RESOLUTION APPROVING SENIOR SERVICES SUBGRANT AGREEMENTS WITH VARIOUS ENTITIES FOR CHORE, HOME DELIVERED MEALS, HOMEMAKER, PERSONAL CARE, PROTECTIVE SERVICES, INDEPENDENCE & WELLNESS PROGRAMS/CONGREGATE MEALS; AND TRANSPORTATION SERVICES, CONTRACT NO'S: 26-4001-S, 26-4002-S, 26-4003-S, 26-4004-S, 26-4006-S, 26-4007-S, 26-4008-S, 26-4009-S, 26-4010-S, 26-4011-S, 26-4012-S, 26-4013-S, 26-4014-S, 26-4015-S, 26-4016-S, 26-4017-S, 26-4018-S, 26-4020-S, 26-4021-S, ACDJFS

WHEREAS, on November 13,2025 by Resolution No.2025-493, proposals were awarded for Senior Levy Services; and

WHEREAS, it is now necessary to approve the Senior Levy Service agreements, as follows:

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

ALL TERMS ARE EFFECTIVE: January 1, 2026, and ending December 31, 2026

SCOPE OF SERVICES: All sub grant agreements listed below provide specified services to Ashtabula County residents aged 60 and older under the Senior Services Levy.

CHORE SERVICES:
ASHTABULA CO. COUNCIL ON AGING **Contract No.:** 26-4003-S
Provider: Ash. Co. Council on Aging, 4148 Main Ave., Ashtabula, OH 44004
Cost: **Not to Exceed, $43,805.00**

CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 26-4004-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: **Not to Exceed, $3,650.95**

HOMEMAKER SERVICES:
ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 26-4012-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: **Not to Exceed, $10,000.00**

CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 26-4013-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: **Not to Exceed, $48,875.00**

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 26-4014-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $70,000.00**

HOME DELIVERED MEALS:
COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 26-4001-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: **Not to Exceed, $259,572.00**

ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 26-4002-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: **Not to Exceed, $333,165.00**

PROTECTIVE SERVICES:
CATHOLIC CHARITIES OF ASHTABULA COUNTY **Contract No.:** 26-4011-S
Provider: Catholic Charities of Ashtabula County, 4200 Park Ave. 3rd Floor, Ashtabula, OH
Cost: **Not to Exceed, $56,868.32**

PERSONAL CARE SERVICES:
ARMC REGIONAL HOME HEALTH SERVICES **Contract No.:** 26-4015-S
Provider: ARMC Regional Home Health Services, P.O. Box 1428, Ashtabula, OH 44005
Cost: Not to Exceed, $153,467.47

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 26-4016-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: Not to Exceed, $35,370.00

ARCARDIA HOME CARE & STAFFING **Contract No.:** 26-4020-S
Provider: Arcadia Home Care & Staffing, 3721 N. Ridge Rd, Perry, OH 44081
Cost: Not to Exceed, $40,000.00

SENIOR TRANSPORTATION PROGRAM:
COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 26-4018-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: Not to Exceed, $200,000.00

ASHTABULA COUNTY TRANSPORTATION SYSTEM (ACTS) **Contract No.:** 26-4017-S
Provider: Ashtabula County Transportation System, 2924 Donahoe Drive, Ashtabula, OH 44004
Cost: Not to Exceed, $71,572.80

SUNSET TRANSPORTATION PARTNERS INC. **Contract No.:** 26-4021-S
Provider: Sunset Transportation Partners Inc., 1627 W. 9th St., Ashtabula, OH 44004
Cost: Not to Exceed, $200,000.00

INDEPENDENCE & WELLNESS PROGRAMS/CONGREGATE MEALS SERVICES:
CONNEAUT HUMAN RESOURCE CENTER **Contract No.:** 26-4006-S
Provider: Conneaut Human Resource Center, 327 Mills St., Conneaut, OH 44030
Cost: Not to Exceed, $45,150.00

COUNTRY NEIGHBOR PROGRAM, INC. **Contract No.:** 26-4007-S
Provider: Country Neighbor Program, Inc., 39 S. Maple St., Orwell, OH 44076
Cost: Not to Exceed, $63,457.00
CONGREGATE MEALS SERVICES **Contract No.:** 26-4007-S
Cost: Not to Exceed, $12,420.00

ASHTABULA COUNTY COMMUNITY ACTION AGENCY **Contract No.:** 26-4009-S
Provider: Ashtabula County Community Action Agency, P.O. Box 2610, Ashtabula, OH 44004
Cost: Not to Exceed, $5,500.00

ASHTABULA CO. COUNCIL ON AGING **Contract No.:** 26-4010-S
Provider: Ash. Co. Council on Aging, 4148 Main Ave., Ashtabula, OH 44004
Cost: Not to Exceed, $62,082.97

GENEVA AREA SENIORS CORP. **Contract No.:** 26-4008-S
Provider: Geneva Area Seniors Corp., 62 W. Main St, Geneva, OH 44041
Cost: Not to Exceed, $34,132.25

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

ASHTABULA COUNTY COMMISSIONERS

CERTIFICATION PAGE

Resolution No. 2025-537 **December 09, 2025**

RESOLUTION APPROVING SENIOR SERVICES SUBGRANT AGREEMENTS WITH VARIOUS ENTITIES FOR CHORE, HOME DELIVERED MEALS, HOMEMAKER, PERSONAL CARE, PROTECTIVE SERVICES, INDEPENDENCE & WELLNESS PROGRAMS/CONGREGATE MEALS; AND TRANSPORTATION SERVICES, CONTRACT NO'S: 26-4001-S, 26-4002-S, 26-4003-S, 26-4004-S, 26-4006-S, 26-4007-S, 26-4008-S, 26-4009-S, 26-4010-S, 26-4011-S, 26-4012-S, 26-4013-S, 26-4014-S, 26-4015-S, 26-4016-S, 26-4017-S, 26-4018-S, 26-4020-S, 26-4021-S, ACDJFS

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

VOTE:

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

CERTIFICATE OF CLERK

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

Lisa Hawkins

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

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street, Conneaut, Ohio 44030** to provide **Chore Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Chore Services: $3,650.95 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$28.75 per unit of Chore as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/24/2025
Date

DocuSigned by:
CFB7C9CD63194BB...

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11/24/2025
Date

Signed by:
8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

11/28/2025
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

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: **Conneaut Human Resource Center**
Date: **11/14/2025 9:28:31 AM**

This search produced the following list of **12** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Conners, Roger	3491 Hillside Avenue
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	
The Econo Team LLC	1174 1st Ave

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 2026 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: 2006.030.455-601; not to exceed $3,650.95, and free from any previous encumbrances.

Agreement Title: an agreement with **Conneaut Human Resource Center**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/26/2025

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

EXHIBIT I

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Appendix III
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Chore Services
Program Description

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Chore

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

The basic purpose of this program is to provide seniors with minor home repair and maintenance, so they may continue to live independently in a safe environment.

Chore service is designed to improve, restore, or maintain a clean, sanitary, and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

Examples of a chore service are:
Simple household repair(s), including, but not limited to repairing water faucets, unclogging drains, replacing furnace filters, pest control, and disposal of garbage.

Heavy household cleaning, including, but not limited to washing walls and ceilings; washing the outside of windows, washing the inside of windows that are difficult to reach; removing, cleaning, and re-hanging curtains or drapery; and shampooing carpets or furniture.

Chore services are limited to those activities that are not the legal or contractual responsibility of a landlord. In the case of rental property, the responsibility of the landlord, pursuant to the lease agreement, will be examined prior to any authorization of service.

This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service.

Applicant's program description must:

A. Include an itemization of tasks that will be performed (an example: fixing a leaky faucet).
B. Define any specific tasks that will not be performed (example: re-wiring a kitchen outlet).
C. Describe the extent of the equipment that will be provided by the provider.
D. Describe the extent of the consumables that will be supplied by the provider.

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Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Center

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

PHONE: (440) 593-5273 FAX: (440) 599-7441

SERVICE SITE (if different than above): Same

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

PROGRAM COORDINATOR: Ryan Tattrie EMAIL: Director@ConneautHRC.org

FISCAL CONTACT: Diana Spencer EMAIL: Dianap1999@gmail.com

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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8/5/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resources Center

Company Address: 327 Mill Street Conneaut, Ohio 44030

Telephone Number: (440) 593-5273 FAX: (440) 599-7441

The name and telephone number of the person(s) who has the authority to submit Proposal:

Ryan Tattrie (440) 593-5273

The name and telephone number of the person(s) who has the authority to sign contracts:

Ryan Tattrie (440) 593-5273

The legal status of the Applicant's organization NON PROFIT 501c(3)

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___ Yes _X_ No

If yes, has the company filed all required EEO reports to the necessary agencies? ___ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Conneaut Human Resources Center

- RFP Submission: Chore Services – RFP #8-26
  Date: August 6th,2025

A. *PROGRAM PLANNING & DEVELOPMENT*

A. Program Description

1. Proposed Service and Efficiency

The Conneaut Human Resources Center (CHRC) proposes a Chore Services Program designed to assist individuals aged 60 and over with essential minor household tasks, repairs, and seasonal lawn care and snow removal. These services support seniors' ability to remain safely and independently in their homes.

The program efficiently leverages trained staff and an internal scheduling and oversight system, with assessments conducted within 3-5 Days of request and services typically initiated within two weeks. Services are rendered Monday through Friday with flexibility for urgent needs (e.g., snow removal).

2. Need for Program and Community Benefit

Aging residents often lack the physical ability, financial resources, or local family support to perform basic home maintenance. Without help, many face premature institutionalization, fines for non-compliance with city codes (e.g., uncut grass), or health and safety hazards due to unattended repairs.

This program benefits the community by:

- Preventing citations for lawn maintenance non-compliance in Conneaut.
- Reducing fall risks, exposure to cold, and home hazards.
- Supporting aging-in-place, which promotes dignity, emotional well-being, and cost savings compared to assisted living.

3. Experience Administering Service

CHRC has successfully administered Chore Services since 2011. It is an established, multi-service nonprofit with decades of experience in serving seniors and low-income residents in Ashtabula County. The agency has demonstrated capacity to run similar programs like

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Homemaker Services and Senior Wellness support with consistently high outcomes and client satisfaction.

Service Delivery and Outcomes

- Projected Service Hours (2026): 150
- Unit Rate: $28.75/hour
- Total Requested Funding: $4,312.50
- This program has been funded through the Senior Levy since 2001 and continues to meet the evolving needs of our aging population.

Supplemental Funding

Facility rentals and community contributions contribute to funding needs

4. Units of Service and Unduplicated Clients

Service Area	2024 Units (Age 60–75)	2024 Clients (Age 60–75)	2026 Proposed Units (Age 60–75)	2025 Proposed Clients (Age 60–75)
Conneaut/Monroe	171	36	150	50
All Other Areas	0	0	0	0
Totals	171	36	150	50

Note: Data for ages 76+ is not currently available in detailed format.

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5. Program Availability

Chore Services will be available:

- Monday–Thursday: 12:00 PM – 4:00 PM
- Friday: 10:00 AM – 2:00 PM
  Special scheduling may occur for plow service, accommodations and emergencies.

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6. Client Intake

a. Method:

- Intake begins after a referral or contact from the client or caregiver.

b. Process:

- CHRC schedules a home visit within 3–5 business days.
- Intake and Assessment Tool is used to collect: name, DOB, address, contact, medical history, financial data, and service plan.
- Eligibility is based on medical condition, support system, and current living status.
- Care plans are reviewed as needed based on health changes.

c. Follow-up: Ongoing mini assessments occur as clients are seen or upon significant status changes. Quality assurance reviews are performed periodically by managing staff.

7. Funding Sources

CHRC receives funding for Homemaker Services from the **Ashtabula County Senior Services Levy**. No other Federal or State tax funds are used for this program.

Source	Amount	Unit Rate
Ashtabula County Senior Levy	$48,501 (2025)	$27.87/hour

8. Service Collaboration & Coordination

CHRC has built strong collaborative relationships with:

- Conneaut Health Department (referrals, outreach)
- Conneaut Ministerial Association (resource support)
- Country Neighbor Program & Greater Cleveland Food Bank (service linkage)
- Internal program teams for coordinated care across Homemaker, Wellness, and Emergency Assistance services.

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9. **Mission Alignment**

CHRC's mission to improve access to human services and promote independence directly aligns with the Senior Levy Mission:

"To provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty, and improve health and safety."
CHRC's Chore Service sustains independent living and reduces the risk of poverty, institutionalization, and neglect among vulnerable seniors.

B. Organizational Structure

The Conneaut Human Resources Center (CHRC), founded in 1978, is a nonprofit 501(c)(3)organization located in Ashtabula County, Ohio. Governed by a volunteer Board of Directors and led by an Executive Director, CHRC exists to enhance community well-being by providing and coordinating vital human services. The center serves Conneaut City, Kingsville, North Kingsville, and the surrounding townships of Monroe, Pierpont, Dorset, Sheffield, Richmond, and northern Andover.

In 1985, thanks to support from the Civic Development Corporation of Ashtabula County, CHRC transitioned from a residential space on Broad Street to a 20,000-square-foot facility on Mill Street—formerly a grocery store. This facility now serves as a community hub, a one stop shopping for social services. Housing a variety of programs and organizations that enhance local residents' quality of life.

- CHRC currently houses and/or partners with a wide range of groups and organizations, including:
    - Greater Cleveland Food Bank
    - Salvation Army
    - Conneaut Health Department
    - Community Counseling Center of Ashtabula County
    - Country Neighbor Program
    - Right Track afterschool Program
    - Community Action of Ashtabula County
        - WIC Program
        - HEAP/PIPP Services
        - Congregate Meals
    - Emergency and Food Assistance / Distribution
- See Attached for:
    - Board of Directors List
    - Organizational Chart

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C. PROVIDER / STAFF QUALIFICATIONS

Executive Director

- Responsible for full program oversight including implementation, budgeting, quality control, and reporting to the CHRC Board.
- Conducts client assessments and supervises staff delivery.

Financial Director

- Oversees payroll, financial reporting, budgeting, and ensures Levy fund compliance.

Chore/Handyman Staff

- Performs minor home repairs, lawn care, and seasonal snow removal.
- Maintains tools/equipment and completes service logs.

Office Assistants (AM/PM)

- Manage phone inquiries, client files, service calendars, timesheets, and other administrative duties.

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2. Employee Training Requirements

- All staff receive cross-training in senior services, confidentiality protocols, safety procedures, and quality assurance.
- Staff undergo orientation specific to chore service safety and documentation.

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3. Volunteers

- While volunteers assist CHRC regularly, they are not used independently in Chore Services.
- They may accompany CHRC staff only under supervision.

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EXHIBIT II

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Applicant Budget

Summary

Applicant: Conneaut Human Resources Center	**Chore Services**
Date From: January 1, 2026	**To: December 31, 2026**

	Amount	
I. Staff		
A. Salaries	$	3,228.00
B. Payroll-Related Expenses	$	372.00
Total Staff Costs	$	3,600.00
II. Operations		
A. Travel and Short-Term Training	$	325.00
B. Consumable Supplies	$	-
C. Occupancy Costs	$	-
D. Contract and Professional Services	$	75.00
E. Other - Miscellaneous	$	639.00
Total Operational Costs	$	1,039.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	4,639.00
IV. Minus Other Program Resources	$	988.05
Total Program Costs	$	3,650.95

Budget Computation

Total Operating Expenses	$	3,650.95
Divided by Total Operating Units		127.00
= Unit Rate	$	28.75

Unit Rate	$	28.75
X number of units purchased		127.00
= Total Contract Amount	$	3,650.95

Unit = 1 hour

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Applicant Budget
Summary

Applicant: Conneaut Human Resources Center	Chore Services
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B. Consumable Supplies	$	-
C. Occupancy Costs	$	-
D. Contract and Professional Services	$	75.00
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Total Operational Costs	$	1,039.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	4,639.00
IV. Minus Other Program Resources	$	988.05
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Total Operating Expenses	$	3,650.95
Divided by Total Operating Units		127.00
= Unit Rate	$	28.75

Unit Rate	$	28.75
X number of units purchased		127.00
= Total Contract Amount	$	3,650.95

Unit = 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
Chore Service Person	$ 1,560.00	1 hr/week	100.00%	$ 1,560.00
Executive Director	$ 33,000.00	Annual	1.00%	$ 330.00
Finance Director	$ 13,821.00	15 hr/week	1.00%	$ 138.00
Receptionist	$ 12,000.00	26 hr/ week	10.00%	$ 1,200.00
Total Salaries				$ 3,228.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 200.00
Worker's Compensation	$ 125.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 47.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 372.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.70	$ 325.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 325.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ -

II. C. Occupancy Costs

	Amount
Rent	
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)* Other *(identify)*	
Total Occupancy Costs	$ -

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

Identify Each Contract of Service	Amount
Copier Service	$ 75.00
Total Contract & Services Costs	$ 75.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	$ 639.00
Total Miscellaneous Costs	$ 639.00

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
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
In Kind	$ 988.05
Total Other Resources	$ 988.05

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street Conneaut, Ohio 44030** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: **$48,875.00** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$30.00 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/24/2025
Date

DocuSigned by:
CFB7C9CD63194BB...

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11/24/2025
Date

Signed by:
8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

11/28/2025
Date

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

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: **Conneaut Human Resource Center**
Date: **11/14/2025 9:28:31 AM**

This search produced the following list of **12** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Conners, Roger	3491 Hillside Avenue
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	
The Econo Team LLC	1174 1st Ave

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 2026 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: 2006.030.455-601; not to exceed $48,875.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Conneaut Human Resource Center** of Ashtabula County

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/26/2025

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Appendix IV
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Homemaker
Program Description

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Homemaker Assistance for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean, and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Center

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

PHONE: (440) 593-5273 FAX: (440) 599-7441

SERVICE SITE (if different than above): Same

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

PROGRAM COORDINATOR: Ryan Tattrie EMAIL: Director@ConneautHRC.org

FISCAL CONTACT: Diana Spencer EMAIL: Dianap1999@gmail.com

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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8/5/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resources Center

Company Address: 327 Mill Street Conneaut, Ohio 44030

Telephone Number: (440) 593-5273 FAX: (440) 599-7441

The name and telephone number of the person(s) who has the authority to submit Proposal:

Ryan Tattrie (440) 593-5273

The name and telephone number of the person(s) who has the authority to sign contracts:

Ryan Tattrie (440) 593-5273

The legal status of the Applicant's organization NON PROFIT 501c(3)

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___ Yes _X_ No

If yes, has the company filed all required EEO reports to the necessary agencies? ___ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Conneaut Human Resources Center

- RFP Submission: **Home Maker Services** – RFP #8-26
  Date: August 6th,2025

A. PROGRAM PLANNING AND DEVELOPMENT

1. Program Description

The Conneaut Human Resources Center (CHRC) proposes to continue offering **Homemaker Services** to seniors aged 60 and older residing in Conneaut City, N. Kingsville Village, and the townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond, and North Andover. The program is designed to assist seniors with household tasks necessary for maintaining a clean, safe living environment, supporting independence, and improving overall quality of life.

Services are delivered directly in the clients' homes and include general cleaning, dusting, laundry, changing linens, kitchen/bathroom cleaning, and other light household duties. Services are scheduled for 1–2 hours per visit, every other week. If warranted, based on health needs or other factors, services may increase to up to 3 hours per visit.

Clients are assessed upon intake, and ongoing quality assurance and care plan reviews ensure services remain appropriate and effective. All household supplies are provided by the client. Services are delivered by trained homemakers supervised by the Executive Director and supported by administrative staff.

2. Demonstrated Need in Service Area

Many seniors in the CHRC service area face challenges such as lack of local family support, chronic health conditions, and limited financial means. These barriers can prevent them from maintaining their homes adequately, putting their health and independence at risk.

The Homemaker Services program addresses this gap by enabling seniors to remain safely in their homes, avoiding premature institutionalization and improving their emotional well-being. This directly supports the community's growing aging population by filling a crucial service gap with cost-effective in-home support.

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3. Applicant Experience

CHRC has successfully provided Homemaker Services since 2011. With over a decade of experience in administering this program, CHRC has developed strong internal procedures for assessment, scheduling, service delivery, recordkeeping, and quality assurance. The agency's long-standing presence and partnerships in the community support effective and efficient service delivery.

Service Delivery and Outcomes

- Projected Service Hours (2026): 1,735
- Unit Rate: $30.00/hour
- Total Requested Funding: $51,000.00
- This program has been funded through the Senior Levy since 2001 and continues to meet the evolving needs of our aging population.

Supplemental Funding

Facility rentals and community contributions contribute to funding needs

4. Units of Service and Unduplicated Clients

Service Area	2024 Units (Age 60–75)	2024 Clients (Age 60–75)	2026 Proposed Units (Age 60–75)	2025 Proposed Clients (Age 60–75)
Conneaut/Monroe	1,730.5	248	2,000	250
All Other Areas	0	25	0	30
Totals		273		280

Note: Data for ages 76+ is not currently available in detailed format.

---

5. Days and Hours of Operation

- **Days Available:** Monday through Friday (Some Weekends and Evenings)
- **Hours:** 8:00 AM – 5:00 PM Occasionally Later
- Services are scheduled based on individual client needs and availability.

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6. Client Intake

a. Method:

- Intake begins after a referral or contact from the client or caregiver.

b. Process:

- CHRC schedules a home visit within 3–5 business days.
- Intake and Assessment Tool is used to collect: name, DOB, address, contact, medical history, financial data, and service plan.
- Eligibility is based on medical condition, support system, and current living status.
- Care plans are reviewed as needed based on health changes.

c. Follow-up: Ongoing mini assessments occur as clients are seen or upon significant status changes. Quality assurance reviews are performed periodically by managing staff.

---

7. Funding Sources

CHRC receives funding for Homemaker Services from the **Ashtabula County Senior Services Levy**. No other Federal or State tax funds are used for this program.

Source	Amount	Unit Rate
Ashtabula County Senior Levy	$48,501 (2025)	$31.00/hour

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8. Collaboration with Community Providers

CHRC coordinates with multiple community partners to deliver holistic support services to seniors:

- **Conneaut Health Department**
- **Community Counseling Center**
- **Country Neighbor Program**
- **Community Action Agency (HEAP/PIPP, Congregate Meals, Meals on Wheels)**

These partnerships allow CHRC to make cross-referrals and connect seniors with additional support beyond homemaker services.

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9. Alignment with the Senior Levy Mission Statement

CHRC's Homemaker Program directly aligns with the Ashtabula County Senior Services Levy Mission Statement by:

- **Providing superior service** through individualized care plans and consistent quality assurance
- **Promoting self-sufficiency** by enabling seniors to live independently and remain in their homes
- **Reducing poverty conditions** by offering in-home support at no cost to low-income seniors
- **Improving health and safety** by ensuring clients live in cleaner, safe environments

B. Organizational Structure

The Conneaut Human Resources Center (CHRC), founded in 1978, is a nonprofit 501(c)(3)organization located in Ashtabula County, Ohio. Governed by a volunteer Board of Directors and led by an Executive Director, CHRC exists to enhance community well-being by providing and coordinating vital human services. The center serves Conneaut City, Kingsville, North Kingsville, and the surrounding townships of Monroe, Pierpont, Dorset, Sheffield, Richmond, and northern Andover.

In 1985, thanks to support from the Civic Development Corporation of Ashtabula County, CHRC transitioned from a residential space on Broad Street to a 20,000-square-foot facility on Mill Street—formerly a grocery store. This facility now serves as a community hub, a one stop shopping for social services. Housing a variety of programs and organizations that enhance local residents' quality of life.

- CHRC currently houses and/or partners with a wide range of groups and organizations, including:
  - Greater Cleveland Food Bank
  - Salvation Army
  - Conneaut Health Department
  - Community Counseling Center of Ashtabula County
  - Country Neighbor Program
  - Right Track afterschool Program
  - Community Action of Ashtabula County

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    - WIC Program
    - HEAP/PIPP Services
    - Congregate Meals
  - Emergency and Food Assistance / Distribution
- See Attached for:
  - Board of Directors List
  - Organizational Chart

C. PROVIDER / STAFF QUALIFICATIONS

1. Staff Qualifications

- **Executive Director** – Oversees all program operations, service assessments, quality assurance, and compliance. Reports to the CHRC Board.
- **Financial Director** – Responsible for budget, payroll, reporting, and fiscal compliance.
- **Homemakers** – Provide in-home cleaning and supportive services. Trained in household safety, client communication, and documentation.
- **Support Staff** – Handle scheduling, quality assurance support, data entry, and client file management.
- **Office Assistant** – Maintains client rosters, responds to inquiries, manages intake paperwork, and assists with administrative tasks.

2. Employee Training Requirements

- All staff receive confidentiality training.
- Training is provided in safety procedures, elder care, appropriate client interaction, and cultural sensitivity.
- Ongoing education is encouraged, and refresher sessions are provided periodically.

3. Volunteer Use

No volunteers are utilized in the Homemaker Services Program.

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EXHIBIT II

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Applicant Budget
Summary

Applicant: Conneaut Human Resources Center	Srs: HomeMaker Service
Date From: 01/01/2026	To: 12/31/2026

	Amount	
I. Staff		
A. Salaries	$	38,132.00
B. Payroll-Related Expenses	$	3,410.00
Total Staff Costs	$	41,542.00
II. Operations		
A. Travel and Short-Term Training	$	4,000.00
B. Consumable Supplies	$	370.00
C. Occupancy Costs	$	4,800.00
D. Contract and Professional Services	$	2,316.00
E. Other - Miscellaneous	$	2,650.00
Total Operational Costs	$	14,136.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	55,678.00
IV. Minus Other Program Resources	$	6,803.00
Total Program Costs	$	48,875.00

Budget Computation

Total Operating Expenses	$	48,875.00
Divided by Total Operating Units		1,629.00
= Unit Rate	$	30.00

Unit Rate	$	30.00
X number of units purchased		1,629.00
= Total Contract Amount	$	48,875.00

Unit = 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
HomeMaker Person	$ 7,800.00	10/Wk	100.00%	$ 7,800.00
HomeMaker Person	$ 7,800.00	10/Wk	100.00%	$ 7,800.00
HomeMaker Person	$ 7,800.00	10/Wk	100.00%	$ 7,800.00
HomeMaker Person	$ 7,500.00	10/Wk	100.00%	$ 7,500.00
Executive Director	$ 33,000.00	Annual	15.00%	$ 4,650.00
Finance Director	$ 13,821.00	15/Wk	10.00%	$ 1,382.00
Receptionist	$ 12,000.00	25/Wk	10.00%	$ 1,200.00
Total Salaries				$ 38,132.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,365.00
Worker's Compensation	$ 492.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 553.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 3,410.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.70	$ 4,000.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 4,000.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other *(identify)* Gloves	$ 370.00
Other *(identify)*	
Total Consumable Supplies	$ 370.00

II. C. Occupancy Costs

	Amount
Rent	$ 4,800.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify)* Other *(identify)*	
Total Occupancy Costs	$ 4,800.00

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

Identify Each Contract of Service	Amount
Copier Services	$ 766.00
Greatwave Communications Support	$ 600.00
Schedules Plus	$ 200.00
Assessments	$ 750.00
Total Contract & Services Costs	$ 2,316.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	$ 1,400.00
Tablets (5 @ $250 each)	$ 1,250.00
Total Miscellaneous Costs	$ 2,650.00

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. 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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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Conneaut Human Resource Center,** located at **327 Mill Street, Conneaut, Ohio 44030** to provide **Independence and Wellness Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: $45,150.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$27.15 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/24/2025
Date

DocuSigned by:
CFB7C9CD63194BB...

