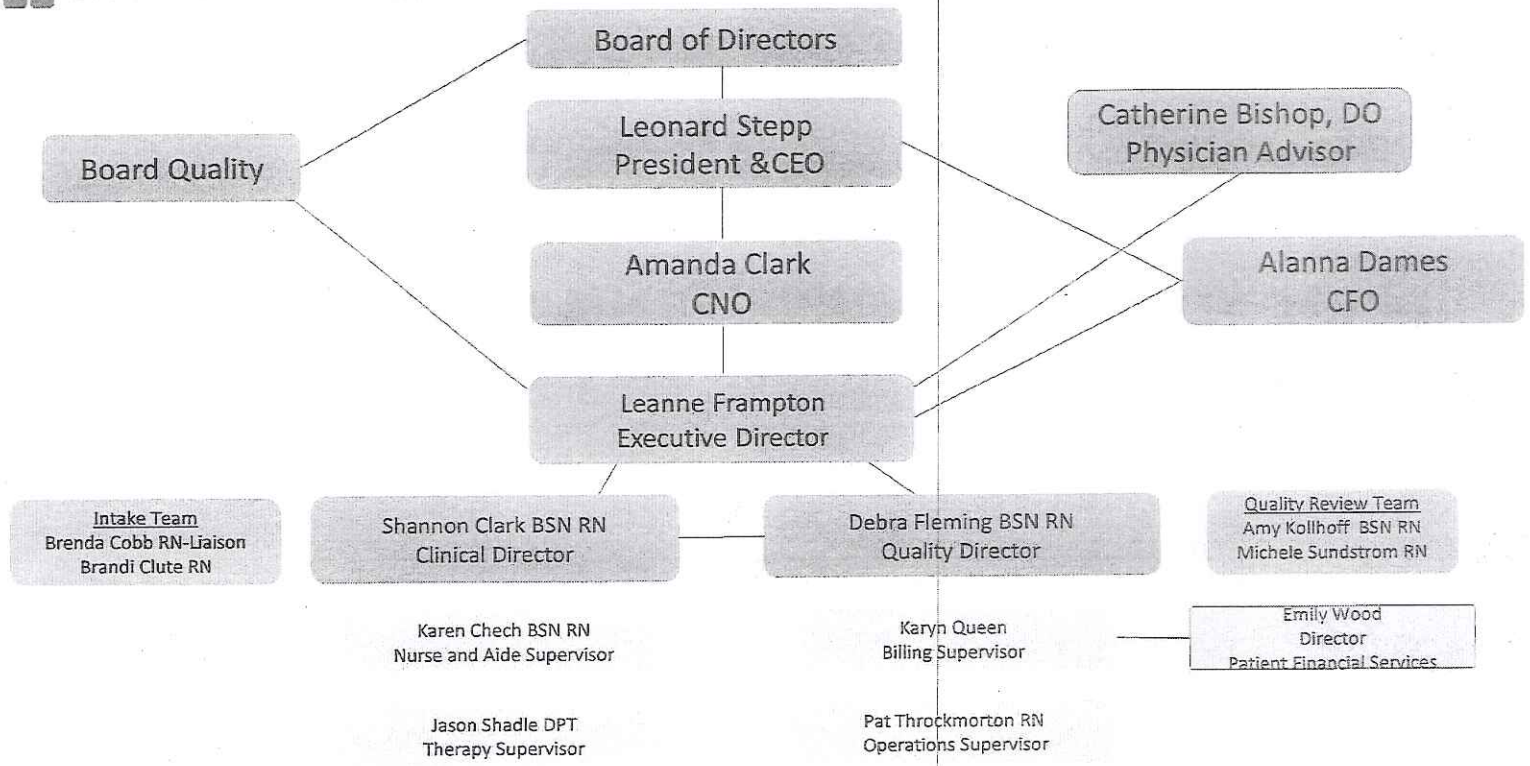
I. Projected Personnel Job Description:
Job Description are attached

ARMC Home Health

ARMC Healthcare System

Cleveland Clinic affiliate

Organizational Chart 2024



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ACMC Regional Home Health

Providing quality care in your home since 1974.