Ryan Tattrie, Executive Director
Conneaut Human Resource Center

11/24/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

11/28/2025
Date

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

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: **Conneaut Human Resource Center**
Date: **11/14/2025 9:28:31 AM**

This search produced the following list of **12** possible matches:

Name/Organization	Address
Bright Ideas Management and Consulting	801 S. Copper Key Court
Chaney Cement Contractors	4500 Timber Ridge Dr.
Congo, H. Marie	5170 Poets Way
Conley, Loyd	P.O. Box 62
Connell, Steve	8851 Cedar Hills Road
Conners, Roger	3491 Hillside Avenue
Crane Run Construction	15589 Holman Rd.
Dudley, Sr. (LED Consulting), Edward	2720 Airport Drive
LED Consulting	576 Brook Hollow
LED Consulting	676 Brook Hollow
Ohio Works First Program, Prevention, Retention and Contingency	
The Econo Team LLC	1174 1st Ave

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 2026 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: 2006.030.455-601; not to exceed $45,150.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Conneaut Human Resource Center** of Ashtabula County

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/26/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT INDEPENDENCE AND WELLNESS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor EFS

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EXHIBIT I

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Appendix I
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Docusign Envelope ID: EDF07FAC-DFCA-4152-8F83-0A8193356946

Independence and Wellness for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

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Applicant Information

AGENCY / ORGANIZATION NAME: Conneaut Human Resources Center

ADDRESS: 327 Mill Street Conneaut, Ohio 44030

PHONE: (440) 593-5273 FAX: (440) 599-7441

SERVICE SITE (if different than above): Same

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1381897

EXECUTIVE DIRECTOR/DIRECTOR: Ryan Tattrie

PROGRAM COORDINATOR: Ryan Tattrie EMAIL: Director@ConneautHRC.org

FISCAL CONTACT: Diana Spencer EMAIL: Dianap1999@gmail.com

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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Ryan Tattrie SIGNATURE: R E Tattrie

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: 8/5/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Conneaut Human Resources Center

Company Address: 327 Mill Street Conneaut, Ohio 44030

Telephone Number: (440) 593-5273 FAX: (440) 599-7441

The name and telephone number of the person(s) who has the authority to submit Proposal:

Ryan Tattrie (440) 593-5273

The name and telephone number of the person(s) who has the authority to sign contracts:

Ryan Tattrie (440) 593-5273

The legal status of the Applicant's organization NON PROFIT 501c(3)

Date of establishment/incorporation: 7/11/1983

Federal Employer Identification Number (FEIN): 34-1381897

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ___ Yes _X_ No

If yes, has the company filed all required EEO reports to the necessary agencies? ___ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Conneaut Human Resources Center

- RFP Submission: **Independence and Wellness Program** – RFP #8-26
  Date: August 6th,2025

A. Program Planning and Development

- The Conneaut Human Resources Center (CHRC) respectfully submits this proposal in response to RFP #8-26 for the Independence and Wellness Program. CHRC is a dedicated community-based nonprofit organization that provides human and social services to over 2,500 individuals monthly across Conneaut City, N. Kingsville Village, and the Townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond, and North Andover.
- CHRC proposes the continuation and enhancement of the Seniors Together Education and Wellness Program, a vital initiative focused on enriching the lives of older adults. The program empowers seniors to maintain independence, engage socially, and enhance their physical, emotional, and intellectual well-being through accessible, meaningful programming in a safe and welcoming environment.

Need for the Proposed Program

The targeted service area—Conneaut City, North Kingsville, and the townships of Kingsville, Monroe, Dorset, Sheffield, Pierpont, Richmond, and North Andover—contains a growing aging population. Seniors in these rural and semi-rural communities face barriers including transportation, isolation, and limited access to healthcare and socialization opportunities. "Seniors Together" directly addresses these issues by offering inclusive, multi-dimensional programming that:

- Reduces social isolation
- Supports healthy aging
- Enhances emotional and mental well-being
- Provides preventive health education
- Connects seniors with local resources and support systems

The program's hybrid (in-person and virtual) approach further addresses accessibility and flexibility for diverse senior needs.

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Collaboration with Community Providers

CHRC maintains strong collaborations with numerous partners including:

- **Healthcare Providers:** UHHS Conneaut Medical Center, ACMC, Intrepid, Holly's Hearing
- **Community Organizations:** Conneaut Police, local churches, Right Track, Gateway Health, Dairy Queen, fraternal organizations
- **Support Agencies:** Country Neighbor Program, Greater Cleveland Food Bank, Salvation Army, WIC, ASPIRE (GED Education, Community Action (HEAP/PIPP), Community Counseling Center of Ashtabula County, Senior Care Network

These partnerships enable a holistic approach to service delivery—supporting not just physical health, but emotional, social, and spiritual well-being.

Key Program Components

- Daily programming available throughout the week. Monday thru Friday times ranging from 8:00AM – 4:30 PM with evening and weekend events as well, including:
  - Educational forums (e.g., Medicare Part D, healthcare rights)
  - Social engagement activities (e.g., bingo, crafts, intergenerational programs)
  - Fitness and recreation (e.g., Senior Soles Walking Program, Wii Bowling, stretching, and chair yoga)
  - Nutrition education and lunch events
  - Senior Prom
  - Health screenings and monthly diabetes management classes
  - Special events and field trips to our local beaches and other senior centers
- The "WELL Call" Reassurance Program, which delivers telephone check-ins to isolated or homebound seniors to ensure safety and peace of mind for families.
- Virtual Seniors Together, offering remote participation for individuals affected by acute and chronic illnesses and traumatic concerns or mobility challenges.
- Community collaborations with healthcare providers, local agencies, schools, churches, and law enforcement for seminars and support services.
- This program will be housed in the CHRC facility at 327 Mill Street, Conneaut, OH 44030, which is open daily. Staff complete Participant Information Forms for all clients, including demographic, financial, and emergency contact details. Records are updated annually or as needed.
- CHRC maintains strict confidentiality protocols, and all personnel and volunteers receive appropriate training to safeguard private information. Volunteers supplement staff in recreational programming, spiritual sessions, and community meals.

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Service Delivery and Outcomes

- Projected Service Hours (2026): 1,700
- Unit Rate: $27.15/hour
- Total Requested Funding: $46,155.00
- This program has been funded through the Senior Levy since 2001 and continues to meet the evolving needs of the aging population.
- The following table includes seniors serviced through Seniors Together. The CHRC also has senior programs that assist seniors. Senior Food Box clients (141 Unduplicated), Mobile Pantry (526 Unduplicated). Over at least 300 more unduplicated seniors are served each year.

2024 and 2026 Statistical Overview and Projections

Age / Location	Units of Service Unduplicated Clients Served 2024 AGE 60-75	Proposed Units of Service Unduplicated Clients 2026 AGE 60-75	Units of Service Unduplicated Clients Served 2024 AGE: 76+	Proposed Units of Service Unduplicated Clients 2026 AGE: 76+
Conneaut/Monroe	Clients 51	Clients 82	Clients 33	Clients 79
Kingsville/N. Kingsville	Clients 1	Clients 1	Clients 1	Clients 79
Ashtabula*	Clients 2	Clients 2	Clients 1	Clients 79
TOTALS	Units1,105 Clients 54	Units1,105 Clients 85	Units 595 Clients 35	Units 595 Clients 79

- *Ashtabula residents attended not within the primary service area.

Supplemental Funding

- Over the past five years, the program has also received support from United Way of Ashtabula County, totaling $20,000 across 2020–2024. However, recent reductions in funding emphasize the importance of continued and increased need for Senior Levy support:

Year	Amount
2020	$5,000.00
2021	$4,000.00
2022	$4,000.00
2023	$4,000.00
2024	$3,000.00

- Facility rentals and community contributions contribute to funding needs

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Mission Alignment

- CHRC's mission aligns strongly with the Senior Levy's goals to promote independence, wellness, and self-sufficiency:
- "The CHRC proposes to continue Seniors Together to provide program activities that benefit the individual. The program promotes socialization and helps seniors maintain their individuality and independence...in a safe, secure environment."
- CHRC has long committed to alleviating isolation, promoting community engagement, and improving health outcomes for seniors—core components of the Senior Levy mission.
- *"The program promotes socialization and helps seniors maintain their individuality and independence. This Program provides seniors a venue to meet new people and learn ways to improve their quality of life in a safe, secure environment." – Senior Participant*

B. Organizational Structure

The Conneaut Human Resources Center (CHRC), founded in 1978, is a nonprofit (501c3)organization located in Ashtabula County, Ohio. Governed by a volunteer Board of Directors and led by an Executive Director, CHRC exists to enhance community well-being by providing and coordinating vital human services. The center serves Conneaut City, Kingsville, North Kingsville, and the surrounding townships of Monroe, Pierpont, Dorset, Sheffield, Richmond, and northern Andover.

In 1985, thanks to support from the Civic Development Corporation of Ashtabula County, CHRC transitioned from a residential space on Broad Street to a 20,000-square-foot facility on Mill Street—formerly a grocery store. This facility now serves as a community hub, a one stop shopping for social services. Housing a variety of programs and organizations that enhance local residents' quality of life.

- CHRC currently houses and/or partners with a wide range of groups and organizations, including:
    - Greater Cleveland Food Bank
    - Salvation Army
    - Conneaut Health Department
    - Community Counseling Center of Ashtabula County
    - Country Neighbor Program
    - Right Track afterschool Program
    - Community Action of Ashtabula County
        - WIC Program

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    - HEAP/PIPP Services
    - Congregate Meals
  - Emergency and Food Assistance / Distribution
- See Attached for:
  - Board of Directors List
  - Organizational Chart

C. Provider/Staff Qualifications

Executive Director
- Responsible for oversight of the facility and all funded programs, including fiscal reporting and administrative leadership.

Financial Director
- Manages payroll, fiscal reports, benefits, and unit reporting to ensure compliance with Levy Board standards.

Seniors Together Program Director
- Designs and implements daily programming, ensures compliance, conducts assessments, coordinates volunteers and outside presenters, and oversees all service delivery components.

Assistant Program Director
- Assists with daily operations and acts in the absence of the Director. Provides administrative support, recordkeeping, and supervision of program volunteers.

Support Staff
- Completes tasks including scheduling, statistical reporting, intake, and WELL call monitoring.

Volunteers
- Support programming by assisting with activities such as exercise groups, spiritual sessions, game days, and community outreach events.
- All staff and volunteers receive training in confidentiality and safety and work collaboratively to ensure client satisfaction and engagement.
- Attached:
- Job Descriptions

Conclusion

- The Independence and Wellness Program at CHRC has a long-standing track record of success in improving the quality of life for area seniors. It provides a comprehensive, person-centered approach that aligns with the mission of the Senior Services Levy to promote independence, dignity, and community involvement for older adults.
- We respectfully request continued funding in the amount of $63,900 to serve up to 200 seniors with 1,700 hours of program delivery in 2025.
- We are committed to delivering compassionate, creative, and high-impact services and thank you for your continued support and consideration.

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EXHIBIT II

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Applicant Budget

Summary

Applicant: Conneaut Human Resources Center	Srs. Independence & Wellness
Date From: January 1, 2026	To: December 31, 2026

	Amount	
I. Staff		
A. Salaries	$	29,852.00
B. Payroll-Related Expenses	$	2,530.00
Total Staff Costs	$	32,382.00
II. Operations		
A. Travel and Short-Term Training	$	-
B. Consumable Supplies	$	2,825.00
C. Occupancy Costs	$	10,022.00
D. Contract and Professional Services	$	3,526.00
E. Other - Miscellaneous	$	1,600.00
Total Operational Costs	$	17,973.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	50,355.00
IV. Minus Other Program Resources	$	5,205.00
Total Program Costs	$	45,150.00

Budget Computation

Total Operating Expenses	$	45,150.00
Divided by Total Operating Units		1,663.00
= Unit Rate	$	27.15

Unit Rate	$	27.15
X number of units purchased		1,663.00
= Total Contract Amount	$	45,150.00

Unit = 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
Senior Program Director	$ 14,910.00	25 hr/week	100.00%	$ 14,910.00
Executive Director	$ 33,000.00	Annual	15.00%	$ 4,950.00
Finance Director	$ 13,821.00	15 hr/week	10.00%	$ 1,382.00
Senior Program Assistant	$ 8,610.00	15 hr/week	100.00%	$ 8,610.00
Total Salaries				$ 29,852.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,851.00
Worker's Compensation	$ 246.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Medicare	$ 433.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,530.00

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II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 400.00
Cleaning Supplies	$ 175.00
Other *(identify)* Snacks, Program Supplies	$ 2,250.00
Other *(identify)*	
Total Consumable Supplies	$ 2,825.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 4,000.00
Utilities (if not included in rent) must be itemized	
Heat	$ 2,850.00
Electric	$ 1,714.00
Water	$ 468.00
Telephone	$ 990.00
Sewer	
Other *(identify)*	
Other *(identify)*	
Total Occupancy Costs	$ 10,022.00

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

Identify Each Contract of Service	Amount
Copier Service	$ 686.00
Annual Zoom licensing fee	$ 500.00
Schedules Plus Software	$ 840.00
Great Wave Communication Support	$ 1,200.00
Advertising	$ 300.00
Total Contract & Services Costs	$ 3,526.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Liability Insurance	$ 1,600.00
Total Miscellaneous Costs	$ 1,600.00

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
	2	
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
United Way, Donations, Fundraisers	$ 3,000.00
Contributions	$ 1,200.00
Total Other Resources	$ 4,200.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR TRANSPORTATION SERVICES

This Subgrant Agreement is entered into on the **1st** day of **January, 2026** between the Ashtabula County Department of Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Sunset Transportation Partners Inc.,** located at **1627 W. 9th St., Ashtabula, Ohio 44004** (hereinafter referred to as the subgrantee) to provide **Senior Transportation Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   $200,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$2.18 per unit of **Senior Transportation** services as described in **Exhibit II (subgrantee budget) hereof.** (A unit = one mile)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    - Subgrant 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) An electronic spreadsheet (provided by Grantor or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each trip:
    - Date of trip
    - Client last name
    - Client first name
    - Client pickup address
    - Client destination address
    - 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
    - Indication if trip is a lift
    - Total trip charge
    - Indication of whether trip was shared with other passenger(s) (to split cost of trip)
    - Program fees collected (i.e. Senior Services Levy co-pay Provider collected from the client)
    - No go trips
    - No go rate

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

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Subgrantee agrees to follow all transportation policies or participant guidelines as established by The Ashtabula County Senior Services Levy Advisory Board.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

15. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

16. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

17. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

18. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

19. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

20. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

21. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

22. **Civil Rights:** 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 factor as 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 Proficient (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

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any method of appeal will be made available to all persons served under this Subgrant 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 Subgrant Agreement.

23. **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 relating 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.

24. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

25. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

26. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

27. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

28. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

29. **Equal Employment Opportunity:** The Subgrantee 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.

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30. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

31. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

32. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

33. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

34. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

35. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

36. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

37. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

38. **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.

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39. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

40. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

41. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

42. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 42 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

11/20/2025
Date

DocuSigned by:

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David McGrath, President/CEO
Sunset Transportation

11/24/2025
Date

Signed by:

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Ashtabula County Board of Commissioners

11/28/2025
Date

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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: **Sunset Transportation Partners Inc.**
Date: **11/14/2025 9:37:57 AM**

This search produced the following list of **0** possible matches:

Name/Organization	Address

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 2026 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: 2006.030.455-601; not to exceed $200,000.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Sunset Transportation Partners, Inc**. of Ashtabula County.

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/26/2025

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Signature Page

AGREEMENT TITLE: ACJFS (Grantor) and Sunset Transportation Partners Inc.

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/25

Reviewed by Christine Davis, Assistant Prosecutor
2025-LRI-0085

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Appendix I-A
Vehicle Requirements

Required Annual Inspection Elements for Vehicles:

A. Seating

1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. Defrosters & Heaters

1. Must operate as designed.
2. Heater cores must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. Windshield Wipers/Washers

1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. The Floor Must Be Metal and Intact Without Holes

E. Mirrors

1. Must have at least one rear view interior mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Prismatic lens must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. Emergency Equipment

1. Three red reflectors must be stored in the vehicle.
2. 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.
3. The vehicle must be equipped with a first aid kit.

G. Brakes

1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.

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4 Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. Emergency Brake

1. The vehicle must have a functional emergency brake that can stop 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.
2. If the emergency brake is located on the drive shaft, the brakes shall:
   a. Hold the vehicle in parked position.
   b. Be properly mounted; and
   c. Have cables that are properly lubricated and not hazardously worn.

I. Steering Gear

1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. The Horn Must Operate As Designed

K. Windshield/Windows

1. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
2. Plexiglas will not be used to replace safety glass.

L. Emergency Door (Applicable To Bus-Type Vehicles)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
4. 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.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

M. Springs/Shocks Must Be Intact and Properly Mounted

N. Tires

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.

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5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. **Exhaust System**

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. **Lights must operate as designed and meet ORC and OAC requirements for vehicle lighting.**

Q. **The vehicle body condition must be intact and free of broken parts that can cause injury.**

R. **Gas Tank Must**

1. Be free of rust/damage and/or leaks.
2. Be securely mounted.

S. **The seating area and aisle must be free of debris.**

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these 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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Applicant Information

AGENCY / ORGANIZATION NAME: Sunset Transportation Partners Inc.

ADDRESS: 1627 W. 9th. St. Ashtabula, OH 44004

PHONE: 440-855-5314 FAX: --

SERVICE SITE (if different than above): 4690 Lake Rd. East

ADDRESS: Geneva, OH 44041

PHONE: 440-361-4013 FAX: --

FEDERAL TAX I.D. NUMBER: 84-289824

EXECUTIVE DIRECTOR/DIRECTOR: David McGrath

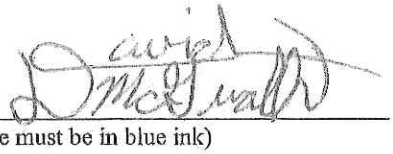
PROGRAM COORDINATOR: Amy Blake EMAIL: amyblake@sunsettaxis.com

FISCAL CONTACT: Amy Blake EMAIL: amyblake@sunsettaxis.com

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted because 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 based on 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: David McGrath SIGNATURE: X 

(Note: original signature must be in blue ink)

TITLE: President DATE: 7/16/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Sunset Transportation Partners Inc.

Company Address: 1627 W. 9th St. Ashtabula, OH 44004

Telephone Number: 440-855-5314 FAX: --

The name and telephone number of the person(s) who has the authority to submit Proposal:

Amy Blake 440-969-3459

The name and telephone number of the person(s) who has the authority to sign contracts:

David McGrath 440-415-2016

The legal status of the Applicant's organization S- Corp

Date of establishment/incorporation: 2013/New LLC 2018/S-Corp 2019

Federal Employer Identification Number (FEIN): 842898424

Is the Company co-owned or controlled by a parent company? ___Yes X No

If yes, name of parent company: n/a

Is the Applicant authorized/licensed to do business in the state of Ohio? X Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? X Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? X Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. X Yes ___ No

Does the company have current or future plans for a buyout or sale? ___Yes X No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. X Yes ___ No

The Applicant certifies it is a drug-free work place? X Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? X Yes ___ No

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Sunset Transportation
Senior Related Transportation
RFP #7-26

Section 3
Program Planning and Development

A. Program Description

Sunset Transportation and Rentals been committed to providing private transportation, tours, and shuttle services to residents of Ashtabula County and surrounding areas since 2012. It is a top priority that Sunset Transportation's program planning and development meets all the requirements requested by Ashtabula County Job & Family Services' (ACJFS) commitment to providing both medical and non-medical transportation services to those age 60 and over. Sunset Transportation operates the business in compliance with all applicable federal, state and local laws, and complies with: non-discrimination laws, federal wage and hour laws, and workers' compensation laws in the recruitment and employment of all individuals and in the provisions of services. Sunset Transportation complies with all federal, state and local laws, rules, and executive orders and other legal requirements as they apply to transportation. Sunset Transportation will also comply with any and all transportation policies established by the Ashtabula County Senior Services Levy Advisory Board.

Sunset Transportation is committed to providing transportation to those who are pre-approved by ACJFS with safe, timely and well-mannered service. It is our priority to make sure all customers are treated with respect and equality. Sunset Transportation does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation or military status, in any of its operations. Sunset Transportation complies with the Equal Employment Opportunity Affirmative Action plan, as well as the Drug Free Workplace Act. Sunset Transportation takes responsibility to be aware of and maintain all required license and certifications necessary to provide service to pre-approved customers of ACJFS eligible programs. All utilized vehicles have insurance in compliance with Ohio's financial liability law requirement. A copy of the certificate of insurance and vehicle registration is maintained in each vehicle. All vehicle operators and owners maintain proof of financial responsibility as required in section 4509.101 of the Ohio Revised Code for motor vehicles.

All drivers that are employed and/or contracted with Sunset Transportation have a valid Ohio motor vehicle operator's license, and a license appropriate to each vehicle when necessary. Drivers have at least two years of driving experience and an annual OBMV check is performed on each driver. Criminal background checks on all drivers are performed in accordance with section 109.572 of the Ohio Revised Code, as well as initial, post incident/accident and random drug screens. Drivers take responsibility to physically inspect all vehicles before and after each trip and they are trained on how to do so upon hire. Upon hire, drivers are trained on basic maneuverability, passenger assistance, how to report and document incidents or complaints, and how to document and submit daily trip reports. As part of initial training, all drivers are CPR & First Aid certified and have successfully completed the Passenger Assistance Course. Sunset

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Transportation ensures all 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 assistance to participant, proper assistance techniques. Each operator is trained, and skill tested in the proper use of the wheelchair lift and securing mechanisms prior to transporting and wheelchair-bound participant. Drivers are trained on how to conduct a wheelchair lift inspection and this is required, and documented, daily. All drivers wear a name badge with photo ID for security. Other applicable trainings are provided to employees, as necessary.

Sunset Transportation will prioritize clients referred by ACJFS' Adult Protective Services (APS). Our prioritization system will distribute services equally to all ACJFS participants but ensure priority to those determined to be greatest need per communication between ACJFS and our Program Manager. APS clients shall receive priority over all others when in need of service. Wait list clients shall be served on basis of priority ranking and then chronologically as services become available. Sunset Transportation is very flexible and accommodating. We have experience handling frequent last-minute trips/scheduling changes from our prior experiences with ACJFS participants, so we can assure that we can carry out this policy upon award.

Sunset Transportation is proposing to provide 200,000 miles of transportation service, at a rate of $2.75 per mile, to eligible participants through ACJFS Senior Levy related transportation programs. If additional funding is available, Sunset would welcome the opportunity to be awarded more. Our ability to provide this service at a competitive rate is due to efficient resource sharing from existing operations. By utilizing the employees, we currently have on staff, we are able to offer a lower rate to operate this proposed program. Our Owner, Program Director, and Operations Manager duties will carry over to help support and carry out the ACJFS Senior Levy Transportation Program. The Program Director will organize, monitor, report, and carry out the transportation program designed especially for participants of ACJFS eligible programs. We will also continue to employ our Operations Manager to train and oversee all our current drivers, as well as any new drivers hired for the senior levy transportation program. Sunset Transportation's Program Assistant will assist with the dispatch of calls for all ACJFS participants and to directly assist the Managers. With this amount of dedication to the proposed program, Sunset Transportation can be fully committed to providing the best service to all ACJFS participants.

Sunset Transportation will plan reservations and routes accordingly so that all passengers arrive at their destination on time, and without unreasonable time added to their trip. Upon taking the reservation, our transportation team will identify opportunities to ride share based on destination and appointment times. It will always be expressed to the passenger that they could be a part of a ride share and we will plan their trip to include a time "buffer" for this. All trips are monitored throughout the day and will be scheduled so passengers do not wait more than fifteen minutes from the stated pick-up or delivery time. Our drivers are required to notify Sunset Transportation immediately of known pick up delays that will exceed beyond 15 minutes of the scheduled pick up time.

While Sunset Transportation expects drivers to be on time, there may be an unforeseen circumstance that occurs beyond the control of the driver. When the delay of a scheduled pick

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up time is reported to Sunset Transportation, all attempts will be made to notify the participant. Routine Reservations require a 2-business day notice but last minute requests will always be honored if the schedule allows it, or if prioritization is given to the participant. If a change in schedule in needed, the passenger must call as soon as possible so the transportation team can make scheduling arrangements. If changes cannot be made, the passenger will be notified and referred back to the appropriate party (ACJFS). Sunset Transportation requires a 2-hour notice to cancel an existing reservation. If a 2-hour notice cannot be provided, we ask the passenger to please cancel as soon as possible. If a driver arrives for a scheduled pickup, and the member did not cancel the reservation in advance, a no show complaint against the member may be documented.

As our transportation schedules are constantly monitored throughout the day with communication to all drivers, we assure that 90% of shared ride trips will take no more than 30 minutes more than the time required to accomplish the trip as a non-shared ride. All incidents, accidents or complaints will be reported to ACJFS within 24 hours of the occurrence. Any accident involving passenger injury will be reported immediately.

B. Summary of Service

1. **Days & Hours of Service:** Sunset Transportation will take reservations for rides Monday thru Friday 8am-5pm. Ride times are flexible and will be provided 7 days a week 24 hours a day by reservation. Our ride line answering system will be available 7 days a week 24 hours a day. Sunset Transportation's excellent customer-oriented staff will answer the phones/email for reservations and schedule drivers at appropriate times.
2. **Provider Experience:** Sunset Transportation has been providing a variety of transportation services for almost 15 years. We are family owned and operated and have several five-star reviews from our committed local relationships and fantastic customer base. Sunset Transportation has several contracts within Ashtabula County for community/vendor events and we have become the highest rated company in the community. We currently hold multiple service contracts within Ashtabula County, including our sixth year providing NEMT services and second year operating the ACTS program. Both ACJFS staff and participants have praised our reliability, customer service, and program management.
3. **Specifications:**
    a. **Senior Transportation Services:**
        1. A single trip charge will be calculated based on at a flat rate per mile of $2.75. Trips will be calculated from base, to client location, to the destination drop off location, and then back to base.

        2. Round trip charges will be calculated based on at a flat rate per mile of $2.75. A round trip ride is calculated from base, to client location, then to destination, then returns the passenger to their home, and back to base. A

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wait time of $.45 a minute will be charged for out of county trips where the driver is waiting at the appointment destination (first 5 minutes are free/not calculated to allow the passenger to exit the vehicle and enter the building). If a ride is shared, the wait time will start when the last person in the trip is dropped off and will end when the last passenger is picked up to return to Geneva. This charge is per trip not per passenger.

3. Multiple passenger trips will be provided if/when appointment times and similar destinations are being requested on the same day. Miles calculated for a shared trip will be split between all passengers. We will divide the total trip charge by the total number of passengers and charge the same number of miles for each passenger, at the agreed upon rate per funding source.

4. A "no go" trip occurs when our driver arrives to the pickup destination and the ACJFS participant does not show up for their ride or cancels at the door. Our program manager uses our scheduling software to make several attempts to provide the participant with their pickup time(s) and we very rarely have "no-go" trips. If a participant is reported as a "no-go" it is documented and sent to ACJFS monthly via a cancellation spreadsheet. Although we do NOT charge ACJFS for "no-go" trips, if a participant is a frequent "no-go'er" they could potentially be suspended from our services after communications with ACJFS. If a participant is a "no-go" on the first leg of their trip we will automatically remove their return ride from the schedule, unless contacted by the participant or ACJFS.

5. Sunset Transportation maintains a modern, diverse fleet available for this program, including:

(13) 14-passenger vans
(3) 12-passenger vans
(2) 10-passenger vans
(12) 6-passenger vans
(3) 3-passenger vehicles
(7) Wheelchair-accessible vehicles (low-profile minivans, transit vans, and larger bus options)

b. Volunteer Senior Transportation: N/A

C. Geographic Service Area

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1. Sunset Transportation will provide transportation both within and outside of Ashtabula County. When taking reservations for trip outside of the county, our transportation team will assure that the schedule allows for the trip time as well as any wait time that is necessary.

D. Organizational Structure:

1. Originally founded in 2012 as Sunset Taxi LLC, the business expanded and rebranded as Sunset Transportation & Rentals LLC in 2018. To accommodate ongoing growth, Sunset Transportation Partners Inc. was formed to oversee larger transportation programs and contracts. Our primary funding sources include public service contracts and community partnerships. ***Organizational chart attached.**

E. Applicant/Staff Qualifications:

President: David McGrath is the President and Owner of Sunset Transportation, where he oversees public relations and employee hiring. He holds a Public Relations Degree and brings over 20 years of experience in public safety and transportation. David has also owned and operated several successful local businesses. He is deeply passionate about both his business and Ashtabula County. With his skills in promoting business and community activities, David builds strong relationships with other local businesses and community leaders. His generosity to his employees and community fosters a strong sense of loyalty, contributing to the success of his business and partnering programs.