Services we provide:

Skilled Nursing (including Behavioral Health)

- Chronic Disease Management
- Infusion Therapy
- Medication Education
- Pain Management
- Wound and Ostomy Care
- Health Coaching

Physical Therapy

- Home Safety & Fall Prevention
- Neuromuscular Re-education
- Lower Extremity Strengthening
- Orthopedic/Post-Surgical Rehabilitation
- Pelvic - Floor Training
- Vestibular Rehabilitation

Occupational Therapy

- Assessment of Activities of Daily Living
- Adaptive Equipment Recommendations
- Hand/Elbow/Shoulder Rehabilitation
- Fine Motor Skill Training
- Upper Extremity Strengthening

Speech Therapy

- Assessment of Cognitive Skills
- Speech & Language Rehabilitation
- Traumatic Brain Injury Language Skills
- Treatment for Language & Voice Disorders
- Swallowing Interventions

Social Service

- Assessment of Resource Needs
- Community Resource Referrals
- Counseling & Caregiver Support

Home Health Aide

- Personal Care

Additional Services

- Phlebotomy
- Private Duty
- Respite Care
- Medication Pre-Fill

ACMC Regional Home Health
ACMC Healthcare System

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ACMC Regional Home Health

2131 Lake Avenue, Suite 2 • PO Box 1428
Ashtabula, OH 44004

440-992-4663
440-994-7652
1-800-722-3330

LIVE UNITED United Way of Ashtabula County

Equal Opportunity Employer/Service Provider

2131 Lake Avenue, Suite 2 • PO Box 1428 • Ashtabula, OH 44004
(440) 992-4663 • (440) 994-7652 • 1-800-722-3330

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ARMC Board of Directors Terms (as of April 3, 2025)			
Name			**Appointed to Board**
CCF Assigned			
Hergenroeder	Jason		2010
Stepp	Leonard		2022
Hancock	Kelly		2017
Harte, MD	Brian		**2025**
Medical Staff			
Novak, MD	David	Chief of Staff	2023
Pattali, MD	Shinoj	Vice Chief of Staff	**2025**
Community Leaders			
Giangola	Joe		2007
Pontius	David		2019
Kister	Nancy		2011
Sernik	Craig	Chairperson	2017
Chaplin	Donald		2024
Palo	Vernon		2015
Timonere	Jim	Vice Chairperson	2014
Corlett	Roger	Secretary/Treasurer	2018
Bogardus	Sarah		2025
Pearson	James		2025

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Ashtabula Regional Home Health
ACMC Healthcare System

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Ashtabula County Medical Center

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Director, Patient Care

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	809
Position Name	Clinical Quality Director
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
Licensed Healthcare Professional/Master's degree preferred

Required Length and Type of Experience
A minimum of 2 years clinical nursing experience A minimum of 2 year experience in home health or community nursing.

Required Licensure or Certification
RN currently licensed in the State of Ohio

Required Physical and Environmental Demands
Primary office setting. Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records. Requires normal range of hearing to communicate with multiple staff, clients, referral sources, third party payors and vendors. Requires intermittent sitting, standing, walking and bending.

GENERAL SUMMARY

Plans, coordinates, supervises, and evaluates the provision of patient care. Requires occasional travel in and out of town for meetings, seminars, and workshops. Requires accessing patient homes in a 60 mile radius in all types of weather. Involves dealing with frequent changes, stressful situations, and need to problem solve. Requires ability to effectively communicate with individuals and large groups. Requires ability to develop policy and procedure.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

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I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

II. TECHNICAL EXCELLENCE 20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Acts as Lead Person for ODH survey and as Interim Director in absence of Executive Director.
2. Oversees compliance, quality assurance and performance improvement activities. Conducts record reviews as needed to assess care planning, compliance with documentation standards and risk management.
3. Supervises coding/review staff. Assures compliance with Medicare Conditions of Participation including but not limited to the following areas:
   - OASIS (Outcome Assessment Information Set)
   - Face to Face Encounter
   - RAPS
   - RCD
   - HHABN/HHNN/CCN
   - Care Planning
   - Discharge Planning

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- Care Coordination

4. Interacts with Clinical Director to assure compliance with Medicare Conditions of Participation and established agency policy and procedure.
5. Interacts with Accounting Department to assure coordination of billing with clinical operations to meet COP's. Manages clinical review aspects of ADR's and appeals.
6. Interacts with Nursing and Therapy Supervisor to promote quality care. Assists with facilitation of team meetings.
7. Assists with overall agency functions as needed. Provides input into agency planning. Maintains clinical competencies to assist with patient visits as needed.
8. Represents agency in a positive manner. Maintains confidentiality.
9. Promotes a safe work environment. Communicates with a respectful, professional manner. Is punctual and dependable. Abides by dress code /professional appearance.