NEMT Project & Billing Director: Our NEMT Project Director at Sunset Transportation is currently responsible for assisting the president with specific administrative tasks, data collection, invoicing and reporting, accounts payable, and managing compliance. With over 8 years of administrative experience and more than 10 years of experience in non-profit program coordination and management, the NEMT Project Director has successfully run our entire NEMT program for the past 7 years. This has ensured we meet all requirements set by Ashtabula County Job & Family Services (ACJFS) for providing health and employment-related transportation services. The NEMT Project Director has also taken on the data collection and reporting for our newest project, ACTS, which requires a high level of skill and time management. These skills have led to increased efficiency in their role. Upon award, the NEMT Project Director will continue overseeing all transportation program management, including invoicing, accounts payable, data collection and reporting, HR-related tasks, budget recording and evaluation, record keeping, and passenger communication as needed.

NEMT Operations Manager: Sunset Transportation employs a full time Transportation Operations Manager. Our Transportation Operations Manger has several years of experience working for Sunset Transportation and is responsible for the daily oversight of

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our drivers, driver scheduling, scheduling passengers for services, as well as vehicle maintenance and records. This position plays a key role in ensuring daily operations run smoothly.

Drivers: Drivers are responsible for trip recording, daily vehicle inspections, as well as providing safe and reliable transportation to all passengers. Drivers are over the age of 21 and have at least 2 years of transportation experience. Sunset Transportation employs several full-time drivers to help carry out the transportation contract with ACJFS. More part time contracted drivers will be hired if the need arises or when we add to our fleet of vehicles.

***Job descriptions attached.**

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Applicant Budget
Summary

Applicant: Sunset Transportation	
Date From: January 1, 2026	**To: December 31, 2026**

	Amount	
I. Staff		
A. Salaries	$	234,850.00
B. Payroll-Related Expenses	$	55,000.00
Total Staff Costs	$	289,850.00
II. Operations		
A. Travel and Short-Term Training	$	1,000.00
B. Consumable Supplies	$	44,200.00
C. Occupancy Costs	$	16,000.00
D. Contract and Professional Services	$	29,900.00
E. Other - Miscellaneous	$	9,200.00
Total Operational Costs	$	100,300.00
III. Equipment		
A. Equipment Depreciation	$	45,100.00
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	45,100.00
Sub- Total of All Costs	$	435,250.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	435,250.00

Budget Computation

Total Operating Expenses	$	435,250.00
Divided by Total Operating Units		200,000.00
= Unit Rate	$	2.18

Unit Rate	$	2.18
X number of units purchased		200,000.00
= Total Contract Amount	$	435,250.00

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
President	$ 125,000.00	Yearly	8.00%	$ 10,000.00
Project/Billing Director	$ 85,000.00	Yearly	25.00%	$ 21,250.00
Operations Manager	$ 70,000.00	Yearly	25.00%	$ 17,500.00
Program Assistant	$ 42,000.00	Yearly	30.00%	$ 12,600.00
Drivers	$ 325,000.00	Yearly	50.00%	$ 162,500.00
Mechanic	$ 55,000.00	Yearly	20.00%	$ 11,000.00
Total Salaries				$ 234,850.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 23,000.00
Worker's Compensation	$ 6,500.00
Unemployment Insurance	$ 3,500.00
Retirement Expenses	$ 7,000.00
Hospitalization	$ 15,000.00
Other (*identify*)	
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 55,000.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	
Short-Term, Training	$ 1,000.00
Total Travel and Short-Term Training	$ 1,000.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 1,200.00
Cleaning Supplies	$ 3,000.00
Other *(identify)* FUEL	$ 40,000.00
Other *(identify)*	
Total Consumable Supplies	$ 44,200.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	$ 4,500.00
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized	
Heat	
Electric	$ 1,500.00
Water	$ 600.00
Telephone	$ 5,000.00
Sewer	
Other *(identify)* Internet	$ 800.00
Other *(identify)* Cell	$ 3,600.00
Total Occupancy Costs	$ 16,000.00

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

Identify Each Contract of Service	Amount
Insurance	$ 25,000.00
CPA	$ 1,500.00
Schedule Software	$ 3,000.00
Payroll Software	$ 400.00
Total Contract & Services Costs	$ 29,900.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Permits/Licenses	$ 500.00
Employee Screenings	$ 500.00
Repairs/Service	$ 7,000.00
Inspections	$ 1,200.00
Total Miscellaneous Costs	$ 9,200.00

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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)
2019 Dodge Caravan (#7)	Used	03/15/21	1	$ 21,000.00		$ 21,000.00	5.00	$ 2,100.00
							5.00	$ -
2018 Ford Transit WC (#11)	Used	01/15/21	1	$ 42,000.00		$ 42,000.00	5.00	$ 4,200.00
2022 Chrysler Voyager (#12)	Used	01/15/23	1	$ 45,000.00		$ 45,000.00	5.00	$ 4,500.00
2015 Ford Transit WC (#13)	Used	06/01/21	1	$ 41,000.00		$ 41,000.00	5.00	$ 4,100.00
2022 Toyota Sienna (#15)	New	06/01/22	1	$ 52,000.00		$ 52,000.00	5.00	$ 5,200.00
							5.00	$ -
							5.00	$ -
2021 Chysler Voyager (#24)	Used	01/15/23	1	$ 52,000.00		$ 52,000.00	5.00	$ 5,200.00
2025 Chevy Trailblazer (#2)	New	01/15/25	1	$ 32,000.00		$ 32,000.00	5.00	$ 3,200.00
2025 Chysler Voyager (#6)	New	01/15/25	1	$ 42,000.00		$ 42,000.00	5.00	$ 4,200.00
2020 Dodge Caravan (#27)	New	07/15/20	1	$ 40,000.00		$ 40,000.00	5.00	$ 4,000.00
2023 Chrysler Voyager (#30)	Used	01/15/25	1	$ 42,000.00		$ 42,000.00	5.00	$ 4,200.00
2023 Chrysler Voyager (#31)	Used	01/15/25	1	$ 42,000.00		$ 42,000.00	5.00	$ 4,200.00
Total Equipment Depreciation				$ 451,000.00	$ -	$ 451,000.00		$ 45,100.00

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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	$ -

Docusign Envelope ID: CD287ED1-6184-4B51-9CA2-DC78F0586A67

Memorandum of Understanding
By and Between
The Board of Ashtabula County Commissioners
Ashtabula County Job and Family Services
And
The Ashtabula County Transportation System

This Memorandum of Understanding (MOU) is made and entered into by and between the **Board of County Commissioners of Ashtabula County** through and on behalf of the **Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body** (hereinafter referred to as ACJFS) and on behalf of the **Ashtabula County Transportation System (ACTS)** a public transit system (hereinafter referred to as the Provider.)

Article I: Purpose of Agreement
The purpose of this MOU is to maintain the level of services designed to transport the general public, including persons aged 60 and over, to and from community facilities and resources. This MOU provides funding for transportation services to retain the mid-day public transit service routes between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday and 10:00 a.m. and 4:00 p.m. Saturday. Public transit will be provided within the corporate limits of the City of Ashtabula and surrounding areas on the service route with point deviation bus service. The cost of the service is based on the hourly rate **($65.78/hour)** of running two buses for 26 hours each per week and the provision of free services for seniors during these hours of service.

Article II: Term
The term of this agreement shall begin **January 1, 2026,** and continue through **December 31, 2026** with the option to renew yearly for up to two consecutive years.

Article III: Description
The Provider shall:

1. Preserve transportation service routes for the Ashtabula Area between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday and 10:00 a.m. and 4:00 p.m. Saturday.

2. Provide free rides to Ashtabula County residents aged 60 and over on the ACTS bus service routes during the hours listed above.

3. Continue to administer the transit Senior Services Levy pass system to identify riders who meet eligibility requirements.

4. Keep records necessary to document service provided and submit quarterly reports relating to such service.

5. Administer public transit according to State and Federal regulations.

6. Apply the policies and procedures of ACTS as determined by the Ashtabula County Commissioners.

Article IV: Funds
The purchased services are specifically funded through the Ashtabula County Senior Services Levy. ACJFS shall:

1. Make available **$71,572.80** in Senior Services Levy funds payable in monthly installments.

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2. Consider payments for all services provided in accordance with the provisions of this agreement as contingent upon availability of (and will not exceed the total of) Senior Services Levy Funds.

3. Enter into negotiations with the Provider to purchase additional services at any time prior to the termination of this agreement.

Article V: Modifications

This MOU may be changed at any time, by mutual agreement of the parties, such amendments to be incorporated in writing as appendices to this agreement. This MOU may be terminated 60 days after the written request of either party.

Article VI: Signatures

This Memorandum of Understanding will become effective as of January 1, 2025. By signing this MOU the signer hereby acknowledges and agrees to the terms herein.

Signatures:

DocuSigned by:

FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

Casey Kozlowski

3E6154CBF4DA44C...

11/20/2025
Date

Signed by:

Kathryn Whittington

72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: CD287ED1-6184-4B51-9CA2-DC78F0586A67

Signature Page

AGREEMENT TITLE: Memorandum of Understanding (MOU) #26-4017-S between ACFJFS and ACTS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/25

Reviewed by Christine Davis, Assistant Prosecutor
2025-LRI-0083

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR PROTECTIVE SERVICES

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and 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, 3rd Floor Ashtabula, Ohio, 44004** to provide **Protective Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Guardianship and Payeeship: $56,868.32 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$78.00 per unit of Guardianship Services as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)
$66.88 per unit of Payeeship Services as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

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should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

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such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (LEP) in their programs and activities as further outlined in Executive Order

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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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

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31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

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40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/19/2025
Date

DocuSigned by:
Jill Valentic
486877807A834C6...

Jill Valentic, Executive Director
Catholic Charities of Ashtabula County

11/19/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

11/20/2025
Date

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

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: **11/14/2025 9:30:20 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 2026 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: 2006.030.455-601; not to exceed $56,868.32, and free from any previous encumbrances.

Agreement Title: an agreement with **Catholic Charities of Ashtabula County**

Signed by:
Scott Yamamoto
E4BD530A1B13411

Scott Yamamoto
Ashtabula County Auditor

Date: 11/19/2025

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT SENIOR PROTECTIVE SERVICES

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

EXHIBIT I

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

ATTACHMENT A
SENIOR SERVICES PROGRAM
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: 7/28/25

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

ATTACHMENT A
SENIOR SERVICES PROGRAM
APPLICANT INFORMATION

AGENCY / ORGANIZATION NAME: Catholic Charites of Ashtabula County – Payeeship

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: 7/28/25

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Catholic Charities of Ashtabula County

Company Address: 4200 Park Avenue, Third Floor, Ashtabula, Ohio 44004

Telephone Number: 440-992-2121 FAX: 440-992-5974

The name and telephone number of the person(s) who has the authority to submit Proposal:

Jill Valentic, Executive Director 440-992-2121 ext 7027

The name and telephone number of the person(s) who has the authority to sign contracts:

Jill Valentic, Executive Director 440-992-2121 ext 7027

The legal status of the Applicant's organization 501 (c)(3) non-profit corporation

Date of establishment/incorporation: Incorporated October 4, 1962

Federal Employer Identification Number (FEIN): 34-0714639

Is the Company co-owned or controlled by a parent company? ___Yes ✓ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? ✓ Yes ___No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ✓ Yes ___No

If yes, has the company filed all required EEO reports to the necessary agencies? ✓ Yes ___No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. ✓ Yes ___No

Does the company have current or future plans for a buyout or sale? ___Yes ✓ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. ✓ Yes ___No

The Applicant certifies it is a drug-free work place. ✓ Yes ___No

The Applicant certifies it is not delinquent on any Federal debt. ✓ Yes ___No

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Appendix II
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Senior Protective Services
Program Description

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Adult Protective Services

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County

Senior Protective Services
This program assists seniors, ages 60 and over who are functionally impaired, unable to meet their own needs and may be victims of abuse, neglect, or exploitation. The program must provide seniors with services that are appropriate to the needs of everyone, strive to maximize the adult's independence and self-direction, and seek to prevent unnecessary institutionalization and enable the adult to remain in his or her own home if possible. Services should be designed to identify and correct situations which restrict an individual's ability to carry out normal activities and to protect personal rights. To the extent that funds are available, programs may include but are not limited to Guardianship and Payeeship. The program is funded by the Ashtabula County Senior Services Levy.

Referrals for services will come through Probate Court, the Adult Protective Services division of ACJFS, family and community members and other service or government organizations.

Guardianship
Guardianship is a legal relationship provided to individuals who are alleged to be incompetent and to individuals who are adjudicated incompetent by the court and need a guardian. These services are appropriate when no other person or entity is available or suitable to assume this responsibility. Services may include:

a. Assessing an individual's need for guardianship
b. Locating the appropriate person(s) to serve as guardian(s)
c. Petitioning for the adjudication of incompetence
d. Training individuals for guardianship duties
e. Appointment of guardian
f. Arranging for care, control, and protection of ward
g. Monitoring condition and welfare of ward
h. A guardianship and the guardian's powers and duties end when any of the following occurs:
    1. The ward dies
    2. The court of appropriate jurisdiction removes the guardian from their position.
    3. The ward's competence is restored; or
    4. The guardian resigns

Payeeship
Payeeship is a service provided to individuals who are unable to manage the money from a federal agency (Social Security, Veterans Administration) or pension, due to failing health, physical or mental impairment. The agencies involved enforce the procedures and have the authority to manage the legal arrangement to receive an individual's government check and use the funds on behalf of the Beneficiary. These services are appropriate when no other person or entity is available or suitable to assume this responsibility. Responsibilities of a representative payee may include:

a. Using funds for Beneficiary's support and care (food, shelter, clothes, medical care, institutional care and personal comfort)
b. Arranging payment for personal debt of the Beneficiary
c. Investing unused funds in federally insured financial institutions
d. Providing case management as a minor component of total service
e. Payeeship and representative payee duties end when any of the following occurs:
    1. Death of the Beneficiary
    2. Removal of payee status by the governing agency
    3. Beneficiary's competence is restored
    4. The payee resigns

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Section 3
Program Planning and Development

Guardianship

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Section 3
Program Planning and Development

A. Program description - Guardianship

1. Proposed service

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

The Guardianship program has staff guardianship caseworkers and also recruits for volunteer guardians in the community to serve as Guardians of Person for Ashtabula County residents. The program referrals generally come from Adult Protective Services (APS), nursing homes, social service agencies, mental health agencies, hospitals, and community members 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.

Catholic Charities fulfills its program requirements by providing a trained, qualified staff to serve as guardians, and recruits and trains community volunteers to become a guardian of an incompetent and indigent elderly person who may be referred by other agencies, the

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hospitals, nursing homes, or private citizens. More difficult cases, involving complicated family dynamics and/or legal issues are facilitated by the Guardianship Program's staff, as these are time-consuming and more involved than most volunteers want to be.

CCAC provides two guardianship services: (1) Guardian of Person, consisting of a staff guardianship caseworker or volunteer ward match; and/or (2) Guardian of Estate which is coordinated by a staff caseworker under the Agency name or through a volunteer attorney. Sometimes the agency may apply to be the representative payee rather than applying for a Guardianship of Estate. All applications for guardianship are prepared by Catholic Charities staff and filed by one of the program's volunteer Pro-Bono attorneys. Volunteer guardians are not involved with Guardianships of Estate.

Target Population

Funds from the Senior Services Levy 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 Senior Levy Services 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.

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.

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 recruited, trained, and monitored by the Guardianship Program Manager and the Guardianship Caseworkers 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

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the Probate Court, and representing the program and volunteer guardians at the Probate Court hearings. Volunteers report monthly of their activity with their ward(s) to the Guardianship Program Manager.

Volunteers will only serve as the Guardian of Person. All applications for guardianship are filed by one of the program's volunteer attorneys. Volunteer guardian do not handle Guardianships of Estate or Representative Payeeship accounts.

2. 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 Adult Protective Services received 43,288 reports of abuse, neglect, and exploitation for adults 60 and over. (ODJFS APS Data Fact Sheet for SFY 2024) Of that number 7,346 were referrals reporting of abuse cases comprising of emotional, physical or sexual abuse and 23,657 were reporting referrals of self-neglect and neglect by others. Ashtabula County Adult Protective Services (APS) received 360 reports of alleged abuse, neglect, or exploitation in SFY 2024 (Tenney of APS). The top two areas of referrals were of Exploitation and Self-Neglect. The Ashtabula County APS conducted 236 home visits. Of these reports, 74 reports were of exploitation, and 74 reports of 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.

According to the (most recent) Center of Community Solutions 2025 Fact sheet for District 14 (Ashtabula And Geauga County), 20.5% percent of Ashtabula County makes up of the 60 years and older adult population. Additionally, 11% of the 60 and older residents live below the poverty level, which is above the state average of 8.6. Of the 107 wards of our program currently 60 of our ward comprise of the 60 and older population. Those 60 and older were at one point at high risk of abuse and neglect, at risk of homelessness, financial exploitation and lack of care and attention. Guardianship provides these seniors a safe and healthy environment ensuring their daily needs are being met.

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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The National Coalition Against Domestic Violence reports:

- 1 out of every 14 cases of elder abuse is reported to authorities
- In approximately 90% of cases, perpetrators of abuse later in life are family members

Guardianship services greatly improve the quality of life for Ashtabula County seniors and allow them to live their final years with dignity and respect. The program reduces the number of seniors who are exploited, neglected, or abused.

3. Experience of applicant in administering the proposed service

The origins of the Guardianship Program began in 1992, when the late Catholic Service League Executive Director, Patrick Sorohan, answered the call of the community by becoming a personal guardian to a number of wards. After his death in 1994, the Senior Care Network, a consortium of Ashtabula County organizations and individuals serving the elderly, formed a task force that devoted themselves to developing the now Catholic Charities of Ashtabula County Guardianship program.

Training and consultation for the volunteer model were provided by a well established and nationally recognized program in Cleveland known as the Volunteer Guardianship Program, a program of the Lutheran Metropolitan Ministry Association. This training and model, coupled with Catholic Charities experience and community orientation, worked to build a strong and successful program for Ashtabula County. Since the program's establishment in 1996, the agency has served over 400 Guardianships for Ashtabula County. Catholic Charities of Ashtabula County is the only organization in Ashtabula County that provides Guardianship Services. Through the years

The guardianship program is a member of the National Guardianship Association (NGA) and the Ohio Guardianship Association, and adheres to NGA best practices.

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4. Units of Service and number of unduplicated clients

Period of time	Units of service
2023 actual*	164
2025 projected*	257

*** Guardianship units of service under SSL based on funding allocated:

Service Area	Unduplicated clients served 2023 age 60-75	Unduplicated clients projected 2025 age 60-75	Unduplicated clients served 2023 age 76 +	Unduplicated clients projected 2025 Age 76 +
Andover	0	0	2	1
Ashtabula	30	35	16	25
Austinburg	3	2	4	1
Conneaut	2	2	3	2
Geneva	10	10	4	6
Jefferson	2	2	4	1
Kingsville	0	0	3	4
Orwell	0	0	1	2
Williamsfield	0	0	0	0
Other*	6**	3**	0	0
TOTAL	**53**	**54**	**37**	**42**

*The total SSL funding contract amounts may be adjusted between the SSL Representative Payeeship and Guardianship Program based on client needs. Units of service may vary each year. within the contract year based on demand of services.
** Some guardianships are in specialized nursing homes outside of the county. Those residents are from Ashtabula County. Those facilities are temporary with the goal to be placed back into a facility in Ashtabula County that can handle the wards level of care.
*** Client numbers may fluctuate up or down based on program referral activity, client deaths, or successorships.

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5. Days and hours program is available

Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm. Employees and volunteer guardians in the program are available to receive telephone calls regarding their wards 24 hours/day – 7 days/week. Guardianship Program Manager and staff guardians are available to serve as a temporary backup to volunteer guardians. Additionally, all volunteer guardians have 24/7 access to program staff.

6. Client Intake

The Guardianship Program has an in-depth and detailed initial client intake and assessment process. The Guardianship Program Manager 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.

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.

Referrals and Waiting List:

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.

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.

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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.

Prioritization Policy (60 years of age):

The waiting list must be prioritized based on most the most in need in Ashtabula County referred to the Guardianship Program.

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

Additionally, monthly meetings and/or an immediately 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.

Assessments:

The Guardianship Program Manager 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, if any, and the reasons why family is not involved with prospective client's immediate care.
- Assess the need for services and ensure that all other options for the prospective client have been considered and/or implemented.

The Guardianship Program Manager will advise the Executive Director of any assessments not completed within a 30-day time period. The Guardianship Program Manager will advise the Executive Director of a plan and timeline as to when the overdue assessments will be completed. The Guardianship Program Manager will contact the referral source to advise the timeline as to when an assessment will be conducted.

Once the assessment is completed, the Guardianship Program Manager or Guardianship Caseworker will look to find an appropriate guardian. Guardians are matched based upon their location, availability and comfort level with the prospective client's level of care. Until the prospective client is matched with a volunteer guardian, the Guardianship Program Manager and Guardianship Caseworker will continue to assess the client's status and monthly reassess his or her need for guardianship. At times, a prospective client may have a change in his or her situation where guardianship may not be pursued by the program. For example, a suitable family

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member or friend may be available to become the guardian for the prospective client, or the client's ability to make personal and/or medical decisions for him or herself has been made evident. If a prospective client is in immediate need for a guardian and a volunteer is not available, a staff guardian may apply for Guardian of Person.

Volunteer Guardian:

The Guardianship Program Manager or Guardianship Caseworker coordinates meetings with a potential volunteer guardian and introduces them to the potential ward. Once the volunteer agrees to be the guardian to a potential ward, the Guardianship Program Manager or Guardianship Caseworker will start the guardianship application process and coordinate a volunteer attorney to represent and file the guardianship application.

As part of the application process with a volunteer, the Guardianship Program Manager is responsible for the following actions:

- Ensuring the volunteer guardian completes a background investigation and screenings in accordance with the Ohio Administrative Code 3701-60.
- Ensuring that the volunteer guardian completes drug testing in compliance with Agency policy and ACDJFS RFP.
- Coordinating additional meetings with the volunteer and ward.
- Preparing the guardianship application.
- Submitting the application to the volunteer attorney.
- Notifying the volunteer 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.

The Guardianship Program Manager will ensure that the volunteer guardian 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 Guardianship Program Manager will continue to work with the volunteer guardian to review the ward's needs and answer any questions pertaining to the guardianship and the program. A volunteer guardian may serve as Guardian of Person for no more than three wards concurrently.

Once a volunteer becomes a guardian, he or she is responsible for the following:

- 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.

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The Guardianship Program Manager 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.

Volunteers are expected to complete and submit monthly contact reports, which provide a visitation log with comments summarizing the ward's status. The Guardianship Program Manager monitors the information contained within the monthly contact reports and provides feedback and visitation as necessary. The Guardianship Program Manager will also try to make a visitation to every ward annually. The Guardianship Program Manager and the Guardianship Caseworker are available to all volunteer guardians to discuss any guardianship issues, attend meetings with healthcare providers, support in emergency situations and provide support with end of life situations. The Guardianship Program Manager is also responsible for motivational and recognition activities. Volunteers are remembered in special ways upon placement as a guardian, for birthdays, and upon the death of their ward. The Guardianship Program Manager represents the program and the volunteers at health fairs, community outreach workshops, and civic meetings. *The client intake tool is included.*

7. Federal, State and local funding for guardianship services

Source	2019	2020	2021	2022	2023	2024	Unit Rate
Catholic Charities	28,240	45,000	$32,702	$31,805	$31,805	$31,805	N/A
Probate Court	0	9,000	$9,000	$9,000	$9,000	$9,000	N/A
Senior Levy	29,767	$35,000	$35,000	$25,214.32	$25,214.32	$25,214.32	78.00
Title XX	48,126	$48,000	$48,126	$48,126	$48,126	$48,126	78.00
Direction Home Title III					$25,000	$25,000	78.00
United Way	3,719	$3,250	$3,250	$3,250	$3,250	$3,250	N/A
ACMHRSB**	57,576	$60,000	$88,826	$146,656	$146,656	$146,656	N/A

** Guardianships under 60 years of age. Increase staffing for Mental Health caseload

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8. Service Collaborations

The 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.

- *Ashtabula County Probate Court:*

The Probate Judge or Magistrate may find an alleged incompetent in need of a guardian and will order the 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.

facilities, nursing homes, and occasionally, home-based services, refer prospective clients whom 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.

- *Ashtabula County Mental Health and Recovery Services Board:*

Behavioral health organization refers those under the age of sixty, 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.

The Catholic Charities Guardianship Program is the only guardianship program in Ashtabula County.

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9. Mission Statement Alignment

In partnership with the Senior Services Levy, the Guardianship Program provides superior services by advocating for the over 60 years of age population in Ashtabula County. Our program promotes well-being and self-sufficiency by serving the most vulnerable and often invisible to the attention of all people of goodwill. Catholic Charities of Ashtabula County advocates for justice in all situations while leading our clients into a lifestyle free from abuse, neglect, and often at-risk situations. In doing so, the Guardianship Program will often alleviate conditions of poverty and open the doors to a healthier and safer lifestyle for those in need of our program.

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Section 3
Program Planning and Development

Representative Payeeship

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Section 3
Program Planning and Development

A. Program description – Representative Payeeship

1. Proposed service

Catholic Charities of Ashtabula County is committed to providing Representative Payeeship Services to those who are 60 years of age and older in Ashtabula County. CCAC is the only organization in Ashtabula County that provides Representative Payeeship Services, which is a stabilization program that manages benefits for individuals who are incapable of managing their own finances. Typically, these individuals receive Social Security or Supplemental Security Income (a Federal income supplement program to assist aged, blind and disabled people who have little or no income). The first choice for a payee would be a family member or trusted friend, but for some individuals, no appropriate person is available.

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.

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.

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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 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.

2. Need

In Ohio from July 1, 2023 through June 30, 2024 Adult Protective Services received 43,288 reports of abuse, neglect, and exploitation for adults 60 and over. (ODJFS APS Data Fact Sheet for SFY 2024) Of that number 7,346 were referrals reporting of abuse cases comprising of emotional, physical or sexual abuse and 23,657 were reporting referrals of self-neglect and neglect by others. Ashtabula County Adult Protective Services (APS) received 360 reports of alleged abuse, neglect, or exploitation in SFY 2024 (Tenney of APS). The top two areas of referrals were of Exploitation and Self-Neglect. The Ashtabula County APS conducted 236 home visits. Of these reports, 74 reports were of exploitation, and 74 reports of 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.

According to the (most recent) Center of Community Solutions 2018 report, 28 percent of Ashtabula County makes up of the older adult population. Additionally, 11% of the 60 and older residents live below the poverty level, which is above the state average of 8.6%. Representative Payee clients are among the poorest and most vulnerable in the county. The majority of them live on less than $800/month. Of the 227 current clients being served through CCAC this year (2025), 40 percent (91 clients) comprise of the 60 and older population. Those 60 and older being served were at high risk for homelessness and financial exploitation and are now living a safer and stable life in which their basic needs are met.

According to the (most recent) Center of Community Solutions 2018 report, 28 percent of Ashtabula County is made up of the older adult population. Additionally, 11% of the 60 and older residents live below the poverty level, which is above the state average of 8.6%. Representative Payee clients are among the poorest and most vulnerable in the county. The majority of them live on less than $800/month. Of the 262 current clients being served through CCAC this year (2023), 34 percent (90 clients) comprise of the 60 and older population. Those 60 and older being served were at high risk for homelessness and financial exploitation and are now living a safer and stable life in which their basic needs are met.