Overall Performance Rating

OVERALL PERFORMANCE RATING

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Ashtabula Regional Home Health
ACMC Healthcare System

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Staff Development Clinical Coordinator

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	841
Position Name	Staff Development Clinical Coordinator
Department Code	88300
Department Name	SHARED
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities

- Requires a 2 year minimum of home health experience
- Minimum of 2 years clinical experience in other health care setting as a licensed RN

Required Length and Type of Experience

Required Licensure or Certification

RN

Required Physical and Environmental Demands

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.

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e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.
6. **Managerial Responsibilities**: Includes overall accountability for assigned work group relative to operational goals, personnel requirements, and budgetary constraints.
   a. Provides timely feedback to staff concerning performance.
   b. Allocates resources according to priorities.
   c. Recommends and insures appropriate staffing levels.
   d. Delegates and supervises employee performance effectively.
   e. Communicates with personnel and promotes teamwork.
   f. Works within the boundaries of assigned budget.
   g. * Thank You Notes: Complete at least 2 per week and maintain thank you note log.
   h. * Employee Rounding: Minimum – weekly.
   i. * Department Meetings: Hold at least once a month and record minutes to reflect meeting content.
   j. * Leadership Development: Attend at least one Regional Leadership Forum. Attend 2 courses per year at the Center for Leadership and Learning.
   k. * Community Service Activities: Actively participate as a board member in good standing on 1 community board. Contribute hours to volunteer activities and record the hours via the approved tracking system. Hours required per year: VPs = 50; Department Heads = 25.

II. TECHNICAL EXCELLENCE

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Oversees orientation standards, competency assessment, and in-servicing of acute and non-acute staff. Conducts a needs assessment of staff on a yearly basis. Maintains all required orientation and competency assessment records. Assures that all regulatory required competencies are included in yearly staff development plan.
2. Investigates evidence-based practice resources to develop, implement and evaluate patient care policy, procedures, and programs. Maintains Patient and Infection Control policy manuals including those policies on The Bridge intranet site. Assures that all Patient Care and Infection Control policies are reviewed according to established policy.
3. Participates with agency performance improvement activities. Acts as Chairperson for committees as assigned.
4. Interacts with Quality Director to assure compliance with Medicare Conditions of Participation as they relate to the provision of patient care and documentation of care.
5. Interacts with IT Operations Manager to facilitate EMR programming to meet best-practice regulations and to facilitate staff orientation and ongoing development with the EMR system.
6. Interacts with Nursing and Therapy Supervisor to promote quality care. Attends nursing/aide/therapy department meetings, as necessary.
7. Assists with overall agency functions as needed. Provides input into agency planning. Maintains clinical competencies to assist with patient visits as needed.
8. Represents agency in a positive manner. Maintains confidentiality.

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9. Promotes a safe work environment. Communicates with a respectful, professional manner. Is punctual and dependable. Abides by dress code /professional appearance
10. Represents the agency in a positive manner: Wears agency ID card. Abides by agency dress code. Practices with respect for individual, cultural, and spiritual differences. Maintains confidentiality. Communicates with a respectful, professional manner. Is punctual and dependable in working hours as scheduled. Satisfaction surveys for patients assigned indicate all results at "good to excellent" and no patient complaints attributed to unprofessional behavior, substandard care, or unprofessional appearance.

Overall Performance Rating

OVERALL PERFORMANCE RATING

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ACMC Healthcare System

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NA GRANTS & LTC RN

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	812
Position Name	NA GRANTS & LTC RN
Department Code	88308
Department Name	GRANT PROGRAMS
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
BSN degree desirable. Excellent communication and teaching skills. Understanding of personal care aide and homemakers

Required Length and Type of Experience
A minimum of 3 years clinical nursing experience. A minimum of 1 year experience in home health nursing or community nursing. Minimum of 1 year experience in management or supervision of HHA in the home setting.

Required Licensure or Certification
R.N. currently licensed in State of Ohio

Required Physical and Environmental Demands
Requires eye/hand coordination and manual dexterity sufficient to operate a telephone, analyze and prepare written records, and provide hands-on care to clients. Requires normal range of hearing to communicate with staff, clients, physicians, and other health care providers. Must be able to lift and carry 25 lbs.

GENERAL SUMMARY

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations
FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS 80%

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes

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b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.

2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.