Before entering our program, over 90% of the individuals in the Representative Payeeship Program were in danger of homelessness, exploitation by friends and/or family members, and/or have no one to help them manage their financial affairs. Many were having difficulty prioritizing their financial needs, not understanding the difference between a need and a want. Given these factors, funds are often misused, and basic needs such as shelter and food go unmet, leading to homelessness, poor health, and lower functioning. Representative Payeeship services greatly improve the quality of life for Ashtabula County seniors and allow them to avoid homelessness and exploitation.

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3. Experience of applicant in administering the proposed service

For over twenty–five years, the Representative Payeeship Program has been serving as a trusted fiduciary representative payee for the 60 and older population in Ashtabula County. Catholic Charities of Ashtabula County is the only long-standing Organizational Representative Payeeship Program in the county and continues to fill the need for those that are most in need. CCAC is audited every three (3) years by the Social Security Administration for compliance and best practices. CCAC is accredited by Ohio Department of Mental Health and Recovery Services (OHMAS) and most recently in 2022 the Department of Developmental Disabilities (DODD). The Representative Payeeship Program utilizes a comprehensive client management system called Lightgov which manages and documents client needs and monthly financials.

4. Units of Service and number of unduplicated SSL clients

** Client currently living in an outside county facility due to need of specialized health care.

Service Area	Unduplicated clients served 2023 age 60-75	Unduplicated clients projected 2025 age 60-75	Unduplicated clients served 2023 age 76 +	Unduplicated clients projected 2025 Age 76 +
Andover	2	1	1	1
Ashtabula	57	55	17	16
Austinburg	2	1	1	0
Conneaut	9	7	0	1
Geneva	11	6	0	2
Jefferson/Dorset	2	2	0	1
Kingsville	2	1	1	0
Orwell	3	2	0	0
Williamsfield	0	0	0	0
Other*	*9	*2	*2	0
TOTAL	97	77	23	21

SSL Payeeship units of service based on allocated SSL funding:

Period of time	Units of Service	Number of Clients 60 and older
2023 actual	632	120
2025 projected*	550	98**

*The total SSL funding contract amounts may be adjust between the Representative Payeeship and Guardianship Program based on client needs. Units of service may vary each year.
** Client numbers may fluctuate up or down based on program referral activity and/or client becoming inactive due to residing in a nursing home long-term with a new payee, obtains a new appropriate payee or a client death.

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5. Days and hours program is available

   Catholic Charities of Ashtabula County has office hours on Monday through Friday from 8:00 am – 4:00 pm.

6. Client Intake

   The Representative Payeeship Program has an intake application process. All applicants will be placed on a list, prioritized by greatest need, and scheduled for assessment as quickly as possible. Adult Protective Services referrals will receive priority services. The majority of the Representative Payeeship applications are referrals and are typically received directly from one of the following sources:

   - Adult Protective Services
   - Mental health organizations
   - Hospitals
   - Probate Court
   - Nursing homes
   - Other services
   - Relatives
   - Caseworkers

   The Representative Payeeship Program Manager accepts and reviews all referrals to the program.

   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.

Representative Payeeship Waiting List:

60 years or older: All referrals of prospective clients, 60 years or older, receive priority services, and as a result, are not placed on a waiting list in the Representive Payeeship Program. The Representative Payeeship Program application process is implemented immediately to ensure the referred applicant's immediate fiduciary needs are being met in a timely process. The majority of these referrals are from Adult Protective 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 and/or are accompanied by an outside organization that provides case management services.

Representative Payeeship Prioritization Policy (60 years of age):

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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 clients referred to a waiting list are managed by the program manager and listed by referral date. 60 and older referrals will be prioritized by referral source. (Ex: APS or medical provider, and greatest need, has no alternative trusted family member or friend to assist them.

Regular monthly meetings or (if needed) an immediate meeting, with Adult Protective Services will assist with the prioritization of the wait list.

The Program Manager implements the application process for Representative Payeeship to SSA. Once Payeeship is awarded to CCAC, the caseworker 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 personal and financial information of client
- 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.

The Representative Payeeship application is enclosed.

7. Federal, State and local funding for representative payeeship services

Source	2019	2020	2021	2022	2023	2024	Unit Rate
Catholic Charities	72,000	77,000	76,465	31,805.00	$49,144	$49,144	N/A
Ashtabula County Mental Health and Recovery Services Board	37,020	35,000	40,000	$48,000	$48,000	$48,000	N/A
Program Service Fees (those clients < age 60)	13,250	13,000	17,000	$17,000	$13,797	$14,000	N/A
Senior Levy	29,962	24,729	24,729	24,729.00	$31,654	$42,284.88	66.88
United Way	17,779	15830	12,000	$14,000	$16,288	$16,288	N/A

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8. Service collaboration/coordination with other providers

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 under the age of sixty, 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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9. Mission Statement Alignment

In partnership with the Senior Services Levy, the Representative Payeeship Program provides superior services by advocating for the 60 years of age and older population in Ashtabula County. Our program promotes well-being and self-sufficiency by serving and advocating for the most vulnerable and often invisible individuals in the community. Catholic Charities of Ashtabula County advocates for justice in all situations while leading our clients into a lifestyle free from abuse, neglect, and often at-risk situations. In doing so, the Representative Payeeship Program will often alleviate conditions of poverty and open the doors to a healthier and safer lifestyle for those in need of our program.

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EXHIBIT II

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Applicant Budget

Summary

Applicant: Catholic Charities of Ashtabula County/Guardianship SSL	
Date From: January 2026	To: December 2026

	Amount	
I. Staff		
A. Salaries	$	9,057.00
B. Payroll-Related Expenses	$	2,461.00
Total Staff Costs	$	11,518.00
II. Operations		
A. Travel and Short-Term Training	$	725.00
B. Consumable Supplies	$	40.00
C. Occupancy Costs	$	770.32
D. Contract and Professional Services	$	550.00
E. Other - Miscellaneous	$	1,265.00
Total Operational Costs	$	3,350.32
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	14,868.32
IV. Minus Other Program Resources	$	-
Total Program Costs	$	14,868.32

Budget Computation

Total Operating Expenses	$	14,868.32
Divided by Total Operating Units		190.62
= Unit Rate	$	78.00

Unit Rate	$	78.00
X number of units purchased		190.62
= Total Contract Amount	$	14,868.32

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	$ 46,196.00	Year	2.00%	$ 924.00
Caseworker 1	$ 36,153.00	Year	10.00%	$ 3,615.00
Caseworker 2	$ 30,127.00	Year	10.00%	$ 3,012.00
Front Desk	$ 30,127.00	Year	5.00%	$ 1,506.00
Total Salaries				$ 9,057.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 693.00
Worker's Compensation	$ 90.00
Unemployment Insurance	$ 90.00
Retirement Expenses	$ 453.00
Hospitalization	$ 935.00
Other (*identify*) Life & Disability Ins.	$ 200.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,461.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 425.00
Short-Term, Training	$ 300.00
Total Travel and Short-Term Training	$ 725.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ -
Cleaning Supplies	$ -
Other *(identify) Program Supplies*	$ -
Other *(identify) Other Supplies*	$ 40.00
Total Consumable Supplies	$ 40.00

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	$ -
Utilities (if not included in rent) must be itemized Heat Electric Water Telephone Sewer Other *(identify) Alarm* Other *(identify)*	 $ 170.32 $ -
Total Occupancy Costs	$ 770.32

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

Identify Each Contract of Service	Amount
Auditor	$ -
Technology	$ 200.00
Other Contract Service Fees	$ 350.00
Total Contract & Services Costs	$ 550.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ -
Advertising	$ -
Computer Software Training & Support	$ 650.00
Other Technological	$ 75.00
Other Printing & Publications	$ -
Volunteer Development	$ 50.00
Court Fees	$ 490.00
Total Miscellaneous Costs	$ 1,265.00

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
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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Section 4
Applicant Budget
(Attachment B)

Representative Payeeship

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

Applicant Budget Summary

Applicant: Catholic Charities of Ashtabula County/Payeeship	
Date From: January 2026	To: December 2026

	Amount
I. Staff	
A. Salaries	$ 31,480.00
B. Payroll-Related Expenses	$ 5,312.00
Total Staff Costs	$ 36,792.00
II. Operations	
A. Travel and Short-Term Training	$ 75.00
B. Consumable Supplies	$ 225.00
C. Occupancy Costs	$ 1,174.00
D. Contract and Professional Services	$ 1,248.00
E. Other - Miscellaneous	$ 2,486.00
Total Operational Costs	$ 5,208.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 42,000.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 42,000.00

Budget Computation

Total Operating Expenses	$ 42,000.00
Divided by Total Operating Units	628.00
= Unit Rate	$ 66.88

Unit Rate	$ 66.88
X number of units purchased	628.00
= Total Contract Amount	$ 42,000.00

Unit 1 hour of direct service

Docusign Envelope ID: 4ECF1E37-E21D-4F5F-9088-53C62C7D8EB3

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	15.00%	$ 7,230.00
Caseworker 1	$ 31,200.00	Year	70.00%	$ 21,840.00
Front Desk	$ 30,127.00	Year	8.00%	$ 2,410.00
Total Salaries				$ 31,480.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,408.00
Worker's Compensation	$ 315.00
Unemployment Insurance	$ 315.00
Retirement Expenses	$ 1,574.00
Hospitalization	$ 200.00
Other (*identify*) Life & Disability	$ 500.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 5,312.00

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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*	$ -
Other *(identify) Other Supplies*	$ 25.00
Total Consumable Supplies	$ 225.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,000.00
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)*	$ 174.00
Total Occupancy Costs	$ 1,174.00

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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	$ 600.00
Total Contract & Services Costs	$ 1,248.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage & Shipping	$ 240.00
Advertising	$ -
Computer Software Training & Support	$ 1,500.00
Other Technological	
Other Printing & Publications	
Bank Service Fees & Surety Bond	$ 746.00
Other Misc.	$ -
Total Miscellaneous Costs	$ 2,486.00

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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
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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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
HOME DELIVERED MEALS

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and 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** to provide **Home Delivered Meals** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state, and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

Home Delivered Meals: **$333,165.00** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$8.95 per unit of Home Delivered Meals as described in Exhibit II (subgrantee budget)

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(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

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14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

    Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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

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grant that Subgrantee subgrants to the entity including the conditions, requirements, and restrictions of section 5101.21 of the Revised Code.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant 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 Subgrant Agreement.

25. **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 relating to any and all acts of negligence by Subgrantee. In no event shall either party be liable for any indirect or consequential

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damages, even if Grantor or Subgrantee knew or should have known of the possibility of such damages.

26. **Indemnity and Insurance:**
   (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

   (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the way the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding

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$100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**
    A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by

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operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant Agreement will not be affected if the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/19/2025
Date

Signed by:
108DC7DC63F8423...

Alissa Holdson, Executive Director
Ashtabula County Community Action Agency

11/20/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

11/21/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

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: **11/14/2025 9:26:35 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 2026 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: 2006.030.455-601; not to exceed $333,165.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Ashtabula County Community Action Agency**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT HOME DELIVERED MEALS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

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Appendix I
ACJFS RFP #5-26
Ashtabula County Senior Services Levy
Home Delivered Meals
Program Description

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Home Delivered Meals

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) meal will be one unit of service.
Area to be served: Ashtabula County or portions thereof.

This program serves Ashtabula County seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence to prevent institutionalization, malnutrition, and isolation. A meal must meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACJFS seeks to sustain home delivered meal services in the County to ensure that this service is available to residents who meet the eligibility criteria. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria; aged 60 and older, reside in their home and a resident of Ashtabula County. Applicant proposals must demonstrate ability and experience in providing the service.

Applicants must comply with the following sections of the Ohio Administrative Code: 173-4-02, 173-4-03, 173-4-04.1 (with the exclusion of item B-4), 173-39-02.14

Applicant must be in good standing with the local health department and/or United States Department of Agriculture, as documented by attaching a copy of the most recent Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report of each preparation site and a copy of a current Food Service License for preparation sites.

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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 and 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 a contract 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: 7/28/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: P.O. Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:

Samantha Dragon - 440-990-1719

The name and telephone number of the person(s) who has the authority to sign contracts:

Alissa Holdson - 440-997-5957

The legal status of the Applicant's organization Non-profit, 501(c)3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: N/A

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Ashtabula County Community Action Agency
Senior Services Levy – FY 2024 Home Delivered Meal Program
Section 3 - Program Planning and Development

A. Program Description

1. The ACCAA Home Delivered Meal Program provides fresh, nutritious meals to homebound seniors, ages 60 and older, who cannot obtain or prepare meals for themselves on a daily basis due to poor physical or mental health. The delivery of these meals to older individuals enables them to remain in the familiarity of their homes and prevents premature institutionalization, malnutrition and isolation. ACCAA offers a client-centered approach to this meal service that allows seniors to choose the type of entrée (hot, frozen or special diet) and delivery schedule (daily, weekly or combination.) Meal delivery drivers conduct safety and wellness checks of the seniors with each delivery. Research studies consistently show that the provision of home delivered meals, especially on a daily delivery cycle, improves the health and well-being of seniors and is less costly than long-term facility care.

The Ashtabula County Community Action Agency (ACCAA) prepares meals daily at its kitchen facility located in Jefferson, Ohio. The nutritious meals meet the standards established by the Older Americans Act and comply with 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 that 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 then packed by route and delivered to homebound individuals by a team of meal delivery drivers in the northern half of Ashtabula County.

The ACCAA kitchen is licensed as a frozen food establishment through the Ohio Department of Agriculture and prepares all frozen meals provided to seniors. Frozen meals are used for supper, weekend, and holiday meals. They are also available for clients who are not home to accept the daily meal delivery due to dialysis and other medical appointments. Clients who opt for a weekly delivery or combination delivery schedule also receive these frozen meals.

A choice of entrées is available to seniors. Seniors can choose to receive the daily hot meal or a frozen meal. All meals are prepared with no added salt and sugar free options are available when requested. The ACCAA kitchen is certified by the state of Ohio to provide therapeutic renal diets for clients with a doctor's prescription. Renal diets are the most requested special diet. Other requests for special diets are considered, if received. These varied entrée options allow the program to meet individual dietary preferences and restrictions of participating seniors.

A choice of delivery schedules is also available. Seniors may choose to receive a daily delivery of hot or cold meals - Monday through Friday, a one-time weekly delivery of one hot meal and four frozen meals or a different combination of hot and frozen meals. Currently, the vast majority of seniors participating in the program have chosen the daily delivery schedule. Those not receiving daily delivery are mostly due to medical treatment schedules. The choice to receive the daily delivery is usually made because of the safety and wellness checks conducted by the drivers on each individual receiving the meals and the convenience of receiving a fresh, ready-to-eat meal.

Daily contact with the drivers is an important component of the program and cannot be overstated. These frequent contacts help to reduce the isolation experienced by many seniors. Drivers also identify minor

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changes in a senior's physical or mental state. Once detected, the senior's emergency 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. When a driver encounters a senior in a serious level of distress, 9-1-1 is contacted immediately and the driver waits with the senior until EMS arrives. On average, drivers find one senior per week with a change in condition or in a level of distress that requires additional attention. Research also exists to document the importance of the daily contact with drivers. Numerous studies, such as the *More Than a Meal* pilot research study conducted by Brown University's Center for Gerontology and HealthCare Research, show that seniors receiving daily meal deliveries experience improved mental health, improved physical health, have less feelings of isolation and loneliness, experience a reduction in falls, feel safer in their homes, and have a higher likelihood of eating healthy than seniors receiving weekly deliveries of frozen meals.

In anticipation of dangerous driving conditions due to excessive snow or other emergency situations that do not permit meal deliveries, shelf stable meals are provided to clients for consumption. Program closures are advertised on all local radio and television stations and are posted on the ACCAA Facebook page and website. Information regarding where to find program closure information along with the shelf stable meals is provided to all seniors receiving meals at the start of every winter.

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.

The preparation of meals by ACCAA instead of purchasing them from a caterer has enabled the agency to efficiently control costs when purchasing and preparing quality raw food for the meals. It has also allowed the program to tailor meals to the likes and dislikes of clients. Preparing meals at the Jefferson facility keeps Senior Services Levy dollars in the county and supports the local economy as opposed to paying an out-of-county vendor. Because of significant increases in raw food, transportation and labor costs due to the current economic environment, the unit rate for a home delivered meal has increased from $8.65 to $8.95 per meal for fiscal year 2026.

To ensure the efficient delivery of quality meals, client satisfaction is routinely monitored through informal and formal means. Informally, meal delivery drivers asks participants about the meals and how they liked it. These comments are documented and submitted to the Planning and Senior 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 meal clients is used to develop future menus/recipes, improve the delivery of service and to measure the overall impact of the service on the lives of seniors participating in the program.

A copy of the Customer Satisfaction Survey is included Section 2.F. "Documents used for monitoring goals and outcomes" of this application.

2. According to the 2023 ACS 5 Year Estimates Data Profiles, population data shows that 21.9 percent of Ashtabula County's residents are age 62 and older. Of those, 10.7% are age 65-74 years, 5.1% are age 75-84 years, and 2.1% are age 85 years and older. This figure is projected to increase significantly due to our aging population. Projections by the Scripps Gerontology Center at Miami University indicate that by 2030,

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Ohioans, ages 60 and older, will make up 26.3% of Ohio's total population. By 2030 in Ashtabula County the population age 60 and older is projected to be 29% of the total population. Moreover, the proportion of Ohio's total population, ages 85 and older, is projected to steadily increase from 2.2% in 2020 to 3.8% in 2050. In order to meet the needs of this growing senior population, a strong network of agencies and service providers is needed to help older individuals maintain independence and quality of life.

In the area of senior nutrition, such a network exists between funders and service providers. Due to its large geographic size, Ashtabula County is divided into two service areas. This division of service areas helps to ensure the efficient and cost effective delivery of meals. ACCAA serves seniors in the northern half of Ashtabula County while the Country Neighbor Program provides meals to seniors in the southern part of the county. This partnership works very well to ensure continuity of service throughout the county.

3. ACCAA has provided the Home Delivered Meal program for more than fifty (50) years in the county. ACCAA is currently the home delivered meal provider for several funding sources including: Ashtabula County Senior Services Levy, PASSPORT, Ohio Home Care, Title XX, and the Older Americans Act (Title III-C2.)

4. The table below shows the number of meals and the unduplicated number of seniors who received meals through Senior Services Levy funding for the period of 1/1/2024 – 12/31/2024.

Ashtabula County Community Action Agency
Home Delivered Meal Statistics

Service Area Township, Village or City	Ages 60 - 75				Ages 76+			
	Served in 2024		*Proposed 2026*		Served in 2024		*Proposed 2026*	
	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*
Ashtabula City	4,157	28	*4,573*	*31*	5,088	27	*5,597*	*30*
Ashtabula Township	296	3	*326*	*3*	1,962	14	*2,158*	*15*
Austinburg Township	114	2	*125*	*2*	39	1	*43*	*1*
Conneaut City	1,485	10	*1,634*	*11*	3,891	30	*4,280*	*33*
Denmark Township	0	0	*0*	*0*	458	2	*504*	*2*
Dorset	0	0	*0*	*0*	31	1	*34*	*1*
Geneva City	1029	11	*1,132*	*12*	2,377	19	*2,615*	*21*
Geneva-on-the-Lake	0	0	*0*	*0*	17	1	*19*	*1*
Geneva Township	527	5	*580*	*6*	1,087	10	*1,196*	*11*
Harpersfield Township	258	1	*284*	*1*	547	3	*602*	*3*
Jefferson Township	837	5	*921*	*6*	302	3	*332*	*3*
Jefferson Village	169	2	*186*	*2*	1,433	7	*1,576*	*8*
Kingsville Township	247	2	*272*	*2*	849	5	*934*	*6*
Lenox Township	0	0	*0*	*0*	79	1	*87*	*1*
Monroe Township	0	0	*0*	*0*	510	3	*561*	*3*
Morgan Township	0	0	*0*	*0*	0	0	*0*	*0*

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New Lyme	0	0	0	0	498	3	548	3
North Kingsville Township	221	1	243	1	1016	6	1,118	7
Pierpont Township	223	1	245	1	271	2	298	2
Plymouth Township	0	0	0	0	934	8	1,027	9
Richmond Township	0	0	0	0	0	0	0	0
Rock Creek	0	0	0	0	0	0	0	0
Saybrook Township	1559	10	1,715	11	2793	18	3,072	20
Sheffield Township	80	1	88	1	0	0	0	0
Trumbull Township	0	0	0	0	241	1	265	1
Totals	11,202	82	12,322	90	24,423	165	26,865	182

5. The days and hours of meal deliveries for the Home Delivered Meal program are Monday through Friday, between 10:00 a.m. and 1:00 p.m. All meals are prepared, packaged and distributed from the agency's kitchen located at the Giddings Park Hall, 104 East Jefferson Street, Jefferson, Ohio, 44004. The kitchen is open from 6:30 a.m. until 3:30 p.m., Monday through Friday.

6. Referrals to the program are received from various sources—self-referrals, relatives, friends, neighbors, ministers, hospital nurses, social workers, Adult Protective Services, and senior centers. Referrals are responded to within 24 hours during the regular business week. An initial interview is conducted by phone to determine the urgency of the request, collect basic information, perform a nutrition checklist/assessment, determine preliminary eligibility and identify emergency contacts. If the need is immediate, a meal is ordered and delivered no later than the next day. If the need is not immediate, the referred senior will receive a meal two days after the telephone interview or when requested. The individual is temporarily enrolled in the Home Delivered Meal program until further assessment of the need for meals is conducted. Additional needs that may require referrals to other programs and services are also identified. If the senior is not able to prepare his or her own meals regularly, lacks any other support to acquire nutritious meals, and is not able to attend a senior dining site due to physical or emotional difficulties, the individual will continue to receive home delivered meals. When a wait list exists for meals, the person's name and nutrition checklist/assessment score and other factors are recorded for prioritization. As openings become available, individuals with the highest priority scores are added to the program in chronological order.

The home delivered meal is often an integral part of a comprehensive package of in-home services. Referrals to other social service or health care agencies are frequently made during the initial interview and home visit. If additional needs are identified during the assessment process, information about the 2-1-1 Information and Referral service is provided to the individual.

Adult Protective Service clients referred for meals and identified as priority by ACJFS will be served immediately regardless of a wait list. All APS clients will be assessed for nutritional risk and program eligibility every ninety days to determine continued need/eligibility for program services. All other meal recipients will be assessed at least annually and after any significant interruption in service.

Copies of the customer intake and assessment tools are included in this application.

7. Please refer to the attached chart for funding and unit rate information for the past five years.

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8. ACCAA believes in the importance of fostering strong collaborative relationships with key stakeholders including community service providers, governmental entities, funding sources and others that serve seniors in our county. An example of this is the coordination of the delivery of meals between ACCAA and the Country Neighbor Program (CNP). ACCAA is funded to serve customers in the northern half of the county and CNP is the provider of meals in the southern half. When clients live along the service borders, both agencies work together to determine the most efficient delivery route for those customers. The agency also coordinates with other community partners including Adult Protective Services, Catholic Charities, ACMC Regional Home Health, the Village of Jefferson, hospice providers, senior centers, libraries, churches, physicians and hospitals in providing meals. ACCAA is a member of various collaborative networks and councils that address issues that affect seniors such as the Ashtabula County Transportation Advisory Committee, Senior Care Network, Ashtabula County Housing Council, Ashtabula County Health Assessment Committee, START, Second Chance, Ashtabula County Public Health Advisory Team, Building Resiliency Together and the Broadband Taskforce.

The ACCAA Home Delivered Meal Program also participates in other community activities including the HALO program and the All County Senior Picnic.

9. The ACCAA mission is as follows:

Ashtabula County Community Action Agency will help people achieve self-sufficiency and rise above issues of poverty.

The ACCAA mission statement aligns closely with the Senior Levy's vision and mission, especially in the areas of increasing self-sufficiency and alleviating the conditions of poverty. All programs provided by ACCAA offer services to county residents with the vision of helping people to attain and achieve their goals in life. This is accomplished by maximizing available resources, coordinating and collaborating with community agencies and offering supportive services to clients at all stages of their lives. The agency takes great pride in the outstanding quality of the services provided to its clients and the passion of the agency staff who provide them.

B. Organizational Structure

1. Ashtabula County Community Action Agency (ACCAA) 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 create the Agency with a governing board in 1972. The status is a non-government public agency. ACCAA has 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. ACCAA is not incorporated.

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

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The main source of ACCAA's financial support is local, state, and federal grants, as well as some private contributions.

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is mandated by the Community Services 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 current roster of the ACCAA Board of Directors is included in this grant application.

C. Provider/Staff Qualifications

1. Passionate, experienced and dedicated are some of the words that describe the ACCAA staff involved with the Home Delivered Meal Program. The Project Director has 6 years of social service program/administrative experience and is responsible for the overall program direction, compliance, budgeting and reporting of the program. The Senior Services Program Coordinator reports to the Project Director.

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

The CSS/Billing Clerk is responsible for all billing and various program reports and has worked in the program for five years. The Client Service Specialists are responsible for the processing of program referrals and conducting home visits to determine eligibility for services. The Client Service Specialists also act as substitutes for the Meal Delivery Drivers. The Client Service Specialists are certified as ServSafe Level I Food Handlers.

Most of the personnel in the Home Delivered Meal Program are involved in delivery of the meals to the customers. There are currently nine routes, each staffed by a Meal Delivery Driver. All Meal Delivery Drivers are certified as ServSafe Level I Food Handlers and are responsible for compliance with food safety procedures involved with packaging, delivery, and monitoring of food temperatures.

Others with responsibility in this program include: the Executive Director, the Administrative and Fiscal Directors, the IT Director, the Executive Assistant, and fiscal staff.

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

2. Upon hire, new agency staff members receive an orientation to the overall agency and their specific department and duties. They then meet monthly for the first twelve months of employment as part of the agency onboarding program. Topics specific to ACCAA are covered such as agency policies and procedures, agency programs, and the agency mission. Other topics presented include ethics, cultural diversity, time management, trauma informed care, community resources, communication, and professionalism. Mid-level staff members participate in quarterly education and training sessions to foster and promote better leadership

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skills. Also, agency staff is required to participate in the *Bridges Out of Poverty* training or other offerings when available.

Each new Senior Nutrition employee attends training that is specific to program responsibilities and needs. Training topics covered with new employees include ServSafe food handling procedures, record keeping and documentation, code of ethics, confidentiality, body mechanics, emergency procedures, mandatory reporting, universal/pandemic precautions, safe driving practices and program policies/procedures. New SNP staff members shadow the coordinator and other experienced staff members who work in the same position. New staff members begin to work independently when they can demonstrate competency with all job duties.

Throughout the year, mandatory in-service trainings are provided for all staff. These trainings include topics that pertain to seniors and the provision of home delivered meals.

3. Volunteers mostly assist with the preparation/packaging of meals, occasionally assist with meal deliveries, serve meals at congregate sites, and other activities related to the operation of the program. In 2024 we had 21 volunteers who worked a total of 3,240 hours.

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EXHIBIT II

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Applicant Budget
Summary

Applicant: ACCAA Home Delivered Meals	
Date From: 1/1/26	**To: 12/31/26**

	Amount
I. Staff	
A. Salaries	$ 92,392.69
B. Payroll-Related Expenses	$ 18,953.51
Total Staff Costs	$ 111,346.20
II. Operations	
A. Travel and Short-Term Training	$ 18,946.80
B. Consumable Supplies	$ 3,100.00
C. Occupancy Costs	$ 2,765.00
D. Contract and Professional Services	$ 191,282.00
E. Other - Miscellaneous	$ 5,725.00
Total Operational Costs	$ 221,818.80
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 333,165.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 333,165.00

Budget Computation

Total Operating Expenses	$	333,165.00
Divided by Total Operating Units		37,225.14
= Unit Rate	$	8.95

Unit Rate	$	8.95
X number of units purchased		37,225.14
= Total Contract Amount	$	333,165.00

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	3.75%	$ 3,439.68
Director of IT	$ 77,860.87	Annual	3.01%	$ 2,340.00
Director of HR	$ 66,950.00	Annual	3.26%	$ 2,180.00
Executive Assistant	$ 37,440.00	Annual	3.80%	$ 1,421.89
Director, Fiscal Services	$ 77,860.87	Annual	2.88%	$ 2,240.00
Fiscal Assistant	$ 42,681.60	Annual	4.21%	$ 1,797.22
Receptionist	$ 30,451.20	Annual	1.87%	$ 570.54
Director,Senior and Community	$ 65,000.00	Annual	13.68%	$ 8,890.98
Senior Services Coordinator	$ 37,440.00	Annual	36.27%	$ 13,579.55
Customer Service Specialist	$ 31,200.00	Annual	37.66%	$ 11,751.16
CSS/Billing Assistant	$ 25,303.20	Annual	32.64%	$ 8,259.86
Food Deliverers (15)	$ 117,484.00	Annual	30.17%	$ 35,448.97
Custodian	$ 16,311.36	Annual	2.90%	$ 472.84
Total Salaries				$ 92,392.69

I. B. Payroll-Related Expenses

		Amount
PERS or Social Security		$ 7,504.40
Worker's Compensation		$ 1,600.81
Unemployment Insurance		$ 1,671.06
Retirement Expenses		$ 3,846.12
Hospitalization		$ 4,075.45
Other (*identify*)	Dental insurance	$ 133.89
Other (*identify*)	Life Insurance	$ 121.78
Other (*identify*)		
Total Payroll-Related Expenses		$ 18,953.51

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 18,946.80
Short-Term, Training	
Total Travel and Short-Term Training	$ 18,946.80

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 300.00
Cleaning Supplies	$ 300.00
Meal Delivery Supplies (Probe Wipes, Thermometer, Hand Sanitizer, etc	$ 800.00
Gasoline Vehicle Maintenance for Delivery Vans	$ 1,700.00
Total Consumable Supplies	$ 3,100.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,200.00
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	$ 150.00
Electric	$ 350.00
Water	$ 40.00
Telephone	$ 800.00
Sewer	$ 25.00
Trash Removal	$ 165.00
Security/Fire	$ 35.00
Total Occupancy Costs	$ 2,765.00

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

Identify Each Contract of Service	Amount
Meals	$ 188,734.00
Workers' Compensation Consultant	$ 115.00
Audit	$ 700.00
Employee Assistance Program	$ 163.00
Background Checks/Drug Testing	$ 360.00
Insurances (Liability, D&O, Vehicle)	$ 1,200.00
COBRA Consultant	$ 10.00
Total Contract & Services Costs	$ 191,282.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Postage	$ 500.00
Memberships	$ 150.00
Copying/Printing	$ 500.00
Software Fees	$ 1,550.00
Staff Recruitment/Advertising	$ 25.00
Non-Personnel Admin/Fiscal Expenses	$ 3,000.00
Total Miscellaneous Costs	$ 5,725.00

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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)
N/A								
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
TIII-C2 Funding - $258,666	
NISP (USDA) - $42,635	
State Block Grant Funding - $38,728	
Passport - $80,000	
TXX - 25,950	
Total Other Resources	$ -

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and 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, OH 44004** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: $10,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$27.07 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

11/19/2025
Date

Signed by:

108DC7DC63F8423...

Alissa Holdson, Executive Director
Ashtabula County Community Action Agency

11/20/2025
Date

Signed by:

8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

DocuSigned by:

Casey Kozlowski

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11/21/2025
Date

Signed by:

Kathryn Whittington

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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: **11/14/2025 9:26:35 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 2026 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: 2006.030.455-601; not to exceed $10,000.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Ashtabula County Community Action Agency**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Appendix IV
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Homemaker
Program Description

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Homemaker Assistance for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean, and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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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 and 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 a contract 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: 7/25/2025

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: P.O. Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:

Samantha Dragon - 440-990-1719

The name and telephone number of the person(s) who has the authority to sign contracts:

Alissa Holdson - 440-997-5957

The legal status of the Applicant's organization Non-profit, 501(c)3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: N/A

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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RFP #8-26

Ashtabula County Community Action Agency
Senior Services Levy - Homemaker Service FY24
Section 3 – Program Planning and Development

A. Program Description

1. The proposed Homemaker Service Program will provide light housekeeping tasks and laundry services for seniors living in the following areas of Ashtabula County: Ashtabula City, Ashtabula Township, Kingsville Township, Plymouth Township, and Jefferson. This service enables older individuals to remain in the familiar surroundings of their homes and prevents premature institutionalization. The following tasks will be part of the Homemaker Service Program and will assist seniors to maintain safe, clean, and healthy environments:

- Personal Laundry and Linens (including washing, drying, folding and putting laundry away)
- Housecleaning
  - Dusting
  - Sweeping
  - Vacuuming
  - Mopping
  - Washing dishes
  - Wiping down appliances
  - Wiping down counter tops
  - Cleaning of bathrooms
  - Changing bed linens
  - Washing inside windows (without use of ladder)
  - Removing trash
- Miscellaneous light housekeeping tasks not specified above

Trained homemakers will perform the above activities in accordance with a service plan developed by the customer service specialist during the initial assessment for each eligible individual. These services will be provided for the participating senior only and will be limited to areas of the home occupied by the senior. Frequency of the service will generally be once every two weeks, depending on the client's needs and situation. Tasks that will not be offered as a part of the Homemaker Service are those that typically fall under a Chore service. These include heavy household cleaning tasks such as washing walls and ceilings, washing outside windows, washing inside windows that are difficult to reach, and shampooing carpets or furniture. Tasks not listed above shall be considered and evaluated on a case-by-case basis.

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. Homemakers 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 Homemaker services the Homemaker will verify the performance of the tasks, and collect signatures. The requirements for in-person assessments are dependent upon the specific funding source.

Other precautionary measures such as waiving client signature requirements and conducting telephone assessments versus in-home are implemented when advised by the local health departments and the Ohio Department of Health.

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2. According to the 2021 ACS 5 Year Estimates Data Profiles, population data shows that 20.3 percent of Ashtabula County's residents are age 65 and older. Of those, 11.4% are age 65-74 years, 5.6% are age 75-84 years, and 2.3% are age 85 years and older. This figure is projected to increase significantly due to our aging population. Projections by the Scripps Gerontology Center at Miami University indicate that by 2030, Ohioans, ages 60 and older, will make up 26.3% of Ohio's total population. However, by 2030 in Ashtabula County the population age 60 and older is projected to be 29% of the total population. Moreover, the proportion of Ohio's total population, ages 85 and older, is projected to steadily increase from 2.2% in 2020 to 3.8% in 2050.

Research shows that many older people prefer to stay at home despite their declining health. Seemingly simple daily household activities become difficult, if not impossible. Support from a non-medical, in-home service such as the Homemaker Service Program can be the decisive factor in allowing a senior to remain independent and preserve his/her desired quality of life. This approach is also more economical for the senior and the community-at-large since home-based services cost much less than other options such as assisted living and skilled nursing facilities.

3. Community Action has served senior citizens for five decades and previously provided the Homemaker Program for thirty (30) years until 2009, when funding was discontinued. In January 2018, Community Action was awarded funding through the Senior Services Levy to resume the provision of homemaker services. ACCAA has continued to provide homemaker services since 2018. The agency has the fiscal, administrative, and operational experience to oversee and carry out the responsibilities of the Homemaker Program.

4. Below is a chart that contains statistics for the previously funded year, January – December of 2024, as well as the proposed service levels for FY2026.

Community Action
Homemaker Service Statistics

Service Area Township, Village or City	Ages 60 – 75 Served in 2024		*Ages 60 – 75 Proposed 2026*		Ages 76+ Served in 2024		*Ages 76+ Proposed 2026*	
	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*	Units	Unduplicated Clients	*Units*	*Unduplicated Clients*
Ashtabula City	205.75	32	*257.25*	*42*	394.25	30	*492.75*	*38*
Ashtabula Township	55.75	8	*75.25*	*10*	170.25	11	*213*	*14*
Austinburg Township	0	0	*0*	*0*	0	0	*0*	*0*
Jefferson Township	0	0	*0*	*0*	0	0	*0*	*0*
Jefferson Village	0	0	*0*	*0*	9.75	2	*12.50*	*2*
Plymouth Township	38	1	*47*	*2*	31.75	3	*40*	*3*
Saybrook Township	27	4	*36*	*5*	77	7	*97*	*9*
Totals	**326.5**	**45**	*415.5*	*59*	**606**	**53**	*855.25*	*66*

The number of units provided during FY24 are lower than originally planned due to the current labor market.

5. The days and hours of operation for the Homemaker Service Program will be from 8:00 a.m., until 4:30 p.m., Monday through Friday, each week.

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6. Referrals to the program will be received from various sources – self-referrals, relatives, friends, neighbors, ministers, medical professionals, social workers, Adult Protective Services, hospice organizations, social service agencies and senior centers. Seniors may also be referred to the Homemaker Service Program by the 2-1-1 Ashtabula County service, a comprehensive information and referral program serving Ashtabula County. Upon receipt of a referral or contact, a preliminary intake procedure will be followed to determine if the person being referred meets the age and residency requirements of the program. If eligible, an assessment process will then occur to determine whether the senior is in need of homemaker services.

We will personally interview all persons to determine the range of services required, the length of time for which the services will be provided, and assess the senior's current living conditions and circumstances. A Prioritization Assessment/Circumstantial Risk Assessment tool will be completed to determine the level of need for the service. Individuals with the highest scores on the prioritization assessment will be offered service. This determination will be based on the client's ability to perform light housekeeping tasks and his/her general physical condition. Other factors will be assessed such as safety conditions and any special areas of concern (extreme conditions, animal waste, insect infestation, loose railings, etc.) This information will be recorded on the Homemaker Client Service Plan.

When a wait list exists for services, individuals with the highest priority scores will be added to the program in chronological order as openings become available.

Clients will be re-assessed every one-hundred eighty (180) days to determine any changes in the level of need for homemaker service. Identified changes will be reflected in a new Homemaker Client Service Plan.

If a client is temporarily inactive from the homemaker service due to illness, hospitalization or an extended absence from the home, services will cease and an additional re-assessment will be performed prior to the client continuing in the Homemaker Service Program. This additional re-assessment will be performed to determine any changes in the level of need, frequency and duration of homemaker services.

When a client is no longer in need of homemaker services, the client will be discharged and services will cease. Discharge may occur due to one of several reasons: long-term hospitalization, admittance to a rehabilitation or long-term care facility, changes in the current support system, improvement of health status or self-termination of service.

Copies of the Prioritization Assessment/Circumstantial Risk Assessment form and the Homemaker Client Service Plan are included in this application under Section 2.F. Documents Used for Monitoring.

7. Community Action began receiving Senior Services Levy funding in fiscal year 2018. The agency receives no other funding for the provision of Homemaker services. The following is a five-year funding and unit history chart for the service.

	2025		2024		2023		2022		2021	
Source	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate	Amount	Unit Rate
SS Levy	$40,000	$27.07	$49,000	$27.07	$49,000	$26.89	$49,000	$26.89	$70,000	$25.97

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8. Community Action believes in the importance of fostering strong collaborative relationships with key stakeholders including community service providers, government entities, funding sources and others that serve seniors in our county. The agency also coordinates with other community partners such as Adult Protective Services, Catholic Charities, Regional Home Health, hospice providers, senior centers, libraries, churches and physicians. ACCAA is a member of various collaborative networks and councils that address issues that affect seniors such as the Ashtabula County Transportation Advisory Committee, Ashtabula County Housing Council, Ashtabula County Health Assessment Committee, START, Second Chance, Ashtabula County Public Health Advisory Team, Building Resiliency Together, Senior Care Network, and the Broadband Taskforce.

9. The ACCAA mission is as follows:

Ashtabula County Community Action Agency will help people achieve self-sufficiency and rise above issues of poverty.

The ACCAA mission statement aligns closely with the Senior Levy's vision and mission, especially in the areas of increasing self-sufficiency and alleviating the conditions of poverty. All programs provided by ACCAA offer services to county residents with the vision of helping people to attain and achieve their goals in life. This is accomplished by maximizing available resources, coordinating and collaborating with community agencies, and offering supportive services to clients at all stages of their lives. The agency takes great pride in the outstanding quality of the services provided to its clients and

B. Organizational Structure

1. The Ashtabula County Community Action Agency (ACCAA) 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 create the Agency with a governing board in 1972. The status is a non-government public agency. ACCAA has 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. ACCAA is not incorporated.

Community Action has recently restructured the program divisions; there are five-Housing & Energy Services, Head Start, Health & Nutrition Services, Youth Services and Senior and Community Services. The Homemaker Program is now located in the Senior and Community Services Division.

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

The main source of ACCAA's financial support is local, state, and federal grants, as well as some private contributions.

Community Action has a Board of Directors that is composed of 15 members. The composition of the board is dictated by the Community Services 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

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groups. The Board reviews all programs, accepts budgets and applications, and hires the Executive Director of the Agency.

A current roster of the Table of Organization and list of ACCAA Board of Directors is included in this grant application.

C. Provider/Staff Qualifications

1. Passionate, experienced and dedicated are some of the words that describe the ACCAA staff involved with programs that provide services to seniors.

The Director of Senior and Community Services oversees the Senior Services Program Coordinator. The Senior Services Program Coordinator is responsible for managing the day-to-day operations of all homemaker service activities. The Client Service Specialist, the CSS/Billing Clerk and the Homemakers report directly to the Senior Services Program Coordinator. The CSS/Billing Clerk is responsible for all billing and various program reports. The Client Service Specialist is responsible for the processing of program referrals and conducting client assessments to determine eligibility and level of service delivery. Homemakers provide direct service in senior homes.

Others with responsibility in this program include the Executive Director, the Administrative and Fiscal Directors, the IT Director, the Executive Assistant, and fiscal staff.

Job descriptions for all personnel directly involved with the Homemaker Service Program are included with this proposal as attachments.

2. New agency staff members meet monthly for the first twelve months of employment as part of the agency onboarding program. Topics specific to ACCAA are covered such as agency policies and procedures, agency programs, and the agency mission. Other topics presented include ethics, cultural diversity, time management, trauma informed care, community resources, communication, and professionalism. Mid-level staff members participate in quarterly education and training sessions to foster and promote better leadership skills. Also, agency staff is required to participate in the *Bridges Out of Poverty* training or other offerings when available.

Homemakers attend trainings specific to their program responsibilities and needs. The Community Action Homemakers receive training in the areas of record keeping and documentation, ethics, confidentiality, body mechanics, handling emergencies, universal precautions, laundry, housekeeping, pandemic safety and home safety. New Homemakers shadow the coordinator or an experienced Homemaker as they learn their job duties. New Homemakers begin to work independently when they can demonstrate competency with all job duties.

Throughout the year, various in-service trainings are provided for all Homemaker program staff. These trainings include relevant topics that pertain to the provision of Homemaker services.

3. The agency does not plan to utilize volunteers in the Homemaker Service Program at this time.

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EXHIBIT II

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Applicant Budget
Summary

Applicant: ACCAA - Homemaker	
Date From: 1/1/2026	**To: 12/31/2026**

	Amount	
I. Staff		
A. Salaries	$	7,049.86
B. Payroll-Related Expenses	$	1,175.00
Total Staff Costs	$	8,224.86
II. Operations		
A. Travel and Short-Term Training	$	495.14
B. Consumable Supplies	$	100.00
C. Occupancy Costs	$	590.00
D. Contract and Professional Services	$	250.00
E. Other - Miscellaneous	$	340.00
Total Operational Costs	$	1,775.14
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	10,000.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	10,000.00

Budget Computation

Total Operating Expenses	$	10,000.00
Divided by Total Operating Units		369.41
= Unit Rate	$	27.07

Unit Rate	$	27.07
X number of units purchased		369.41
= Total Contract Amount	$	10,000.00

Unit = 1 mile

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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	$ 91,800.00	Annual	0.25%	$ 229.50
Director of IT	$ 77,860.87	Annual	0.25%	$ 194.65
Director of HR	$ 66,950.00	Annual	0.25%	$ 167.38
Executive Assistant	$ 37,440.00	Annual	0.10%	$ 37.44
Director of Fiscal Services	$ 77,860.87	Annual	0.50%	$ 389.30
Fiscal Assistant	$ 42,681.60	Annual	0.25%	$ 106.70
Fiscal Clerk	$ 46,800.00	Annual	0.25%	$ 117.00
Receptionist	$ 30,451.20	Annual	0.10%	$ 30.45
Client Services/Billing Clerk	$ 25,303.20	Annual	1.00%	$ 253.03
Senior Services Coordinator	$ 37,440.00	Annual	1.00%	$ 374.40
Homemaker(s)	$ 4,500.00	Annual	100.00%	$ 4,500.00
Director of Sr. & Comm. Services	$ 65,000.00	Annual	1.00%	$ 650.00
Total Salaries				$ 7,049.86

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 300.00
Worker's Compensation	$ 200.00
Unemployment Insurance	$ 75.00
Retirement Expenses	$ 500.00
Hospitalization	$ 75.00
Other (*identify*)	$ 25.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 1,175.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 495.14
Short-Term, Training	
Total Travel and Short-Term Training	$ 495.14

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 50.00
Cleaning Supplies	$ 50.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 100.00

II. C. Occupancy Costs

	Amount
Rent	$ 200.00
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	$ 75.00
Electric	$ 50.00
Water	$ 20.00
Telephone	$ 75.00
Sewer	$ 20.00
Other *(identify)* Building maintenance	$ 100.00
Other *(identify)* Building security	$ 50.00
Total Occupancy Costs	$ 590.00

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

Identify Each Contract of Service	Amount
Audit	$ 75.00
Consultants for Workers Comp, COBRA, Employee Assistance Program	$ 25.00
Insurances	$ 50.00
ServeTracker Software	$ 50.00
State Road Occupational Health (Drug Testing)	$ 50.00
Total Contract & Services Costs	$ 250.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Criminal Background Checks	$ 50.00
Postage	$ 25.00
Copying/Printing	$ 50.00
Document Shredding	$ 15.00
Banking/Non-Personnel Fiscal/Misc. Expenses	$ 200.00
Total Miscellaneous Costs	$ 340.00

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)
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
N/A	
Total Other Resources	$ -

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and 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** to provide **Independence and Wellness** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: $5,500.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$9.29 per unit of Independence and Wellness as described in Exhibit II (subgrantee budget)
(A unit = one contact)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

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should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

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such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (LEP) in their programs and activities as further outlined in Executive Order

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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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

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31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

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40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

11/19/2025
Date

Signed by:

108DC7DC63F8423...

Alissa Holdson, Executive Director
Ashtabula County Community Action Agency

11/20/2025
Date

Signed by:

8CC3D2025A6D44F...

DocuSigned by:

3E6154CBF4DA44C...

11/21/2025
Date

Signed by:

72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

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: **11/14/2025 9:26:35 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 2026 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: 2006.030.455-601; not to exceed $5,500.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Ashtabula County Community Action Agency**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT INDEPENDENCE AND WELLNESS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

EXHIBIT I

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Appendix I
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Docusign Envelope ID: 0B06482E-E59C-4608-9EDD-2D793CF597C7

Independence and Wellness for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

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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 and 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 a contract 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: 7/28/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Ashtabula County Community Action Agency

Company Address: P.O. Box 2610, Ashtabula, OH 44005-2610

Telephone Number: 440-997-5957 FAX: 440-992-3319

The name and telephone number of the person(s) who has the authority to submit Proposal:

Samantha Dragon - 440-990-1719

The name and telephone number of the person(s) who has the authority to sign contracts:

Alissa Holdson - 440-997-5957

The legal status of the Applicant's organization Non-profit, 501(c)3

Date of establishment/incorporation: 1965

Federal Employer Identification Number (FEIN): 34-1059824

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: N/A

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Ashtabula County Community Action Agency
Enhanced Information and Referral for Seniors
Section 3 – Program Planning and Development

A. Program Description

1-3. Proposed Service

The service proposed in this document is our Enhanced Information and Referral for Seniors. This is a specialized type of Information and Referral that caters to the additional needs of Seniors that are trying to gain access to health, human and social services in Ashtabula County. An offshoot of our comprehensive information and referral service, 2-1-1 Ashtabula County, Enhanced Information and Referral for Seniors is designed to provide the extra assistance that an older adult may need to successfully connect with a resource and actually receive the necessary help.

The primary role of the 2-1-1 Ashtabula County comprehensive information and referral service is that of answering calls from individuals seeking assistance for a specific problem or need, and providing referrals to services to meet those needs. For the most part the information is given and the individual is empowered to contact those services on their own. This procedure applies regardless of the age of the caller. And, while we track the number of calls and referrals that are provided to individuals age 60 and older, we do not consider these as units within the Enhanced Information and Referral for Seniors service. Activities that include more extensive follow up, research, or advocacy, as well as resource or supplemental materials, will constitute units within the Enhanced Information and Referral for Seniors service. These activities will help guide the Senior through the complexity of governmental or community programs. When it is determined that a Senior will be unable to follow through, or seems overwhelmed by the action or steps necessary, direct linkages with the other agency or organization will be offered. With the caller on the line, the 2-1-1 Community Resource Specialist (CRS) will explain the situation and why the Senior is being connected to them. Once a successful transition is underway, the 2-1-1 CRS will exit the call. In a sense, creating the "bridge" between the Senior and the provider.

As a service of Enhanced Information and Referral for Seniors we provide a monthly mailing to seniors that have needed Enhanced Information and Referral in the past year. These mailings keep seniors connected to important information in the community. Seniors often lack the technology for staying up to date with local resources, and by mailing them this information monthly we are able to let them know when programs are available to them.

Past mailings have included: information about upcoming programs such as the winter and summer crisis programs, applications for programs such as Senior Farmers Market Vouchers, our updated food pantry list, information about senior mental health services for those who feel isolated, information about senior home repair programs, and more. An example will be included in this section.

The following is a list of service types to be provided as "units of service" within the Enhanced Information and Referral for Seniors service, along with a brief explanation of what they entail.

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- Follow-up – calling a Senior to ensure that they did in fact receive the service that they sought; ensuring that the services referred to addressed all of the Senior's needs; and assessing for additional service needs.

- Materials provided – providing pamphlets, brochures, applications, or other documents regarding a service need, often sent through the mail. In addition, we send information out to all of the seniors who have contacted us over the year each month. The information is regarding important services or benefits available to assist them (for example summer and winter crisis, scam alerts, and information about senior specific programs).

- Research – investigation of a customer's situation through contacting different entities that are or may become involved with a customer's situation; deriving the details of a customer's situation; finding solutions to a customer's situation.

- Advocacy – taking action on behalf of a customer when a customer is unable to get results or a resolution to a situation.

Community Action has served senior citizens for over five decades and has operated the Enhanced Information and Referral for Seniors service since the beginning of the Education and Wellness Programs within the Senior Services Levy. Two years ago, 2-1-1 Ashtabula County began Information & Referral over text and it has been available on our website. But we find seniors may not have the technical skills, and if they do, they still prefer to speak with a real person over the phone.

In our experience we find the following: many Seniors are uncomfortable asking for help and often go without even basic necessities rather than seek help; if they have never sought assistance before, they are unfamiliar with the vocabulary, terminology, and requirements of social or human service programs; and they may also be less mobile or not healthy enough to journey from place to place. For this reason we want to make it as easy as possible for them to contact us and obtain the assistance desired/required. The telephone is their most common means of communication, therefore utilizing the easy-to-remember, three-digit, 2-1-1 phone number provides a simple way for them to gain access to help. While advances to technology may allow us to reach more people, there is no substitute for the relationships and person-to-person interactions offered by calling our trusted 2-1-1 staff.

Once they make that call, our 2-1-1 staff are trained to assess and identify not only the spoken needs, but to listen to what is not being said and uncover needs not being expressed. The staff spends the time necessary to ensure the senior citizen receives all available services to enhance their quality of life, delay or avoid premature unnecessary institutional care, and allow them to remain an active member of the community. For many older adults the various enrollment and application processes can be cumbersome to understand and accurately complete, forms can often be hard for those with visual impairments to read due to small print and color choices, and automated menus can confuse and frustrate those with hearing impairments. Further, Agency names seldom clearly identify the services that are available or provided, so many give up before they ever even get to the appropriate agency that can serve them. We work to ensure none of these are a barrier to Seniors receiving the necessary services.

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Based on our overall 2-1-1 Information & Referral data, over a third of all calls in 2024 were from are callers age 60 or older. We expect to see continued need from those individuals age 60 or older who have been utilizing and relying on the Enhanced Information and Referral for Seniors service. Our 2-1-1 Community Resource Specialists have been assisting some customers/clients regularly throughout the years as they experience new needs and they have developed trust in our service. At this time, no prioritization policy is needed to serve callers with our Enhanced Information and Referral for Seniors. All Senior callers that need additional assistance of follow-up, materials provided, research, and advocacy are able to be served by our program.

Last year we were allowed 592 units, but provided 1,078 units of assistance to the county. Due to the continuing need in the community for the program, and the fact that we have used nearly double the units provided in the past year, we are asking for an additional 107.65 units.

On a broader level, Community Action has operated a comprehensive information and referral service for over twenty (20) years. The comprehensive information and referral service became the designated 2-1-1 call center for Ashtabula County in 2003 and we were recently re-accredited in June 2022 by the national information and referral entity Inform USA (formerly AIRS). This accreditation is similar to the ISO 9000 certification in industry and includes adherence to twenty-seven (27) Inform USA Standards and Quality Indicators for Professional Information and Referral. Reaccreditation is required every five (5) years. Community Action also has experience complying with program regulations and guidelines set forth by federal, state, private and local funding sources. Community Action has been audited several times and has always been found to be in compliance.

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4. Program Statistics

The following chart contains statistics for our Enhanced Information and Referral for Seniors program year January 1, 2024 to December 31, 2024, and the projected service levels Community Action is proposing for 2026. This only represents units "billable" as a Senior Levy Service.

Ashtabula County Community Action Agency
Enhanced Information and Referral for Seniors
January 1, 2024 - December 31, 2024

Service Area Township, Village or City	Billable Units Provided and Unduplicated Customers Served In past 12 months age 60 - 75		Proposed Number of Billable Units and Unduplicated Clients to be Serverd age 60 - 75		Billable Units Provided and Unduplicated Clients Served In past 12 months age 76+		Proposed Number of Billable Units and Unduplicated Clients to be Serverd age 76+	
	Units	Customers	Units	Customers	Units	Customers	Units	Customers
Andover Township	29	4	32	4	19	2	21	2
Ashtabula	373	40	410	44	91	9	100	10
Austinburg Township	0	0	0	0	11	1	12	1
Cherry Valley Township	0	0	0	0	0	0	0	0
Colebrook Township	0	0	0	0	0	0	0	0
Conneaut	52	6	57	7	77	8	85	9
Denmark Township	0	0	0	0	0	0	0	0
Dorset Township	11	1	12	1	11	1	12	1
Geneva	65	8	72	9	87	9	96	10
Harpersfield Township	0	0	0	0	5	1	6	1
Hartsgrove Township	0	0	0	0	0	0	0	0
Jefferson Township	56	7	62	8	32	3	35	3
Kingsville Township	11	1	12	1	11	1	12	1
Lenox Township	0	0	0	0	0	0	0	0
Monroe Township	0	0	0	0	7	1	8	1
Morgan Township	0	0	0	0	0	0	0	0
New Lyme Township	0	0	0	0	0	0	0	0
North Kingsville Township	11	1	12	1	7	1	8	1
Orwell Township	20	3	22	3	0	0	0	0
Pierpont Township	11	1	12	1	11	1	12	1
Plymouth Township	0	0	0	0	0	0	0	0
Richmond Township	0	0	0	0	0	0	0	0
Rome Township	4	1	4	1	7	1	8	1
Saybrook Township	26	3	29	3	0	0	0	0
Sheffield Township	11	1	12	1	0	0	0	0
Trumbull Township	6	1	7	1	0	0	0	0
Wayne Township	0	0	0	0	0	0	0	0
Williamsfield Township	10	1	11	1	0	0	0	0
Windsor Township	4	1	4	1	0	0	0	0
Totals	700	80	770	88	376	39	414	43

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5. Operating Hours

The hours of operation for the Enhanced Information and Referral for Seniors service will be from 8:00 a.m. through 4:30 p.m., Monday through Friday each week. If circumstances warrant time be worked outside of this time window, accommodations will be made to be available.