II. TECHNICAL EXCELLENCE 20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. Establishes criteria for client acceptance into non acute programs in collaboration with funding source and CEO.
2. Screens referrals for appropriateness and makes patient assessment visits: Responds to referrals timely. Notifies clients, if necessary, of any waiting.
3. Keeps current on community resources and makes referrals as appropriate.
4. Establishes a Plan of Care with an emphasis on keeping client at home as independent as possible: Utilizes the Nursing Process. Sets goals with patient/family input. Maintains clinical competency.
5. Supervises HCA working for non acute programs: Makes patient care assignments. Reviews charts. Schedules patient care conferences as needed. Is available to discuss patient care concerns with visit staff.
6. Keeps physician informed of patient status.
7. Keeps statistics and patient information as requested by funding source: Assists with any requested reports by funding source.
8. Overall interdepartmental personnel work relations: Maintains strictest confidentiality of patient, employee, and agency information. Performs related work as required. Effective time management. Cooperative and professional internal and external relationships. Attends more than 80% of meetings. Demonstrates professionalism in appearance and actions. Follows agency policy/procedures including adhering to safety guidelines and reporting any concerns regarding to fraud and abuse issues.
9. Continually strives for excellence in the grant programs: Assists with CQI activities

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
- Completes appropriate unit/department specific competency checklists.
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
- Complies with policies and procedures.
- Conducts monthly departmental meetings with minutes.
- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.

Overall Performance Rating

OVERALL PERFORMANCE RATING

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HOME HEALTH AIDE

First Name	xxxxx
Middle Name	xxxxx
Last Name	xxxxx
Home Address 1	xxxxx
Home Address 2	xxxxx
Home City	xxxxx
Home State	xxxxx
Home Postal Code	xxxxx
Home Phone	xxxxx
Position Code	806
Position Name	HOME HEALTH AIDE
Department Code	88314
Department Name	AC/PD
Facility Name	Ashtabula Regional Home Health
Manager Name	xxxxx
Hire Date	xxxxx
Employee Number	xxxxx
FTE	xxxxx
Birth Date	xxxxx

MINIMUM QUALIFICATION

Education, Knowledge, Skills and Abilities
High school diploma or G.E.D.

Required Length and Type of Experience
Patient care experienced preferred

Required Licensure or Certification
Current Home Health Aide Certification
STNA preferrred
Current drivers license, able to provide independent transportation with proof of ARHH required auto liability.

Required Physical and Environmental Demands
Requires frequent light lifting (less than 10 lbs.), bending, stooping, pushing, pulling, walking, or standing with some heavy lifting (35 pound maximum) for a short time period.

GENERAL SUMMARY

Provide personal and supportive care to clients under a Plan of Care, which optimizes self care and functional abilities. Requires travel to 5 – 6 patients a day in a 60-mile radius in all kinds of weather. Requires accessing a variety of home of all types of structure. Involves dealing with stressful patient and family situations, frequent changes in schedule, demands of productivity expectations.

Frequency Rating Scale:
NA = Not Applicable
NI = Needs Improvement
MM = Meets Most Expectations

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FM = Fully Meets Expectations
EP = Exceptional Performance

I. ORGANIZATIONAL EXPECTATIONS — 80%

1. **Cleveland Clinic Experience:**
   a. Quality - Maintains the highest standards and achieves them by continually measuring and improving outcomes
   b. Innovation - Welcomes change, encourages invention and continually seeks better, more efficient ways to achieve goals.
   c. Teamwork - Collaborates and shares knowledge to benefit patients and/or fellow caregivers for the advancement of our mission.
   d. Service - Strives to exceed patients' and/or fellow caregivers' expectations for the advancement of our mission.
   e. Integrity - Adheres to high moral principles and professional standards by a commitment to honesty, confidentiality, trust, respect and transparency.
   f. Compassion - Demonstrates a commitment to world class care by providing a caring and support environment for patients, patients' families, and fellow caregivers.
2. **Employee Engagement:**
   a. Participates in employee engagement projects, programs, and action plans.
   b. Promotes the goals of the organization.
   c. Communicates ideas in a constructive manner.
   d. Shares project and process responsibility
   e. Displays initiative and works to improve skill sets relative to job function.
3. **Customer Service Orientation:**
   a. Responds promptly to internal and external customer requests.
   b. Interacts with personnel in a supportive, respectful manner.
   c. Greets others with a pleasant demeanor; acknowledges presence of others.
   d. Acknowledges and respects individual and cultural differences.
4. **Adaptability**
   a. Responds to change in a positive manner
   b. Takes the initiative to assist others when work is completed.
   c. Shows flexibility in accepting assignments.
   d. Accepts constructive criticism without defensive response and changes behavior appropriately.
5. **Efficiency and Effectiveness**
   a. Manages time effectively and meets established deadlines.
   b. Completes assignments without prompting.
   c. Communicates effectively through verbal and written communication.
   d. Produces quality outcomes.