6. Client Intake

We request zip code, township, age, and number of people in the household of all callers to 2-1-1 Ashtabula County. When an individual age 60 or older calls and as the call proceeds it is determined that they will be served through the Enhanced Information and Referral for Seniors service we obtain their name, address and telephone number, date of birth, and gender. Based on the situation additional information may be gathered. This intake generally all occurs over the telephone with our operators. We can meet with Seniors face-to-face in our office if they come in. We can also respond to inquiries and assist via email or text, but this is not widely used by the Seniors. A record is created with the date(s) of service, number of, and description of Enhanced Information and Referral for Seniors units of service provided.

7. Other Funding

There are no other funds for the activities of Enhanced Information and Referral for Seniors. Over the past five (5) years we have received the following allocations and unit rates for service:

2020	$5,500	$9.29/unit	2021	$5,500	$9.29/unit	2022	$5,390	$9.29/unit
2023	$5,500	$9.29/unit	2024	$5,500	$9.29/unit			

8. Collaboration/Coordination

Community Action has as one of its core values the desire to create partnerships, coordinate, and collaborate to meet needs within the community, maximize resources, and to eliminate duplication. One of the principal tenants of information and referral is the coordination of information within the community. As the 2-1-1 Information and Referral Call Center, it is imperative that we communicate regularly with all of the agencies, organizations, and service providers in the area to ensure that our data regarding their services/programs is up-to-date. Annually we undertake a comprehensive update of all services in the database, a requirement of our Inform USA Accreditation. We also contact community organizations and partners directly on an as needed basis to ensure we had the very most current information, understanding that programs can change from day-to-day. As a component of the 2-1-1 Ashtabula County service, the Enhanced Information and Referral for Seniors service naturally benefits from efforts made along those lines.

2-1-1 Ashtabula County performs a significant amount of outreach via health fairs (including the Senior Conference), presentations, and community events; at these events we inform seniors and their families that the service is available to assist them and connect them to opportunities available. We are also part of many social and human service groups, coalitions, and meetings. We network to link not only customers in need, but to connect other organizations or entities that share common goals and activities but may not be aware of existing or complimentary efforts. More specific to the Enhanced Information and Referral for Seniors service, there are several

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different agencies that work with the same Seniors that use this service. When encountering a senior in need of more intensive information and referral services, these agencies will make referrals to the Enhanced Information and Referral for Seniors program. Some of these entities include: Ashtabula County Department of Job & Family Services, Children Services, Catholic Charities, Country Neighbor, Salvation Army, GO Development Corp., governmental offices, local churches, food pantries, libraries, and more. All area senior centers and the Senior Care Network providers are also aware of the Enhanced Information and Referral for Seniors program and will refer seniors to it.

9. Senior Levy Mission

We believe our mission aligns well with the Senior Levy's mission to "provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty and improve health and safety." Ashtabula County Community Action Agency's mission is to "help people achieve self-sufficiency and rise above issues of poverty." There are many similar components in our missions, especially aimed at increasing self-sufficiency and tackling poverty. As mentioned in the agency history section on the following page, ACCAA has a longstanding history of working to combat poverty. We do this by offering an extensive network of services that promote financial well-being (such as rent and utility assistance) and healthy habits (such as WIC and the Senior Nutrition Program). Additionally, all activities of ACCAA are designed to help maximize resources, encourage cooperation and collaboration wherever possible towards the elimination of poverty for the betterment of conditions under which people live, learn, and work.

B. Organizational Structure

Agency History

The Community Action network was created as part of President Johnson's "War on Poverty". 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. With required changes to the structure at the federal level, the County Commissioners enacted resolutions to abolish the Committee and create the Agency with a governing board in 1972. The status is a non-government public agency. Community Action has a separate governing board; the agency is not a department of the county government. Community Action is a 501(c) (3) non-profit organization having received the Internal Revenue Service (IRS) exemption on February 26, 1974. Some of the characteristics of community action agencies are flexibility, partnership, ability to leverage funds, and diverse service offerings based on the needs of the local community. Partners and stakeholders of Community Action consist of social and human service agencies, governmental entities, funding sources, faith based and other non-profit organizations, vendors, personnel and our customers.

There are five (5) service departments and an administrative department within Community Action: Health & Nutrition Services, Head Start, Housing & Energy Services, Youth Services, and Community and Senior Services, the department that oversees the Enhanced Information & Referral for Seniors. Through these various departments, individuals and families across the age spectrum are provided nutrition and health services for pregnant women, infants, and children, early education services centered around school readiness, building and strengthening the family, home weatherization, rehabilitation and consumer education, as well as, congregate meals and

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EXHIBIT II

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Applicant Budget
Summary

Applicant: ACCAA - Enhanced Senior Information and Referral	
Date From: January 1, 2026	**To: December 31, 2026**

	Amount
I. Staff	
A. Salaries	$ 4,939.00
B. Payroll-Related Expenses	$ 561.00
Total Staff Costs	$ 5,500.00
II. Operations	
A. Travel and Short-Term Training	$ -
B. Consumable Supplies	$ -
C. Occupancy Costs	$ -
D. Contract and Professional Services	$ -
E. Other - Miscellaneous	$ -
Total Operational Costs	$ -
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 5,500.00
IV. Minus Other Program Resources	$ -
Total Program Costs	$ 5,500.00

Budget Computation

Total Operating Expenses	$	5,500.00
Divided by Total Operating Units		592.03
= Unit Rate	$	9.29

Unit Rate	$	9.29
X number of units purchased		592.03
= Total Contract Amount	$	5,500.00

Unit = 1 Unit

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Community Resource Specialist 1	$ 30,160.00	40	5.00%	$ 1,508.00
Community Resource Specialist 2	$ 24,960.00	32	5.00%	$ 1,248.00
Program Services Coordinator	$ 38,480.00	40	2.99%	$ 1,150.00
Program Services Specialist	$ 36,400.00	40	1.50%	$ 546.00
Dir. of Sr. and Com. Services	$ 65,000.00	40	0.75%	$ 487.00
Total Salaries				$ 4,939.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 300.00
Worker's Compensation	$ 30.00
Unemployment Insurance	$ 76.00
Retirement Expenses	$ 45.00
Hospitalization	$ 100.00
Other (*identify*)	$ 10.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 561.00

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II. A. Travel and Short-Term Training

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

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ -

II. C. Occupancy Costs

	Amount
Rent	
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)* Other *(identify)*	
Total Occupancy Costs	$ -

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

Identify Each Contract of Service	Amount
N/A	
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
N/A	
Total Miscellaneous Costs	$ -

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)
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
N/A	
Total Other Resources	$ -

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January, 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Arcadia Home Care & Staffing** located at **3721 North Ridge Road, Suite A Room B, Perry, OH 44081,** to provide **Personal Care Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Personal Care: $40,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$36.00 per unit of Personal Care as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor on a monthly basis in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

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should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

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such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (LEP) in their programs and activities as further outlined in Executive Order

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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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

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31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

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40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:
F06A0F877698451...

Darby Anderson, EVP & Chief Government Relations Officer
Addus Home Care

12/2/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

12/3/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 84A64524-C266-4044-AA7A-EBE9B2AF6480

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: **Arcadia Home Care and Staffing**
Date: **11/14/2025 9:32:09 AM**

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

Name/Organization	Address
Marchionda, Dominic	7886 Via Attilio

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 2026 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: 2006.030.455-601; not to exceed $40,000.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Arcadia Home Care & Staffing**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 12/3/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

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Appendix I
ACJFS RFP #6-26
Ashtabula County Senior Services Levy
Personal Care
Program Description

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Personal Care for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e., occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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Applicant Information

AGENCY / ORGANIZATION NAME: Addus HealthCare (South Carolina), Inc.

ADDRESS: 801 Warrenville Road, Suite 800, Lisle, IL 60532

PHONE: 630-296-3400 FAX: 630-487-2713

SERVICE SITE (if different than above): Arcadia Home Care & Staffing

ADDRESS: 3721 North Ridge Road, Suite A Room B, Perry, OH 44081-9579

PHONE: (440) 219-0245 FAX: (440) 259-2714

FEDERAL TAX I.D. NUMBER: 27-2920131

EXECUTIVE DIRECTOR/DIRECTOR: Angela Dooley

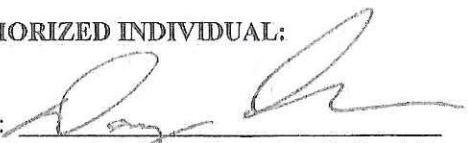
PROGRAM COORDINATOR: Debra Boslett EMAIL: DBoslett@Addus.com

FISCAL CONTACT: Anna Bui EMAIL: ABui@Addus.com

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted because 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 based on 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Darby Anderson SIGNATURE: 

(Note: original signature must be in blue ink)

TITLE: EVP & Chief Government Relations Officer DATE: 8/5/2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Addus HealthCare (South Carolina) Inc. dba Arcadia Home Care & Staffing

Company Address: 801 Warrenville Road, Suite 800, Lisle, IL 60532

Telephone Number: (630) 296-3400 FAX: (630) 487-2713

The name and telephone number of the person(s) who has the authority to submit Proposal:

Stacy Clark (630) 296-3438

The name and telephone number of the person(s) who has the authority to sign contracts:

Darby Anderson (630) 296-3400

The legal status of the Applicant's organization The Organization is a Corporation

Date of establishment/incorporation: 6/24/2010

Federal Employer Identification Number (FEIN): 27-2920131

Is the Company co-owned or controlled by a parent company? ____Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? ____Yes _X_ No

If yes, has the company filed all required EEO reports to the necessary agencies? ____Yes ____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ____ No

Does the company have current or future for a buyout or sale? ____Yes _X_ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ____ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ____ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ____ No

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Section 3 – Program Planning and Development

A. Program Description

As a longtime service provider, Addus HealthCare (South Carolina), Inc. dba Arcadia Home Care & Staffing understands how critical continuity of care is to promote independence and provide for the emotional well-being of elderly and/or disabled clients along with their family members. Arcadia is committed to "keeping clients healthy and independent at home" for each client referred through Ashtabula County Job and Family Services program.

The company's purpose is to provide the highest possible quality in-home, supportive services to elderly, non-elderly disabled, and intellectually disabled populations. This is accomplished by following professionally authorized Plans of Care developed in concert with the client, in accordance with the rules and regulations of the contracting entity and within an efficiently operated, managed framework. Care delivery staff are trained to be sensitive to each recipient's need to be independent and provide such services. This means staff will allow or assist the recipient in doing all that he/she can do for themselves within the authorized service plan. Our company understands the unique needs and desires of our clientele, and provides each with the respect, personal attention and flexibility they deserve.

Our family of companies is proud to bring exceptional organizational strengths to our contracted partners:

- Addus HealthCare, Inc. has over 45 years of home care experience as well as a commitment and compassion to improve quality of life for Clients regardless of socio-economic situation

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- Nationally recognized, financially stable company dedicated to providing Home and Community Based Services
- Proven track record of providing quality services under contract with federal, state, and local government entities through varied program funding
- Solid compliance, and quality assurance programs ensure Client and vendor satisfaction
- Wide range of services and specialized outcome focused programs designed to meet Client needs with delivery support mechanisms; like language resources and Electronic Visit Verification/ GPS telephony
- Locally managed, trained and supervised, dedicated direct care staff
- Strong corporate resources for our local branches from our National Support Center

Addus HealthCare (South Carolina), Inc. is proposing to provide Personal Care Services for the Ashtabula County Job & Family Services program to eligible residents in Ashtabula County. In Perry, OH we operate under the DBA *Arcadia Home Care & Staffing*. Arcadia intends to provide a service package that will deliver high quality services both efficiently and compassionately. Services should help prevent premature institutionalization, promote a healthy lifestyle, and ensure a safe and functional home environment.

Our personal care aides service clients in all aspects of personal care and light housekeeping. The personal care service includes bathing, stand by assist for bathing, bed baths, hair care, incontinence care, dressing, mobility and transfer care. The light housekeeping we offer includes sweeping, dusting, vacuuming, laundry, meal prep, errands, grocery shopping and picking up prescriptions.

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Ashtabula County is a very underserved county in Ohio. The presence of non-skilled home care agencies is scarce, and smaller agencies that have serviced these areas are closing rapidly. The wait list for existing clients is large and long, and there are not enough home care agencies to cover the high demand. Our Arcadia Home Care & Staffing Perry office currently has a very strong presence in Ashtabula County and services over 80 clients, with 75% of our home care aides residing in Ashtabula County and assisting Ashtabula County residents. If awarded the contract, Arcadia will have the exciting opportunity to assist more clients and employ even more residents of Ashtabula County. Please see the Roster List from the Arcadia Perry office *(Attachment 1)* as a supporting document.

The local office exercises a great deal of autonomy in the delivery of Client services. It also receives support from our National Support Center, located in, Illinois. From the National Support Center, the Ohio Branches (including our Perry office) will receive operational support from Accounting, Information Systems, Payroll, Billing and Reimbursement. Our C-Suite in Frisco Texas provides support in the form of Executive Management and Human Resources including recruitment.

Arcadia currently has an established organizational structure and staff that is experienced and well suited to meeting the needs of clients and contractual requirements. The Perry, OH branch operates under the direction of a local, full-time Agency Director who receives direct support from the Regional Director of Ohio. The Regional Director receives direction from the Market President who is responsible for operations in Ohio and several other states. The Agency Director manages the day-to-day operation, oversees the local office personnel, and coordinates all service delivery. The Regional Director oversees the effective operation of the Company's branch offices in Ohio. The existing organizational relationship between the local branch office and the National Support

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Center is as follows:

A list of Job Descriptions has been provided under *Attachment 2.*

Arcadia provides open lines of communication to ensure that all client needs are met efficiently and effectively. We maintain a centralized referral system for all service requests. We accept requests via facsimiles and email. Scheduling and support staff are available through an on-call system, which is monitored by Arcadia personnel after normal business hours. Utilizing this 24/7 system, Arcadia can make informed decisions and assign personnel that are able to fully meet the client's needs.

Arcadia endeavors to provide continuity of care for its clients by assigning the same Home Care Aide to each client. The local office has additional home care personnel available to provide back-up service, if necessary. Arcadia maintains an Emergency Preparedness Plan to minimize disruption of staffing services during times of emergencies, including inclement weather. Revisions to this plan will occur regularly to maintain emergency preparedness and compliance with regulations.

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Please see chart below for Arcadia Home Care & Staffing units of service and number of unduplicated clients for the prior year and the numbers for the proposed year.

Service Area	*Ashtabula County*
Units Provided & Unduplicated Clients Served past 12 Months Age 60-75	*7 Clients Served, Unduplicated, Total 20 Hours*
Proposed #Units & Unduplicated Clients Served past 12 Months Age 60-75	*Proposed 14 Clients, 40 Hours Total*
Units Provided & Unduplicated Clients Served past 12 Months Age 76+	*We have 76+ clients that we are servicing*
Proposed Number of Units & Unduplicated Clients to be served Age 76+	*Proposed 3 Clients, 8 Hours Total*

Arcadia will provide personal care services through our Arcadia Home Care & Staffing office located at 3721 North Ridge Road, Suite A, Room B, Perry, OH 44081-9579. Services are available 24 hours a day, 7 days per week. An On-Call Coordinator is available to assist with scheduling requests. Every effort will be made to accommodate the Client's preferred days/times for service scheduling, so long as the care plan is followed. It is our goal to assign a permanent Aide at the service's scheduled start date, but the Client will always be given the opportunity to reject an incompatible worker.

Client Intake & Assessment Process

All client referrals are received and screened by the Agency Director/designee for appropriateness of the admission according to Arcadia's admission criteria. A client admission visit is conducted within 48 hours but no longer than 7 days. The assessment is performed by Arcadia's Agency Director/designee that is trained in the admission process.

Minimally, the following information must be obtained and reviewed by the Agency Director/designee prior to accepting the referral:

- The address for care
- The reason for the referral

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- The type of service being requested i.e., personal care services, homemaking,
- Anticipated payment source for services

The information gathered at the screening is used to develop an individualized service plan to meet the unique needs and situations of the client. Arcadia will notify all referral sources whenever the Agency is unable to provide the requested services to a client.

Agency Director or Designee Responsibilities:

- Documents personal care referral information on the Home Care Intake Information Form or directly into the Arcadia Computer system.
- Receives and reviews referral information to ensure the admission criteria is met. Obtain additional information, if needed.
- Documents whether referral was accepted or declined in Arcadia Computer System. If declined, documents reason.
- Initiates assignment of staff to client for admission visit.

Staffing - Arcadia ensures the availability of sufficient staff by routinely reviewing capacity and engaging in ongoing recruitment. Staffing patterns and needs are continuously monitored to assure the availability of qualified Aides. Our hiring practices are implemented in accordance with Equal Employment Opportunity requirements to assure that selection of employees is made without regard to race, creed, color, sex, national origin, age, religion, sexual preference, or disability. Employees will be selected based on their ability to meet the requirements of the position for which they are applying. Arcadia also provides for routine supervision of all Direct Care Aides by an appropriately qualified employee.

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Scheduling - Scheduling of services will be the responsibility of the Service Coordinator/ Supervisor. Each office utilizes a premier home care scheduling system. This system integrates Client data, employee data, schedules and billing allowing additional flexibility in quality management, monitoring, and reporting. Reports regarding units delivered, unserved hours and Client and a roster of Aides' information are readily available.

Please see *Attachment 3* for the Client Intake Tool.

Staff Substitution - Every effort will be made to ensure that Clients receive service from the same Aide. When a Client's regular Aide is unavailable for any reason, the local branch shall provide or arrange for a substitute. To identify available personnel, the local branch will utilize our proprietary "best fit" technology. One feature of this program is the ability to locate other qualified personnel who are providing services in geographical proximity to a client in need of a substitute. The system provides the Service Coordinator with a roster of personnel near the anticipated need. The Service Coordinator then reviews the roster along with the location of the Aide to identify the location, in real time, of personnel who are available and who possess the special skills and/or training required by the Client.

The Service Coordinator/ Supervisor is ultimately responsible for the effective performance of all Aides under his/ her supervision, including:

- Assuring that each worker has completed the initial training program and participated in ongoing in-service training.
- Serving as liaison and coordinator between the Aide and AAA staff or other external contacts who support the Client's well-being and overall service plan.

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- Establishing acceptable service delivery schedules and selecting substitute Workers when necessary.
- Interviewing, screening, selecting, and evaluating the Aides' performance.
- All information is documented and available in each Aide's personnel file.

For the Arcadia Perry Office, we received lump sum payments totaling $92,988.29 in Federal ARPA funding from March 2022 to December 2023. There were no specific unit rates associated with the funding.

Our strong presence as a community provider includes services funded by the PASSPORT Medicaid Home Care Waiver and MyCare Ohio programs through direct obligations with regional Area Agencies on Aging in Ohio, Veterans Affairs Medical Centers, Commercial insurers, Long Term Care insurance carriers as well as private pay consumers.

The Addus family of companies' mission is in line with Ashtabula county's mission to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty, and improve health and safety. Our office is located in Perry and also serves the surrounding Lake, Ashtabula, and Geauga Counties. Our mission is to improve the health and well-being of our patients and consumers through quality, cost effective home and personal care services. We strive to meet each consumer's needs and provide companionship and personal support to each client and community we serve. Addus is proud to be a nationally recognized provider of high quality, home care.

Arcadia currently holds accreditation from the Joint Commission. A copy of our certification is under *Attachment 4.*

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EXHIBIT II

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Applicant Budget
Summary

Date From:	**To:**

		Amount
I. Staff		
A. Salaries	$	28,116.71
B. Payroll-Related Expenses	$	4,717.34
Total Staff Costs	$	32,834.05
II. Operations		
A. Travel and Short-Term Training	$	566.61
B. Consumable Supplies	$	188.87
C. Occupancy Costs	$	488.84
D. Contract and Professional Services	$	-
E. Other - Miscellaneous	$	5,921.63
Total Operational Costs	$	7,165.95
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	40,000.00
IV. Minus Other Program Resources	$	-
Total Program Costs	$	40,000.00

Budget Computation

Total Operating Expenses	$	40,000.00
Divided by Total Operating Units		1,111.00
= Unit Rate		

Unit Rate	$	-
X number of units purchased		1,111.00
= Total Contract Amount	$	-

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
Aide	$ 19.61	hour	100.00%	$ 21,786.71
Registered Nurse	$ 34.50	hour	4.28%	$ 1,642.12
Coordinator Service	$ 22.44	hour	3.84%	$ 956.37
Location Recruiter	$ 20.00	hour	3.24%	$ 720.22
Agency Director	$ 38.45	hour	3.64%	$ 1,552.98
Director Regional Ops	$ 82.23	hour	0.84%	$ 766.45
Recruiter & Development Manager	$ 28.46	hour	1.32%	$ 416.87
Market President		hour		$ 274.99
Total Salaries				$ 28,116.71

I. B. Payroll-Related Expenses

		Amount
PERS or Social Security		$ 2,150.93
Worker's Compensation		$ 311.08
Unemployment Insurance		$ 277.75
Retirement Expenses		
Hospitalization		
Other (*identify*)	Liability Insurance	$ 188.87
Other (*identify*)	Health Insurance	$ 555.50
Other (*identify*)	Benefits (PTO, life ins, bonus)	$ 1,233.21
Total Payroll-Related Expenses		$ 4,717.34

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.33	$ 377.74
Short-Term, Training	$ 188.87
Total Travel and Short-Term Training	$ 566.61

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 177.76
Cleaning Supplies	
Other *(identify)* Direct Service Supplies	$ 11.11
Other *(identify)*	
Total Consumable Supplies	$ 188.87

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	$ 377.74
Maintenance and Repairs	
Utilities (if not included in rent) must be itemized Heat Electric	$ 88.88
Water Telephone Sewer Other *(identify)* rental tax	$ 22.22
Other *(identify)*	
Total Occupancy Costs	$ 488.84

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

Identify Each Contract of Service	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Background checks & employee vaccines	$ 111.10
Advertising / Help Wanted	$ 111.10
Postage & Freight	$ 11.11
Data/Phone	$ 577.72
Dues and Subscriptions	$ 77.77
Other Operating Expenses	$ 1,210.99
Support Allocation	$ 3,821.84
Total Miscellaneous Costs	$ 5,921.63

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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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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the 1st day of **January 2026** 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 Suite 2, Lake Ave., PO Box 1428, Ashtabula, Ohio 44005** to provide **Personal Care Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Personal Care: $153,467.47 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$46.16 per unit of Personal Care as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals

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should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No

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such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (LEP) in their programs and activities as further outlined in Executive Order

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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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

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31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

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40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

12/2/2025
Date

Signed by:

2A0151E4BA42426...

Leanne Frampton, Executive Director
ARMC Home Health

12/2/2025
Date

Signed by:

8CC3D2025A6D44F...

12/3/2025
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: FE746A52-E424-418F-8BE8-80F62BE2F050

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 Regional Medical Center**
Date: **11/14/2025 9:31:08 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 2026 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: 2006.030.455-601; not to exceed $153,467.47 and free from any previous encumbrances.

Agreement Title: an agreement with **ARMC Regional Home Health Services**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 12/3/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

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Appendix I
ACJFS RFP #6-26
Ashtabula County Senior Services Levy
Personal Care
Program Description

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Personal Care for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e., occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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Applicant Information

AGENCY / ORGANIZATION NAME: ARMC Home Health

ADDRESS: 231 Lake Ave Ste 2 Ashtabula, OH 44004

PHONE: 440-992-4642 FAX: 440-992-0687

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 34-1143358

EXECUTIVE DIRECTOR/DIRECTOR: Leanne Frampton

PROGRAM COORDINATOR: Shannon Clark EMAIL: Shannon.Clark@armchealth.org

FISCAL CONTACT: Alanna Barnes EMAIL: Alanna.Barnes@armchealth.org

TERMS AND CONDITIONS

It is understood and agreed upon by the undersigned authorized individual that: Funds granted because 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 based on 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Leonard Stepp SIGNATURE: _____

(Note: original signature must be in blue ink)

TITLE: President + CEO DATE: 7/12/2023

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: ARMC Home Health

Company Address: 2131 Lake Ave Ste 2 Ashtabula, OH 44004

Telephone Number: 440.992.4663 FAX: 440.992.0687

The name and telephone number of the person(s) who has the authority to submit Proposal:

LeAnne Frampton 440.992.4663

The name and telephone number of the person(s) who has the authority to sign contracts:

Leonard Stepp 440.997.6994

The legal status of the Applicant's organization 501 (c) 3

Date of establishment/incorporation: 6/3/1974

Federal Employer Identification Number (FEIN): 34-1143158

Is the Company co-owned or controlled by a parent company? X Yes ___ No

If yes, name of parent company: ARMC Healthcare System

Is the Applicant authorized/licensed to do business in the state of Ohio? X Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? X Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? X Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. X Yes ___ No

Does the company have current or future for a buyout or sale? ___ Yes X No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. X Yes ___ No

The Applicant certifies it is a drug-free workplace? X Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? X Yes ___ No

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Section 3-Program Planning and Development

A. Program Description

1. ARMC Home Health proposes to provide personal care services through the Ashtabula County Senior Service Levy. Eligible clients are those over the age of 60, residents of Ashtabula County, and have a demonstrated need for personal care and do not have another resource for the care. Clients are assessed for the possibility of another resource for care and referred if appropriate. ARMC Home Health currently provides personal care services to clients receiving skilled services from Medicare and Medicaid as well as clients receiving non-skilled long-term care services. The proposed service area includes the Northern portion of the Ashtabula County area.

   Home health aides will provide personal care services. All aides at ARMC HOME HEALTH are Medicare certified. Medicare certified means they have received 80 hours of training and are skill tested. They receive a minimum of 12 continuing education hours every year. Personal care includes assisting the patient with activities of daily living: bathing, grooming, dressing and application of prosthetic devices. As time allows, aides provide incidental activities of daily living as well; this includes simple household chores such as changing bed linens and simple meal preparation. Clients receive 1-2 one-hour visits per week. A registered nurse (RN) completes the initial assessment. The RN determines eligibility and develops a plan of care for the home health aide to follow. The RN visits at least every 60 days to supervise the aide, assuring that the aide is maintaining service that is within the aide's scope of practice and that service provided is done so in a safe manner. The RN provides a reassessment screening of the patient health risks and functional needs every 6 months.

   ARMC HOME HEALTH is efficient with the delivery of personal care services. First, the aides are assigned to clients based on geographic region. In addition, the

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home health aides are considered shared employees; therefore, they can see clients under any program that the organization provides service for within the geographic region. This supports continuity of care for the client. Continuity of care is important in regards to establishing a trusting relationship as well as saving the client from repetitively orienting the aides to their particular needs. The client can keep the same aide if need to transition between programs. ARMC HOME HEALTH provides both skilled and non-skilled long-term personal care to various payer sources. If the patient's health status declines and they qualify for skilled services under another payor, we have the ability for a seamless transition of care to another program and payment source. This gives us the ability to stretch levy dollars and see more patients.

2. Per the U.S. Census Bureau retrieved 7/14/2025 they estimate the current population of Ashtabula County to be 97,574. According to the Census Bureau, 18.8% of population are seniors 65 years or older in Ohio, drilled down in Ashtabula County the senior population is 20.7%. For seniors 65 and older, 10.2% live below the poverty line. The unprecedented challenges of caring for and protecting the lives and well-being of our elderly population have never been as evident as it has been since the COVID-19 pandemic. With advancing age, the potential for chronic health conditions and functional limitations increase. The challenge within the community to care for our revered but vulnerable elders is to provide the care needed in the best possible, safest and cost-effective environment as possible. The place to do this is the individuals own home. With a little bit of assistance, such as personal care, our elders can remain at home with dignity for as long as possible. In addition to assistance with personal care needs, ARMC HOME HEALTH is able to make an impact in the clients overall well-being by empowering the clients to self-manage chronic health conditions with the oversight of the RN.

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3. ARMC HOME HEALTH has been providing personal care services since 1974 through the Medicare and Medicaid benefit programs and since 2000 under the Senior Levy Program. We are a Medicare certified agency and are surveyed by the Ohio Department of Health a minimum of every 3 years. Our most recent survey was in May 2022. There were zero citations; ARMC HOME HEALTH complies with CMS regulations, and we are in our new survey window. We maintain strong patient experience scores and demonstrate exceptional reliability of service.

4. ARMC HOME HEALTH proposes for 2025 to maintain an active daily census of patients (62 unduplicated for the year) receiving 1-2 personal care visits per week. We propose providing 3580 units at $46.16 per unit of service to continue the current level of service. The cost of the unit service is inclusive of RN assessment visit every 60 days.

Service Area	Clients/Units provided 2023	Clients/ Units Provided in 2024	YTD 2025 Jan-Jun	2025-2026 Proposed Clients/Units Provided
Ashtabula County	73 Unduplicated Clients 3,667 Units	84 Unduplicated Clients 3,866 units	44 Unduplicated Clients 1,792 Units	62 Unduplicated Clients 3,580 Units

5. The proposed days and hours available are Mon-Friday 8am to 4:30 pm. The agency is closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

6. Client intake
    a. Method: Referrals come into the aide intake department. They can be mailed, e-mailed, faxed, phoned, or hand delivered. Referrals come from nurses, physicians, social workers, discharge planners, clients and or family members, Adult Protective Services, and neighbors.
    b. A phone call is made to schedule the initial visit and begin obtaining information to screen for priority and appropriateness.

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The RN makes a visit to the home to assess the client's functional status and qualifications for service as well as conduct screening using validated evidenced-based scales for fall risk, geriatric depression, and mental status exam as needed. The skills of a RN are required for this level of scope of practice. The RN is also knowledgeable about community resources and will make appropriate referrals if the need is identified through this screening process. For example, the nurse may call the physician to request skilled care under Medicare or Medicaid programming. If able to meet patient needs through other programming, we are able to stretch valuable levy dollars.

c. We maintain a policy on management and prioritization of the waiting list for all our long-term programs. That policy is attached along with intake forms. This policy assures that those with the greatest functional deficits will receive prioritization if there is a waiting list. It is based on Centers for Medicare and Medicaid (CMS) Outcome Assessment Information Set (OASIS) indicators measuring a person's ability to safely groom, bath, transfer, walk, and dress self. These indicators have been validated by Medicare as a reliable measurement of patient need and serve as outcome measurements for Medicare.

7. Medicare is our primary payer source. Our reimbursement Medicare per visit for home health aide in our skilled service side is $63.12.

   The current private pay rate for personal care services in 2025 is $72.75.

8. ARMC HOME HEALTH networks with various organizations within Ashtabula County to advocate for seniors and promote awareness of the need for community support of the tax levy to support the growing number of seniors within our communities. These agencies include but are not limited to Direction Home (Area Agency on Aging 11), Catholic Charities, Community Action, and the Ashtabula County Health Department. In addition, ARMC HOME HEALTH is a member of the Ohio Council for Home Care and Hospice and the Ohio Community at Home Network advocating for community-based services throughout the state of Ohio.

9. ARMC HOME HEALTH is committed to preserving the human rights and dignity of those who receive our care and those who provide it. Our mission is to provide the highest quality health care services in the home while building positive relationships

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with the community we serve. Our mission is built on the principles of honesty, compassion and respect.

B. Organizational Structure

ARMC HOME HEALTH was incorporated in June 1974 and operates as a Medicare/Medicaid certified home care agency. The agency is a wholly owned subsidiary of Ashtabula County Medical Center and operates as a separate entity. The agency has two business units. The two business units are 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 85% of the overall agency services. Under the non-skilled business line, we provide long term community supported services with funding from United Way, Title XX, Title III and the Senior Services Levy. We also have private pay clients receiving personal care, and homemaking. We use a geographic team service model to advance our coordination of care. ARMC HOME HEALTH employs 55 staff members. The Organizational Chart and Board of Trustees roster are attached.

Because the agency is a Medicare certified organization it is held to certain standards of care for oversight of aide services, hence the increased frequency of supervised visits by an RN. While this increases cost over a non-Medicare certified organization the oversight helps to protect the vulnerable population we serve from any exploitation and improves the clients overall well-being by assessing clients risk areas and making necessary referrals.

C. Provider/Staff Qualifications

1. Attached role descriptions

The Executive Director has worked in senior care for the last 12 years and the last 7 years dedicated to home care. She's a Certified Executive for Home Care and Hospice for the past 2 years that requires annually recredentialing through NAB- National Association of Long-Term Care Administrator Boards. She also holds a Certified Dementia Practitioner through NCCDP- National Council of Certified Dementia Practitioners.

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ARMC HOME HEALTH has 10 home health aides that ranges from 2 to 30 years' experience that provide friendly, reliable and top-quality personal care.

The RN providing clinical assessments has 15 years' experience in home health with both skilled and non-skilled programs. Prior experience includes rehabilitative nursing, Assistant Director of Nursing at a long-term care facility as well as ARMC Nursing Supervisor

2. Please refer to Section 2 – G for employee training program outlines. In addition to orientation, home health aides are required to have 12 hours of continuing education each year.

3. No volunteers are used in the delivery of service.

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EXHIBIT II

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Applicant Budget Summary

Applicant: ARMC Home Health	
Date From:	To:

	Amount	
I. Staff		
A. Salaries	$ 88,951.92	
B. Payroll-Related Expenses	$ 39,055.55	
Total Staff Costs	$ 128,007.47	
II. Operations		
A. Travel and Short-Term Training	$ 9,800.00	-5894.54
B. Consumable Supplies	$ -	
C. Occupancy Costs	$ -	
D. Contract and Professional Services	$ -	
E. Other - Miscellaneous	$ 15,660.00	-5894.54
Total Operational Costs	$ 25,460.00	
III. Equipment		
A. Equipment Depreciation	$ -	
B. Small Equipment Purchases	$ -	
C. Leased and Rented Equipment	$ -	
Total Equipment Costs	$ -	
Sub- Total of All Costs	$ 153,467.47	
IV. Minus Other Program Resources	$ -	
Total Program Costs	$ 153,467.47	

Budget Computation

Total Operating Expenses	$	153,467.47
Divided by Total Operating Units		3,324.50
= Unit Rate	$	46.16

Unit Rate	$	46.16
X number of units purchased		3,324.50
= Total Contract Amount	$	153,467.47

Unit = 1 mile

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Caregiver/ Aide	$ 72,675.70	4.8 FTE	100.00%	$ 74,402.86
RN Supervision	$ 13,682.17	.27 FTE	100.00%	$ 14,545.75
Total Salaries				$ 88,948.61

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 6,606.38
Worker's Compensation	
Unemployment Insurance	
Retirement Expenses	$ 3,454.31
Hospitalization	
Other Health Insurance/ Worker's Comp/ PTO	$ 28,994.86
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 39,055.55

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.65	$ 9,800.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 9,800.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	
Cleaning Supplies	
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ -

II. C. Occupancy Costs

	Amount
Rent	
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)* Other *(identify)*	
Total Occupancy Costs	$ -

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

Identify Each Contract of Service	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Overhead Expense Margin (0.13 of Expenses)	$ 15,660.00
Total Miscellaneous Costs	$ 15,660.00

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
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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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the 1st day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Geneva Area Seniors Corporation,** located at **62 W Main Street, Geneva, Ohio, 44041** to provide **Independence and Wellness Programs** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: **$34,132.25** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$25.00 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

12/4/2025
Date

Signed by:
5B79236CFCA5422...

Jodi Watson, Director
Geneva Area Seniors Corporation

12/5/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

12/5/2025
Date

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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: **Geneva Area Senior Corporation**
Date: **11/14/2025 9:29:31 AM**

This search produced the following list of **3** possible matches:

Name/Organization	Address
Ohio Works First Program, Prevention, Retention and Contingency	
Somali Development Agency/Americom	4312 Westport Road
Village's General Fund	432 N. Richardson Ave.

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 2026 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: 2006.030.455-601; not to exceed $34,132.25 and free from any previous encumbrances.

Agreement Title: an agreement with **Geneva Area Seniors Corporation** of Ashtabula County

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 12/5/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT INDEPENDENCE AND WELLNESS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

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Appendix I
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Docusign Envelope ID: 54780AFA-E9B2-48D1-8858-99CE056F8A51

Independence and Wellness for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

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Applicant Information

AGENCY / ORGANIZATION NAME: Geneva Area Senior Corporation

ADDRESS: 62 West Main Street Geneva, OH 44041

PHONE: (440) 466-3048 FAX: (440) 466-3049

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 16-1629941

EXECUTIVE DIRECTOR/DIRECTOR: Jodi Watson

PROGRAM COORDINATOR: Michaeline Federico EMAIL: genevaseniorcenter@windstream.net

FISCAL CONTACT: Pat Penvose EMAIL: penvosep@gmail.com

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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Guinevere Copeland SIGNATURE:

(Note: original signature must be in blue ink)

TITLE: President DATE: 7/28/25

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Avon Area Sewer Corporation

Company Address: 44 West Main Street, Geneva, Ohio 44041

Telephone Number: 440-466-3048 FAX: 440-466-3047

The name and telephone number of the person(s) who has the authority to submit Proposal:

Guinevere Copeland 440-346-5108

The name and telephone number of the person(s) who has the authority to sign contracts:

Guinevere Copeland 440 346-5108

The legal status of the Applicant's organization Section 501(c)3

Date of establishment/incorporation: February 6, 2001

Federal Employer Identification Number (FEIN): 12-1639744

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Section 3

Program Planning and Development

A. Program description

1. The Geneva Area Senior Corporation provides seniors with a network of services both within and outside the organization. By providing a venue through various programs, seniors also network among themselves, enriching not only their lives, but the lives around them. The following lists some of the programs and services which allow seniors to be independent, healthy, and live a dignified life:
   a. **Parties** - About 6 to 7 per year with an average attendance of about 25 people.
   b. **Events** – Monthly Lunch Bunch, Senior Center Craft Show, Monthly Birthday Celebrations, Ashtabula County Senior Prom, Holiday Parties, Bus Trips.
   c. **Games** - Pool, Pinochle, Texas Hold'em, Board Games, Bingo, and Puzzles.
   d. **Entertainment** - Karaoke, Reading Materials, Socialization.
   e. **Education & Health** - Health Forums, Medicare 101 Class, SCAM Seminar, blood sugar testing, blood pressure testing, A Matter Of Balance Program, Gentle Chair Yoga, and Commodity Supplemental Food Program.
   f. **Classes** - Painting, Ceramics, Wreath Making Class.
   g. **Services Offered** - Free transportation to and from any place within the Geneva Area School District, Buckeye Card, Assist with Safe Link Phone and Affordable Connectivity Program, Transportation Card, Copying and help with HEAP and other Applications and Wellness Checks.
   h. **Referrals** - Adult Protective Services, Community Action, Job and Family Services, Geneva Food Pantry, Catholic Charities, Legal Aid, 211 Ashtabula County, ACTS Transportation, University Hospital of Geneva, The Ashtabula County Health Department, The VFW, FOE, Vantage Aging, Geneva Clothing Bank and many others.
2. The Geneva Area Senior Corporation can provide the services or offer helpful information to our Seniors, their Relatives or Caregivers. The Geneva area has a lot to offer our Seniors and they can benefit from all our resources we have available by joining the Senior Center and getting involved in our community.
3. The Geneva Area Senior Corporation has been operating since 2001. The center is adding new programs and trying to expand our services to satisfy our clients' needs. For example: miniature golf, live music, bocce ball, nail spa and book club.

4. The Geneva Area Senior Corporation recognizes the need for services for our clients as the clients describe the following needs:
   *Socialization
   *Transportation

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*Information about social service agencies
*Food programs

5. Charted below are the statistics regarding prior year and projected performance year.

Service Area Geneva Area School District & Ashtabula County	Unduplicated 60-64	Unduplicated 65-74	Unduplicated 75-84	Unduplicated 85+	Unknown age	Unduplicated & Units Total
Number Served 1/1/24 – 12/31/24	19	93	103	56	4	275 Units 1762.5
Projected # 1/1/26 – 12/31/26	15	103	100	40	2	260 Units 1667

6. The Geneva Area Senior Corporation is open Monday – Friday 9:00AM – 2:00PM with some occasional outside hours for special events and certain activities.
7. Client Intake
   a. The Geneva Area Senior Corporation receives new clients from phone calls inquiring about our services and requesting our help, through social media and by referrals from family, friends, local and county organizations.
   b. When a new senior arrives, we give them a tour of our facility, and inform them of our activities and services we offer. We introduce them to our staff and other seniors.
   c. The Intake Form is submitted at the end of Section 3.
8. The Geneva Area Senior Corporation is funded by the Ashtabula County Senior Services Levy through the Ashtabula County Department of Job and Family Services at a unit rate of $23.00/hour. All other funding is through donations with no restrictions.
9. The Geneva Area Senior Corporation collaborates/coordinates with all the other Senior Centers in Ashtabula County and the **Referrals** listed in Section 3 A.1.h. These agencies often refer seniors to us and by collaborating we can provide health, independence, wellness, and happiness for seniors.
10. The Geneva Area Senior Corporation's vision is to continue providing information, support, and education to our seniors. We strive for our seniors to maintain their independence by assisting them with transportation and other services when needed. Our organization is helping our seniors because we care.

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C. Organizational structure

1. The Geneva Seniors Corporation was incorporated in the State of Ohio, February 6, 2001. The name was changed to Geneva Area Senior Corporation on March 15, 2004. The main source of funding is from the Ashtabula County Senior Services Levy. The following page indicates our new organizational chart. This page also includes the names of our current Board of Trustee.

D. Provider/Staff Structure

1. As stated in C. Organizational structure the Site Director, Assistant Site Director and Transportation Driver form the organizational structure in the Independence and Wellness Program. Outlined in the following job descriptions, these positions fulfill the requirements to perform the proposed services. The budget for these employees is covered in Section 4. The following pages address the job descriptions.
2. Training requirements are included in the job descriptions and in Section 2 G.
3. Volunteers are utilized in areas of housekeeping, preparing snacks, socializing with our seniors and assisting in the events we provide. We currently have 5 different seniors who volunteer an estimated 475 hours of service per year.

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EXHIBIT II

Docusign Envelope ID: 54780AFA-E9B2-48D1-8858-99CE056F8A51

Applicant Budget Summary

Applicant: Geneva Area Senior Corporation	
Date From: 01/01/25	**To:**

	Amount
I. Staff	
A. Salaries	$ 31,657.60
B. Payroll-Related Expenses	$ 5,776.32
Total Staff Costs	$ 37,433.92
II. Operations	
A. Travel and Short-Term Training	$ 75.00
B. Consumable Supplies	$ 239.00
C. Occupancy Costs	$ 6,000.00
D. Contract and Professional Services	$ 5,536.00
E. Other - Miscellaneous	$ 4,198.33
Total Operational Costs	$ 16,048.33
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ 1,200.00
Total Equipment Costs	$ 1,200.00
Sub- Total of All Costs	$ 54,682.25
IV. Minus Other Program Resources	$ 20,550.00
Total Program Costs	$ 34,132.25

Budget Computation

Total Operating Expenses	$	34,132.25
Divided by Total Operating Units		1,365.29
= Unit Rate	$	25.00

Unit Rate	25.00
X number of units purchased	1,365.29
= Total Contract Amount	$ 34,132.25

Unit = 1 mile

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Site Director	$ 19,760.00	Year	80.00%	$ 15,808.00
Program Coordinator	$ 14,612.00	Year	80.00%	$ 11,689.60
AssistantProgram Coordinator	$ 5,200.00	Year	80.00%	$ 4,160.00
Transporation /Driver				
Total Salaries				$ 31,657.60

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,746.00
Worker's Compensation	$ 780.00
Unemployment Insurance	
Retirement Expenses	
Hospitalization	
Other (*identify*) Employer Social Security	$ 1,418.56
Other (*identify*) Employer Medicare	$ 831.76
Other (*identify*)	
Total Payroll-Related Expenses	$ 5,776.32

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ -	$ 50.00
Short-Term, Training	$ 25.00
Total Travel and Short-Term Training	$ 75.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 229.00
Cleaning Supplies	$ 10.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 239.00

II. C. Occupancy Costs

	Amount
Rent	$ 6,000.00
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)* Other *(identify)*	
Total Occupancy Costs	$ 6,000.00

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

Identify Each Contract of Service	Amount
Demshar CPA	$ 800.00
Crawford Insurance	$ 3,486.00
XAAVUS Solutions My Senior Center Software/Adobe	$ 1,250.00
Total Contract & Services Costs	$ 5,536.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Entertainment/Speakers	
Program/Party Supplies	$ 3,698.33
Equipment and Supplies	$ 500.00
Total Miscellaneous Costs	$ 4,198.33

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
0		
Total Small Equipment Purchases		$ -

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Konica Minolta Copier Lease		$ 1,200.00
Total Leased and Rented Equipment		$ 1,200.00

IV. Other Program Resources

Source	Amount
Eagles	$ 10,000.00
VFW	$ 10,000.00
Bingo	$ 300.00
Craft fair	$ 250.00
Total Other Resources	$ 20,550.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the **1st** day of **January 2026** 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 Council on Aging,** located at **4148 Main Ave. Ashtabula, Ohio 44004** to provide **Chore Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Chore: $43,805.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$28.15 per unit of Chore as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

    Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will

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impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period; the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant 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 Subgrant Agreement.

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25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

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33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License and Insurance Requirements:** The Subgrantee shall comply with all federal, state, and local laws and accreditation and compliance with tax,

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license, and insurance requirements. All required insurance shall be kept current throughout the term of the Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

11/19/2025
Date

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

DocuSigned by:
Lisa Bruckman
7EFBF678D4004CD...

11/20/2025
Date

Lisa Bruckman, Executive Director
Ashtabula County Council on Aging

Signed by:
8CC3D2025A6D44F...

11/20/2025
Date

Ashtabula County Board of Commissioners

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

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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 Council On Aging**
Date: **11/14/2025 9:27:40 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 2026 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: 2006.030.455-601; not to exceed $43,805.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Ashtabula County Council on Aging**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/20/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: F67ACF26-8687-4BDD-B360-0BF3146D1664

Appendix III
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Chore Services
Program Description

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Chore

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Chore Services for Seniors

The basic purpose of this program is to provide seniors with minor home repair and maintenance, so they may continue to live independently in a safe environment.

Chore service is designed to improve, restore, or maintain a clean, sanitary, and safe living environment through the performance of minor tasks in and around the home that are beyond the senior's capability, and the removal of hazards that may pose a threat to the seniors' health and welfare. Chore services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

Examples of a chore service are:
Simple household repair(s), including, but not limited to repairing water faucets, unclogging drains, replacing furnace filters, pest control, and disposal of garbage.

Heavy household cleaning, including, but not limited to washing walls and ceilings; washing the outside of windows, washing the inside of windows that are difficult to reach; removing, cleaning, and re-hanging curtains or drapery; and shampooing carpets or furniture.

Chore services are limited to those activities that are not the legal or contractual responsibility of a landlord. In the case of rental property, the responsibility of the landlord, pursuant to the lease agreement, will be examined prior to any authorization of service.

This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service.

Applicant's program description must:

A. Include an itemization of tasks that will be performed (an example: fixing a leaky faucet).
B. Define any specific tasks that will not be performed (example: re-wiring a kitchen outlet).
C. Describe the extent of the equipment that will be provided by the provider.
D. Describe the extent of the consumables that will be supplied by the provider.

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Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County Council on Aging, Inc

ADDRESS: 4148 Main Avenue, Ashtabula, Oh 44004

PHONE: 440-998-6750 FAX: 440-998-1640

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 23-7263183

EXECUTIVE DIRECTOR/DIRECTOR: Lisa Bruckman

PROGRAM COORDINATOR: Lisa Bruckman EMAIL: program@ashtabulaseniors.org

FISCAL CONTACT: Carol Billig EMAIL: bkeep@ashtabulaseniors.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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Lisa Bruckman SIGNATURE: Lisa Bruckman

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 6, 2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: ASHTABULA COUNTY COUNCIL ON AGING, INC

Company Address: 4148 MAIN AVE, ASHTABULA, OH 44004

Telephone Number: 440-998-6750 FAX: 440-998-1640

The name and telephone number of the person(s) who has the authority to submit Proposal:

LISA BRUCKMAN Office 440-998-6750, Cell 440-344-1691

The name and telephone number of the person(s) who has the authority to sign contracts:

LISA BRUCKMAN Office 440-998-6750, Cell 440-344-1691

The legal status of the Applicant's organization 501C3

Date of establishment/incorporation: SEPTEMBER 29, 1973

Federal Employer Identification Number (FEIN): 23-7263183

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? _X_ Yes ___ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Program description

1. **Narrative that describes proposed service, that clearly demonstrates that services can be delivered efficiently:**

The Ashtabula County Council on Aging, Inc. (ACCOA) respectfully requests funding in the amount of $50,670.20 to provide 1,800 units of service at a unit rate of $28.15 through the Chore Service for Seniors Program.

Despite increased operational costs, including rising prices for fuel, utilities, materials, postage, and services, ACCOA remains committed to delivering high-quality, efficient support to older adults in Ashtabula County. The IRS mileage reimbursement rate has also increased to $0.70 per mile, further affecting transportation expenses. These cumulative increases in overhead make an updated unit rate essential to ensure continued, efficient service delivery without compromising the quality or scope of the Chore Service Program.

The Chore Service is available to Ashtabula County residents aged 60 and older and is designed to help them remain safe, secure, and independent in their homes. The program provides minor home repairs and seasonal maintenance tasks that seniors cannot perform themselves and often have no one else to assist with.

There is no charge for labor, clients are responsible only for the cost of the materials needed to complete each repair, outside of incidentals. The program focuses on improving, restoring, and maintaining a safe, clean, and sanitary living environment, a critical component of successful aging in place.

In 2026, ACCOA proposes to:

- Continue all current services under the Chore Service for Seniors Program,
- Expand the number of clients served by lawn mowing and snow plowing services,
- Continuing to deliver services efficiently and equitably

A. *Include an itemization of tasks that will be performed (an example: fixing a leaky faucet):*

All work is performed by Chore Service handypersons—individuals with the practical skills to complete basic household repairs. While they are not licensed carpenters, electricians, or plumbers, they are trained to assess each request and determine whether the task falls within their scope of expertise.

The goal of the Chore Service is to support older adults in maintaining a safe, clean, and sanitary living environment, allowing them to remain safe in their homes. Seasonal maintenance is also provided to assist with tasks that clients are physically unable to perform on their own.

Below is a list of common tasks performed under the Chore Service for Seniors Program:

Minor Plumbing

- Repair leaking or dripping faucets
- Fix or replace toilet components
- Replace washer hoses
- Install or replace sink stoppers
- Adjust or replace toilet floats

Minor Electrical

- Repair or replace doorbells

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- Replace light bulbs
- Replace existing light fixtures (when appropriate)
- Replace electrical outlets, sockets, and switches

General Repairs and Replacements

- Repair or replace door locks, handles, springs, and closers
- Replace furnace filters and smoke/carbon dioxide alarm batteries
- Repair or replace damaged porch steps
- Replace cracked or broken glass panes
- Repair cabinet doors and loose hardware
- Re-glue and stabilize furniture

Installations

- Smoke alarms and carbon monoxide detectors
- Grab bars in bathrooms or near tubs/showers
- Interior safety railings
- Weather stripping for doors and windows
- Window air conditioners (installation and removal)
- Curtain rods
- Storm windows and screens (installation and removal)

These services are tailored to help seniors age safely and independently in their homes. ACCOA evaluates each request individually and ensures that work is completed efficiently and within the scope of the program's safety standards.

- Lawn Care
  - Service will begin at the beginning of June and continue through September; service will be provided
  - At least twice a month per client, yard must be free of animal waste, and clients with citations will be serviced first, if the Chore program is notified.
- Snow Removal
  - Service will begin with the first snowfall that reaches two inches and will end in March.
- General Chore Services

  In 2024, Chore Services handypersons completed a wide range of basic home maintenance and repair tasks that supported a safe, functional, and livable environment for older adults in Ashtabula County. Each request was evaluated on a case-by-case basis and completed when it fell within the handyperson's scope of expertise.

  The following is a representative list of services performed by ACCOA handypersons in 2024:

  Plumbing

  - Assessed and addressed hot water tank issues
  - Repaired sump pumps (with referrals made for major leaks/blockages)
  - Repaired or replaced leaky faucets and toilets
  - Replaced toilet flush valves and wax rings
  - Repaired water valves and door latches
  - Installed or replaced sink stoppers
  - Installed grab bars in bathrooms and hallways

  Electrical & Lighting

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- Replaced light bulbs and light fixtures
- Repaired basement outlets and garage light fixtures
- Repaired and replaced smoke alarms (including battery replacement)
- Reset generator

Heating & Cooling

- Serviced, cleaned, and recharged air conditioning units
- Repaired or charged AC systems and heat pumps
- Lit furnace and water heater pilot lights
- Replaced furnace pressure switches and blower inducers
- Installed or removed two window air conditioning units

General Repairs

- Hung curtain rods
- Repaired handrails and door trim
- Replaced or repaired doorknobs, door closers, and interior doors
- Repaired or replaced window locks
- Repaired fireplace damper
- Repaired steps and porch entries
- Fixed toilet floats
- Re-glued loose furniture

Referrals

- Referred sump pump leak to licensed plumber due to possible line blockage

B. *Define any specific tasks that will not be performed (example: re-wiring a kitchen outlet):*

To ensure safety, liability compliance, and alignment with program scope, the Chore Service for Seniors Program does not perform the following types of work:

- Emergency or urgent repairs
- Outdoor yard work or landscaping
- Interior or exterior painting
- Tile installation or repair
- Full door or window replacement
- Any work that requires high ladders
- Heavy lifting or hauling
- Installation of new plumbing or major plumbing modifications
- Appliance repair (e.g., washers, dryers, refrigerators)
- Cosmetic or aesthetic home improvements
- Interior decorating or design services
- Construction or replacement of fencing
- Installation of new electrical wiring or rewiring projects
- Pest control or extermination

The Chore Service for Seniors Program is not a home remodeling or renovation service, nor is it intended to replace licensed or professionally contracted work. Instead, it is a handyman-style "fix-it" program that helps older adults with basic repairs and seasonal maintenance tasks to support safe, sanitary, and independent living environments.

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Tasks are limited to minor repairs that do not require a licensed professional. Work involving ladders over four feet, specialized tools, or structural changes will not be performed. The senior must be present in the home at the time of service. Work will not be done on items that are the legal or contractual responsibility of a landlord or property manager. In rental units, only personal items belonging to the eligible senior may be serviced. Services are limited to individuals aged 60 and older. Chore work will not be provided for other household members who do not meet this age requirement. Chore Services are delivered without discrimination based on disability, sex, race, color, religion, national origin, or any other legally protected status.

These boundaries help ensure that services remain safe, focused, and within the scope of a handyman-level repair program. ACCOA's goal is to assist seniors in maintaining their homes, not to serve as a substitute for commercial or landlord-provided services.

Describe the extent of the equipment that will be provided by the provider: ACCOA will provide necessary equipment and tools required for the completion of Chore Services tasks. This includes items such as ladders (up to four feet), plumbing tools, electrical tools, and general hand tools. In some cases, employees may also supply their own tools to complete assigned tasks, provided they meet safety and program standards.

Describe the extent of the consumables that will be supplied by the provider: ACCOA will supply basic consumables necessary to perform minor home repairs. These may include items such as nuts, bolts, screws, washers, basic light switches and outlets, outlet covers, pipe dope, solder, electrical tape, and other small incidentals required to complete routine handyman tasks safely and efficiently.

Materials Not Provided: ACCOA will not provide items such as doors, door hardware, windows, window hardware, toilets, bathroom sinks, kitchen sinks, faucets, and other high-cost materials are not provided free of charge. In such cases, the senior may be asked to cover part or all the cost of the item required to complete the repair or installation.