II. TECHNICAL EXCELLENCE — 20%

Evaluate job specific technical skills/expertise as related to key performance indicators. Also, please identify and rate indicators related to the **Five Pillars of Excellence: Service, Quality, People, Financial, and Growth.** as appropriate.

1. To provide high quality care in a safe and efficient manner: Is timely and reliable in making visits. Establishes and maintains good relationship with patients through use of effective communication techniques. Maintains established productivity levels. Seeks out supervisor and team members to resolve problems to improve delivery of care. Follows Agency Policies and Procedures.
2. To deliver care using an individual Plan of Care initiated and supervised by RN: Carries up-to-date Plan of Care to patient visits and maintains frequency as ordered. Reads and follows Plan of Care, observes for effectiveness and contacts RN if not meeting patient's needs.
3. To document care in an appropriate and timely manner: Patient charting is concise and accurate, uses time and attendance system to document visits. Itineraries are turned in preferably every 3 days, at a minimum weekly. Documents for missed or cancelled visits appropriately.
4. Holds all patient/staff information in confidence and demonstrates ongoing recognition of patients rights and responsibilities: Understands and respects patients desires and concerns and rights. Scheduling and delivery of care are done in an ethical manner. Does not discuss patient/family/staff information inappropriately as evidenced by no complaints of such behavior.
5. Demonstrates clinical competency: Fulfills annual self-evaluation, goals and 12 in-service requirements for certification. Satisfactory joint evaluation visits with supervisor on yearly basis. Demonstrates skills in providing supervised patient care and by reports from nurses and supervisor.
6. Represents Agency in a positive manner through appropriate dress, grooming and attitude: Follows Agency dress code policy. Wears Agency ID at all times when visiting patients. All interactions with staff/patients/family are courteous and cooperative.
7. Observes Agency attendance policy
8. Is accountable for agency equipment: Accountable for all agency equipment that has been issued for patient care, patient documentation and personal safety. Maintain equipment following ARHH policy, including infection control policy with aide bag cleaned monthly.

III. ESSENTIAL JOB REQUIREMENTS

Follows and upholds all relevant policies, procedures and guidelines affecting the work environment, including maintenance of required competencies and communication skills.

- Attends appropriate training and meetings.
- Completes appropriate unit/department specific competency checklists.
- Demonstrates knowledge and behavior related to regulatory and patient safety requirements.
- Complies with policies and procedures.
- Conducts monthly departmental meetings with minutes.

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- Ensures enterprise wide communications are cascaded and initiatives are effectively implemented.

Overall Performance Rating

OVERALL PERFORMANCE RATING

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Exhibit II

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Applicant Budget Summary

Applicant: ARMC Home Health	
Date From: 10/01/2025	**To: 09/30/2026**

	Program	Title XX
I. Staff		
A. Salaries	$ 21,159.85	$ 21,159.85
B. Payroll-Related Expenses	$ 9,871.07	$ 9,871.07
Total Staff Costs	$ 31,030.92	$ 31,030.92
II. Operations		
A. Travel and Short-Term Training	$ 5,150.00	$ 5,150.00
B. Consumable Supplies	$ -	$ -
C. Occupancy Costs	$ -	$ -
D. Contract and Professional Services	$ -	$ -
E. Other - Miscellaneous	$ 5,427.14	$ 5,427.14
Total Operational Costs	$ 10,577.14	$ 10,577.14
III. Equipment		
A. Equipment Depreciation	$ -	$ -
B. Small Equipment Purchases	$ -	$ -
C. Leased and Rented Equipment	$ -	$ -
Total Equipment Costs	$ -	$ -
Sub- Total of All Costs	$ 41,608.06	$ 41,608.06
IV. Minus Other Program Resources	$ -	$ -
Total Program Costs	$ 41,608.06	$ 41,608.06

Budget Computation

Total Operating Expenses	$ 41,608.06	$ 41,608.06
Divided by Total Operating Units	1,000.00	1,000.00
= Unit Rate	$ 41.61	41.60806

Unit Rate	$ 41.61	$ 41.61
X number of units purchased		
= Total Contract Amount	$ 41,680.07	$ 41,608.07

Unit = Example: 1 meal, 1 hour

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary	Title XX Project Salary
Caregiver/ Aide (10.6 FTE)	Varied	424	100.00%	$ 17,122.77	$ 17,122.77
RN Supervisor	Varied	24	100.00%	$ 4,037.08	$ 4,037.08
Total Salaries				$ 21,159.85	$ 21,159.85

I. B. Payroll-Related Expenses

	Entire Program	Title XX Project
PERS or Social Security	$ 1,618.73	$ 1,618.73
Worker's Compensation		
Unemployment Insurance		
Retirement Expenses	$ 846.39	$ 846.39
Hospitalization		
Other (*identify*) Fringe Benefits: WC, Health Insurance, PTO	$ 7,405.95	$ 7,405.95
Other (*identify*)		
Other (*identify*)		
Total Payroll-Related Expenses	$ 9,871.07	$ 9,871.07

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II. A. Travel and Short-Term Training

	Entire Program	Title XX Project
Mileage Reimbursement rate per mile: 65 cents per mile	$ 5,150.00	$ 5,150.00
Short-Term, Training		
Total Travel and Short-Term Training	$ 5,150.00	$ 5,150.00

II. B. Consumable Supplies

Type	Program Consumable Supplies	Title XX Consumable Supplies
Office Supplies		
Cleaning Supplies		
Other *(identify)*		
Other *(identify)*		
Total Consumable Supplies	$ -	$ -

II. C. Occupancy Costs

	Entire Program	Title XX Program
Rent		
Usage allowance/depreciation @ rate of original acquisitic cost of Program Square Footage divided by Provider Square Footage		
Maintenance and Repairs		
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*		
Total Occupancy Costs	$ -	$ -

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

Identify Each Contract of Service	Entire Program Cost	Title XX Program Cost
Total Contract & Services Costs	$ -	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Entire Program Cost	Title XX Program Cost
Overhead Direct Expense (.15)	$ 5,427.14	$ 5,427.14
Total Miscellaneous Costs	$ 5,427.14	$ 5,427.14

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III. Equipment

A. Equipment Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased mm/dd/yy (3)	Quantity (4)	Total Cost (5)	Salvage Value (6)	Amount to be Deprecated (7)	Useful Life (Years) (8)	Annual Depreciation Amount Entire Program (9)	Annual Depreciation XX Project (10)
Total Equipment Depreciation				$ -	$ -	$ -		$ -	$ -

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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	$ -	$ -

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Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

OHIO AUDITOR OF STATE
KEITH FABER

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

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

Auditor of State - Unresolved Findings for Recovery Certified Search

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

Contractor's Information:

Name: ,
Organization: **ARMC Regional Home Health**
Date: **8/28/2025 10:22:37 AM**

This search produced the following list of **7** possible matches:

Name/Organization	Address
Harmony Community School	
Harmony Community School, c/o Buckeye Community Hope Foundation	3021 East Dubli Granville Road
Harmony Community School, c/o Buckeye Community Hope Foundation	3021 East Dublin Granville Rd.
Harmony Community School, c/o Buckeye Community Hope Foundation	3021 East Dublin Granville Road
Harmony Community School, c/o Buckeye Community Hope Foundation	3021 East Dublin-Granville Rd.
Harmony Community School, c/o Buckeye Community Hope Foundation	3021 East Dubln Granville Rd.
Royal Sugarmamaz Sweetz Catering Company	1695 East 81st Street

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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.

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Sub-Grant Agreement No.: 26-2003-XX

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose and is in the Treasury of the County or in the process of collection to the credit of: **2006.030.100-601 Contract Services**; not to exceed **$10,402.02** and free from any previous encumbrances.

Agreement Title: A **Title XX Sub-Grant Agreement Amendment** between **Ashtabula County Department of Job & Family Services** and **ARMC Regional Home Health**.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 9/18/2025

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Signature Page

Re: An agreement between **Ashtabula County Job & Family Services** and **ARMC Regional Home Health** for a **Title XX Sub-Grant Agreement for FY 2026**.

Approved as to Legal Form Only:

By: _____
April Grabman
Ashtabula County Prosecutor

Date: 9/28/25