2. **Explain the need for the proposed program in applicant's service area and provide supporting evidence.**

The need for Chore Services in Ashtabula County remains significant and continues to grow. In 2024, the Ashtabula County Council on Aging (ACCOA) was initially awarded $34,895.53 through the Senior Levy to provide 1,450 units of service for Chore Services. These funds were fully exhausted by June. On June 25, 2024, ACCOA requested an additional $53,796.45 to provide 2,235 additional units. However, only $33,000 was approved, covering 1,371 units, which were depleted by the end of October. In total, ACCOA provided 2,872 units of service in 2024, highlighting both the overwhelming demand and the program's essential role in helping older adults remain safe and independent in their homes.

The Chore Service is designed to improve, restore, and maintain a clean, safe, and sanitary living environment for seniors aged 60 and over by providing assistance with minor household repairs and seasonal maintenance tasks that they can no longer complete on their own. While maintaining a sense of self-sufficiency, this service helps seniors address home safety concerns that could otherwise lead to injury, isolation, or institutionalization.

Unsafe or unmodified homes pose significant risks for aging residents. Falls and household accidents are among the leading causes of injury among older adults, yet many seniors—particularly those on fixed incomes—cannot afford to hire contractors for basic repairs or home modifications that would enhance safety and mobility. The Chore Services Program fills this gap

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by offering accessible, cost-free labor to address these needs, empowering seniors to continue living independently.

Demand for services like snow removal continues to grow, especially as Ashtabula County experiences harsh winter weather. Snow and ice significantly increase the risk of injury for older adults. According to the U.S. Consumer Product Safety Commission, approximately 22% of seniors who attempted to remove snow manually were treated in hospital emergency rooms for injuries such as strains, broken bones, lacerations, and heart attacks. Many underestimate the physical strain snow removal requires yet feel compelled to attempt it due to social pressure or the legal requirement to maintain clear walkways.

In cases where emergency vehicles cannot access a property because snow has not been cleared, the delay can pose a serious, even life-threatening risk to the resident. By providing snow removal services through Chore Services, ACCOA not only helps prevent injury but also ensures emergency access during critical situations.

As the senior population in Ashtabula County continues to grow, so does the need for accessible, preventative home-based support. The Chore Services Program is a proven, high-impact intervention that addresses this need efficiently helping seniors maintain independence, safety, and dignity in the place they call home.

3. Experience of applicant in administering the proposed service

ACCOA has been providing the Chore Service with funds made available from the Ashtabula County Senior Levy since 2004. Our follow-up calls indicate that the service is much more needed, and our waiting list indicates that there is a far greater need for this service than what is being provided.

Each Handyman is required to complete a form listing the types of maintenance and repair projects they are capable and willing to perform, as well as ensuring that they have the necessary tools required to complete specific tasks. The Handymen reserve the right to refuse service to anyone where he/she believes the working conditions are unsafe or unhealthy; he/she will be required to report the conditions to the Center for Active Living's attention for mandated reporting. Also, a complete background check is performed on each Handyman to further ensure the safety and protection of area seniors.

4. Provide the units of service and number of unduplicated clients for prior year and the same numbers for proposed year.

- *Prior Year 2024:* ACCOA provided approximately 2,820 units of service to 153 unduplicated clients between January 1, 2024, and December 31, 2024.
  - 2024 ACCOA serviced 90 lawn care clients and provided 1,999.75 units of service.
  - 2024 ACCOA serviced 60 snow removal clients and provided 652 units of service.
  - 2024 ACCOA serviced 31 general chore clients and provided 240.25 units of service.
- *Proposed year 2026:* If this funding request is awarded ACCOA proposes to provide 1,800 units of service to approximately 100 unduplicated clients during January 1, 2026, and December 31, 2026.

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	Age 60 - 75				Age 76+			
	Units/Unduplicated				Units/Unduplicated			
	2024		2026		2024		2026	
Township	Units	Unduplicated	Units	Unduplicated	Units	Unduplicated	Units	Unduplicated
Andover	0	0	5	1	10	1	5	1
Ashtabula	629	43	340	19	639	44	365	26
Austinburg	8	1	20	3	0	0	20	3
Conneaut	209	8	120	5	254	8	150	5
Geneva	182	6	110	4	128	7	80	4
Jefferson	172	3	100	3	43	2	40	2
Kingsville	157	8	90	5	95	5	70	3
New Lyme	9	1	8	1	0	0	7	1
Plymouth	32	2	40	3	15	1	30	2
Saybrook	163	6	110	4	127	7	90	5
TOTAL	1561	78	943	48	1311	75	857	52

5. Days and hours program are available.

Chore Services, funded through this grant, will be provided for up to 35 hours per week. Services are scheduled based on the volume of calls and work orders received each week.

Standard service hours are Monday through Friday, 9:00 a.m. to 4:30 p.m. Evening and Saturday appointments are available on request and based on staff availability to accommodate the needs of clients who require flexible scheduling.

6. Client Intake

a. Describe the method of client intake.

Referrals to the Chore Service Program are accepted from a variety of sources, including county health and human services departments, Community Action, 2-1-1, community social workers, local non-profit organizations, and past clients who have previously utilized the program.

Once a referral is received, requests are reviewed and assigned to a handyperson based on the nature of the task, the client's specific needs, and the handyperson's skillset and prior experience. This approach ensures that services are delivered efficiently, safely, and appropriately based on each situation.

b. Explain the intake process.

Intake and Assessment: The intake process for the Chore Service Program begins when the ACCOA receptionist receives a call from a prospective client. All incoming requests are recorded on a centralized "Call Log", which is then forwarded to the Director for review and prioritization.

Once prioritized, eligible repair requests are assigned to a handy person by the Director. The handyperson will contact the client directly and complete a "Work Order Request" form, documenting the client's name, address, date of birth, telephone number, and a description of the repair needed.

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An appointment is scheduled to assess the repair, and those details are also recorded on the Work Order Request. After the service is completed, the task is logged on a "Service Log", and the completed Work Order Request is returned to the Director for filing and verification.

The handyperson reports directly to the Director. A daily schedule is maintained and shared with the Director, and all expenditures related to service delivery are reported in real time as they occur.

Chore Services are provided only to individuals who meet the following eligibility criteria:

- At least 60 years of age
- Legal residents of Ashtabula County
- Have a verified need for the requested service

This structured intake process ensures accurate tracking, efficient scheduling, and consistent delivery of services to qualified clients.

Reassessment: Chore Service requests are typically closed once the task is completed, and as such, formal reassessments are not required. However, in cases where a chore is deemed "not a priority" and placed on a waiting list, periodic follow-up calls are made to the client to confirm whether the service is still needed. When time and scheduling allow, the request is rescheduled and fulfilled accordingly.

To ensure continued quality and responsiveness, two to four clients are randomly selected each month to participate in a telephone-based customer satisfaction survey. This survey helps ACCOA assess client satisfaction and gathers feedback on the quality of services provided.

Additionally, all clients are asked to complete a brief exit survey after receiving Chore Services. This survey asks whether the handy person provided helped them to successfully "age in place" and whether the service contributed to increased social connection or perceived social support.

This ongoing feedback process helps guide program improvement and ensures services continue to meet the evolving needs of Ashtabula County's senior population.

Prioritization policy:

Due to limited funding and a high volume of requests, the ACCOA Chore Service Program, including seasonal snow removal and lawn care, operates under a prioritized service model and maintains a waiting list when necessary.

General Chore Services:
Requests for service are prioritized to ensure that those with the most critical needs are served first. Assessments are typically completed within ten (10) business days, and services are scheduled to begin within fourteen (14) business days, depending on urgency and resource availability.

Chore service requests are prioritized in the following order:

1. Safety-related repairs (e.g., broken locks, trip hazards, structural concerns)
2. Heating and cooling issues
3. Repairs with potential financial impact (e.g., leaky faucets, malfunctioning light switches)
4. Convenience or non-urgent repairs (e.g., curtain rods, hanging pictures).

The handyperson's time is scheduled based on:

- The urgency and nature of the repair
- Client availability to be home
- Geographic proximity (to group service calls efficiently)

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The Director monitors the waitlist and determines scheduling priorities. Any request not fulfilled within the week it is received is placed on the waitlist and addressed as resources allow.

Snow Removal and Lawn Care Services:
Due to increasing seasonal demand and limited resources, snow removal and lawn care require a short application, including:

- Name, address, phone number, and date of birth
- Number of household members under age 60
- Number of household members over the age of 60
- Whether any household members over 60 have a disability

These services are prioritized as follows:

1. Seniors living alone who are physically unable to complete the task and cannot afford to hire help.
2. Seniors who do not have anyone to help them complete the task.
3. Seniors who are financially unable to hire assistance.
4. All other eligible applicants, in the order their applications are received, as resources permit.

This prioritization process ensures that services are delivered fairly and efficiently, focusing on those with the greatest need while maintaining transparency in how limited resources are distributed.

Client intake tool

See Attachments

7. **Provide source and amounts of any federal, state, or local funding received for the proposed services within the past five years.**

ACCOA has not received any federal or state funding for the Chore Service Program within the past five years.

However, local funding support has been received through the United Way of Ashtabula County, as follows:

- $3,000 (2025–2026) – Awarded to purchase grab bars for installation by the Chore Services Handyman for seniors aged 60 and older.
- $5,000 (2025–2026) – Awarded for the Lock Box Program, a safety initiative that enhances emergency access for older adults living independently.

These supplemental funds support specific safety-related components of ACCOA's broader mission but do not provide funding for the Chore Service Program.

c. Unit rate applicable to each funding source.

No applicable unit rate.

8. **Describe your service collaboration/coordination with other community providers, programs, and funding sources.**

ACCOA collaborates with multiple community partners to ensure seniors receive the most appropriate and timely services. When a request falls outside the scope of ACCOA's Chore Service Program or when another provider may be better positioned to respond, referrals are made accordingly.

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Referral and Coordination Partners Include:

- Community Action's Home Weatherization Assistance Program (HWAP): Referred for energy efficiency and home weatherization improvements.
- Ashtabula County Veterans Services Commission: Referred when a veteran or veteran's spouse requires assistance with home modifications such as ramps.
- Conneaut Human Resources Center (CHRC): Collaborates to provide Chore Services to seniors in the eastern region of the county.
- Country Neighbors: Coordinates service coverage in the southern part of Ashtabula County.

ACCOA also assesses service requests based on geography, skill requirements, and urgency, and will coordinate with the provider best suited to meet the client's needs. This collaborative approach ensures efficient use of resources, reduced waiting times, and high-quality service delivery across the county.

9. Alignment with the Senior Levy Mission Statement.

The mission of ACCOA is to support the independence, dignity, and well-being of adults aged 60 and older through innovative programs and compassionate services. ACCOA envisions a community where older adults are respected, supported, and empowered to thrive in their own homes and communities.

This vision directly aligns with the Senior Levy Mission Statement: *"to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty, and improve health and safety."*

- Superior Service: ACCOA has more than five decades of experience delivering high-quality, person-centered services that adapt to the evolving needs of seniors across Ashtabula County.
- Well-Being and Self-Sufficiency: Through programs like Chore Services, Independence & Wellness, and Prescription Assistance, ACCOA helps seniors maintain their autonomy, stay engaged, and continue to age safely in place.
- Alleviating Poverty: Many of ACCOA's services, including minor home repairs, safety modifications, snow removal, and prescription support, are offered at no cost to seniors—providing critical relief for those on fixed or limited incomes.
- Health and Safety: ACCOA's programs directly address the physical safety and emotional well-being of seniors by reducing fall risks, increasing access to medications, preventing isolation, and ensuring homes are safe, warm, and accessible.

Through its comprehensive and mission-driven approach, ACCOA remains a trusted partner in advancing the goals of the Senior Levy and improving the lives of older adults in our community.

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EXHIBIT II

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CHORE SERVICES

Applicant Budget Summary

ACJFS RFP #8-26

Applicant: Ashtabula County Council on Aging, Inc. CHORE	
Date From: January 1, 2026	**To: December 31, 2026**

	Amount
I. Staff	
A. Salaries	$ 39,915.20
B. Payroll-Related Expenses	$ 2,920.00
Total Staff Costs	$ 42,835.20
II. Operations	
A. Travel and Short-Term Training	$ 1,945.00
B. Consumable Supplies	$ 1,400.00
C. Occupancy Costs	$ 3,440.00
D. Contract and Professional Services	$ -
E. Other - Miscellaneous	$ 1,100.00
Total Operational Costs	$ 7,885.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ 350.00
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ 350.00
Sub- Total of All Costs	$ 51,070.20
IV. Minus Other Program Resources	$ 400.00
Total Program Costs	$ 50,670.20

Budget Computation

Total Operating Expenses	$ 50,670.20
Divided by Total Operating Units	1,800.00
= Unit Rate	$ 28.15

Unit Rate	$ 28.15
X number of units purchased	1,556.12
= Total Contract Amount	$ 43,805.00

1 Unit = Example: 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
Handyman	$ 31,200.00	Annual	100.00%	$ 31,200.00
Director	$ 52,000.00	Annual	7.00%	$ 3,640.00
Fiscal Clerk	$ 31,200.00	Annual	6.00%	$ 1,872.00
Receptionist #1 & #2	$ 29,120.00	Annual	11.00%	$ 3,203.20
Total Salaries				$ 39,915.20

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 1,050.00
Worker's Compensation	$ 830.00
Unemployment Insurance	$ 630.00
Retirement Expenses	$ 100.00
Hospitalization	
Other (*Medicare*)	$ 310.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,920.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.70	$ 1,945.00
Short-Term, Training	
Total Travel and Short-Term Training	$ 1,945.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 100.00
Cleaning Supplies	$ 100.00
Other *(Postage .73, Copies, Faxes)*	$ 100.00
Nut, screw, bolt, washers, light switche, outlet, cover, pipe dope,	$ 1,100.00
solder, electrical tape	
Total Consumable Supplies	$ 1,400.00

II. C. Occupancy Costs

	Amount
Rent	
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	$ 505.00
Electric	$ 1,390.00
Water	$ 250.00
Telephone	$ 580.00
Sewer	$ 215.00
Other *(Maintenance/Janitorial)*	$ 250.00
Other *(Trash/Snow Removal)*	$ 250.00
Total Occupancy Costs	$ 3,440.00

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

Identify Each Contract of Service	Amount
Total Contract & Services Costs	$ -

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Handyman Insurance Rider	$ 1,100.00
Total Miscellaneous Costs	$ 1,100.00

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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
Hand Held Power Tools	4	$ 350.00
Total Small Equipment Purchases		$ 350.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 400.00
Total Other Resources	$ 400.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Ashtabula County Council on Aging,** located at **4148 Main Avenue, Ashtabula, OH 44004**to provide **Independence and Wellness** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: **$62,082.97** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$26.18 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/19/2025
Date

DocuSigned by:
Lisa Bruckman
7EFBF678D4004CD...

Lisa Bruckman, Executive Director

11/20/2025
Date

Signed by:
8CC3D2025A6D44F...

11/20/2025
Date

DocuSigned by:
Casey Kozlowski
3E6154CBF4DA44C...

Signed by:
Kathryn Whittington
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: F67ACF26-8687-4BDD-B360-0BF3146D1664

Keith Faber
Ohio Auditor

Certified Search for Unresolved Findings for Recovery

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

(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 Council On Aging**
Date: **11/14/2025 9:27:40 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 2026 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: 2006.030.455-601; not to exceed $62,082.97 and free from any previous encumbrances.

Agreement Title: an agreement with **Ashtabula County Council on Aging**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/20/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT INDEPENDENCE AND WELLNESS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: F67ACF26-8687-4BDD-B360-0BF3146D1664

Appendix I
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

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Independence and Wellness for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

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Applicant Information

AGENCY / ORGANIZATION NAME: Ashtabula County Council on Aging, Inc

ADDRESS: 4148 Main Avenue, Ashtabula, Oh 44004

PHONE: 440-998-6750 FAX: 440-998-1640

SERVICE SITE (if different than above): _____

ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX I.D. NUMBER: 23-7263183

EXECUTIVE DIRECTOR/DIRECTOR: Lisa Bruckman

PROGRAM COORDINATOR: Lisa Bruckman EMAIL: program@ashtabulaseniors.org

FISCAL CONTACT: Carol Billig EMAIL: bkeep@ashtabulaseniors.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 and 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 a contract based on a proposal.

NAME, TITLE AND SIGNATURE OF AUTHORIZED INDIVIDUAL:

NAME: Lisa Bruckman SIGNATURE: Lisa Bruckman

(Note: original signature must be in blue ink)

TITLE: Executive Director DATE: August 6, 2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: ASHTABULA COUNTY COUNCIL ON AGING, INC

Company Address: 4148 MAIN AVE, ASHTABULA, OH 44004

Telephone Number: 440-998-6750 FAX: 440-998-1640

The name and telephone number of the person(s) who has the authority to submit Proposal:

LISA BRUCKMAN Office 440-998-6750, Cell 440-344-1691

The name and telephone number of the person(s) who has the authority to sign contracts:

LISA BRUCKMAN Office 440-998-6750, Cell 440-344-1691

The legal status of the Applicant's organization 501C3

Date of establishment/incorporation: SEPTEMBER 29, 1973

Federal Employer Identification Number (FEIN): 23-7263183

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? _X_ Yes ___ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free workplace? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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ACJFS RFP #8-26 Section 3 A - Independence and Wellness Program

A. Program description

1. Narrative describing proposed service clearly demonstrates services can be delivered efficiently.

The Ashtabula County Council on Aging, Inc. (ACCOA) respectfully requests $65,454.89 to deliver 2,500 units of service at $26.18 per unit. Funding will support the continued expansion of the proven Independence and Wellness (I&W) program, aimed at enhancing the health, social engagement, and emotional well-being of adults aged 60 and older across Ashtabula County.

Despite increased operational costs, ACCOA remains committed to delivering high-impact, cost-efficient services through innovation, community partnerships, and volunteer engagement. I&W services are available on-site at the Center for Active Living, off-site locations, and virtually, making programs accessible to seniors regardless of physical or technological limitations.

Programs Include:

- *Recreation & Fitness:* Seniors enjoy a robust mix of activities including traditional games (bingo, cards), crafts, painting, Wii Sports, and themed dances. Newer additions like investment clinics, grief groups, and memory improvement courses meet evolving needs. "Fitness and Beyond" classes promote cardiovascular health, strength, balance, and social interaction, offered in person and virtually.
- *Health Promotion:* Regular health fairs, wellness screenings, seminars on arthritis management, fall prevention, back health, and nutrition help seniors maintain independence. New in 2024, the Freezer Meal Program provides nutritious weekend and emergency meals.
- *Community Engagement:* From the Happy Travelers Travel Club to museum outings, rummage sales, and art events, ACCOA encourages social participation. Workshops like "Dating Again," golf outings, and zoo trips offer meaningful interaction and fun.
- *Education & Resource Access:* These programs are designed to empower older adults with information, tools, and guidance to support informed decision-making and continued learning:
    - Senior Safety Education: Presentations on fraud prevention, scams, identity theft, phishing, fire safety, seasonal hazards, and fall prevention.
    - Educational Seminars: Topics include healthcare power of attorneys, estate planning, disease prevention, and midlife issues.
    - Guest Speaker Series: Featuring experts from hospitals, churches, care facilities, and community organizations.
    - Technology Assistance: One-on-one help with smartphones, tablets, computers, email, and social media to promote digital literacy and independence.
    - Spiritual Initiatives: Includes Bible study and discussion groups to encourage spiritual growth and deeper engagement with personal values and beliefs.
    - Green Education Initiatives: Gardening, composting, and sustainability projects that connect seniors to environmental awareness and community beautification.
- *Programs That Allow Seniors the Opportunity to Gather, Supporting Social Independence and Preventing Isolation and Loneliness:* These programs foster social interaction, reduce loneliness, and provide opportunities for community engagement and friendship:

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- Social Events: Including the annual Senior Prom, All County Senior Picnic, holiday parties, potlucks, and special luncheons like the "Upper Crust" lunch group.
- Weekly Activities: Newspaper discussion groups, cards, puzzles, and other informal gatherings that promote routine interaction.
- Supportive Services: Telephone Reassurance calls, along with regular contact through texts, emails, postcards, and newsletters to stay connected with homebound or isolated seniors.
- Support and Grief Groups: Peer-led or professionally guided groups that address emotional needs and provide shared understanding.
- Interest-Based Clubs and Circles: Group activities focused on hobbies, wellness, or shared experiences, designed to promote conversation and companionship.

- *Cultural & Intergenerational Programming:* Programming includes both traditional and modern offerings to engage a wide range of seniors; from field trips and quilting to travel and late-day classes geared toward working seniors.
- *Digital Literacy & Engagement:* Hands-on tech classes help seniors navigate smartphones, tablets, and social media. ACCOA's Facebook pages have reached over 365,000 people, enhancing community connection.
- *Prescription Assistance:* ACCOA provides personalized support to help seniors access free or low-cost medications, complete forms, and navigate patient assistance programs. Staff assist Medicare Part D beneficiaries in choosing plans and connecting them with Social Security, estate planning, tax, and Medicare enrollment services.

ACCOA is well-positioned to deliver impactful, cost-effective programs that foster wellness, independence, and community for Ashtabula County's older adults. The I&W program adapts to rising costs while ensuring every dollar delivers measurable benefits.

2. Need for the proposed program in Applicant's service area and provide supporting evidence (how this program will benefit the Applicant's service area).

Ashtabula County's aging population continues to grow, intensifying the need for services that support health, independence, and emotional well-being. In 2024, ACCOA delivered 4,310 units of service to 482 individuals and Senior Levy funds were exhausted by August. This underscores the community's increasing reliance on Independence & Wellness (I&W) services.

Seniors consistently report that these programs reduce depression, improve mood, and foster a renewed sense of connection. As one participant shared, "Coming here saved my life; I feel like I belong again."

The Importance of Social Participation
Research shows that social participation is one of the strongest predictors of healthy aging. Yet as people age, opportunities for meaningful connection often decline, leading to increased risks of depression, cognitive decline, and premature mortality. ACCOA helps counter this trend through accessible programs that support confidence, independence, and peace of mind.

Prescription Assistance Program (PAS)
Rising medication costs pose a serious challenge for older adults, particularly those aged 60–64 who are not yet Medicare-eligible. ACCOA's PAS helps bridge this gap, providing emergency access to

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life-saving prescriptions and long-term savings. The program also assists Medicare beneficiaries in navigating complex Part D drug plans, often saving participants thousands of dollars each year.

Telephone Reassurance Program
For homebound or socially isolated seniors, ACCOA offers a vital daily connection through its Telephone Reassurance Program. These scheduled wellness calls reduce anxiety, provide emotional security, and offer meaningful companionship. Participants often report feeling safer, more supported, and better able to live independently as a result.

Overall Community Impact
The Independence & Wellness for Seniors program supports the whole person—body, mind, and spirit. Regular engagement and supportive relationships help reduce isolation, strengthen cognitive health, and build resilience. With continued investment and outreach, ACCOA will remain a cornerstone of support for Ashtabula County's older adults, helping them not only age in place, but truly thrive.

3. Experience of applicant in administering the proposed service

The Ashtabula County Council on Aging (ACCOA) has served older adults in Ashtabula County since 1973. With over 50 years of experience and more than 25 years administering Independence & Wellness (I&W) programming funded by the Senior Levy ACCOA is a trusted, mission-driven leader in senior services.

Our approach is grounded in the belief that aging is not a process of decline, but a dynamic life stage filled with opportunity. Every ACCOA program reflects this belief, centering on dignity, engagement, and empowerment. This philosophy drives our grassroots approach, strong community involvement, and unwavering respect for the abilities and contributions of older adults.

ACCOA recognizes that ageism often invisible but deeply rooted continues to marginalize seniors from social, economic, and civic life. We actively work to change this by creating inclusive environments where older adults are visible, heard, and encouraged to participate fully in community life.

The Independence & Wellness for Seniors Program embodies this mission. Through recreation, education, wellness activities, and social engagement, I&W helps participants remain mentally, physically, and socially active. In 2024, ACCOA nearly doubled the number of units funded by the Senior Levy, demonstrating both the overwhelming community demand and the high level of trust ACCOA has earned.

In addition to I&W programming, ACCOA administers the Prescription Assistance Service (PAS), which ensures low-income or underinsured seniors can access life-saving medications. The program also supports Medicare beneficiaries in choosing affordable Part D plans, often saving participants thousands of dollars annually.

ACCOA's success is strengthened by long-standing partnerships with local hospitals, social service agencies, government entities, and other senior centers. These collaborations expand our reach, reduce service gaps, and enable a coordinated response to community needs.

We understand that successful aging requires more than medical care it requires connection, purpose, and respect. Our deeply rooted staff, many with decades of experience, bring this philosophy to life every day through personalized care coordination, direct service delivery, and advocacy.

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With a proven record of delivering high-impact, cost-effective services and a mission grounded in dignity and inclusion ACCOA is uniquely qualified to continue administering and expanding the Independence and Wellness for Seniors program.

Past Statistics and Performance.

4. **Provide Units of service and number of unduplicated clients for the prior year and the same number for the proposed year.**

Units: *1 Unit of service = 1 hour of programing.*

- *Prior Year 2024:* ACCOA provided approximately 4,310 units of service to 482 unduplicated clients between January 1, 2024, and December 31, 2024.
- *Proposed year 2026:* If this funding request is awarded ACCOA proposes to provide 2,500 units of service to approximately 500 unduplicated clients during January 1, 2026, and December 31, 2026.

	Age 60 - 75				Age 76+			
	Units/Unduplicated				Units/Unduplicated			
	2024		2026		2024		2026	
Township	Units	Unduplicated	Units	Unduplicated	Units	Unduplicated	Units	Unduplicated
Andover	0	0	9	1	27	3	28	3
Ashtabula	1387	155	1395	156	1056	118	1064	119
Austinburg	18	2	27	3	27	3	36	4
Cherry Valley	0	0	8	1	17	2	17	2
Conneaut	197	22	206	23	125	14	125	14
Dorset	0	0	9	1	18	2	27	3
Geneva	169	19	179	20	80	9	89	10
Jefferson	161	18	170	19	125	14	134	15
Kingsville	99	11	54	12	28	3	36	4
Monroe	9	1	9	1	17	2	26	3
Morgan	54	6	53	6	0	0	8	1
Orwell	18	2	9	1	0	0	9	1
Pierpont	0	0	8	1	27	3	26	3
Plymouth	80	9	89	10	9	1	19	2
Rome	19	2	19	2	6	1	8	1
Saybrook	215	24	224	25	242	27	250	28
Sheffield	35	4	36	4	0	0	9	1
Unidentified	27	3	0	0	18	2	0	0
TOTAL	2488	278	2504	286	1822	204	1911	214

Note: The proposed service volume reflects strategic adjustments aligned with available funding.

5. **Days and hours program is available.**

ACCOA is open Monday through Friday, from 8:30 a.m. to 4:30 p.m. I & W programming is scheduled weekdays between 9:00 a.m. and 4:00 p.m., with select Saturday and evening events to

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accommodate diverse participant needs and encourage broader community involvement.

6. Client Intake

a. Method of client intake.

Each new participant at the Center for Active Living begins with an initial intake interview conducted by a staff member. During this process, a Participant Intake Form is completed, which includes the client's name, address, date of birth, telephone number, financial status, and emergency contact information. This form helps ensure accurate record-keeping and appropriate service delivery. All intake forms are reviewed and updated annually to maintain current information.

Following the interview, the new client receives a guided tour of the facility, including key areas such as the computer lab, restrooms, the sign-in computer, and spaces where special programs are offered. As part of the welcoming process, staff also introduce the new participants to existing members to help ease the transition and encourage early social connections.

This thoughtful and structured intake process ensures that each participant is welcomed with care, understands the services available, and is well-oriented to the Center's environment and community.

b. Intake process and follow-up.

The I & W program utilizes a multi-step intake process tailored to each service area. The purpose of the intake process is to collect essential information, determine eligibility, and ensure that services are provided efficiently and appropriately. Follow-up procedures vary based on the specific program and client needs.

General Program Intake
When an individual aged 60 or older attends a program hosted by ACCOA, they are asked to complete a Participation Log that captures their name, address, township, and date of birth. This allows ACCOA to track participation, ensure compliance with funding guidelines, and tailor services based on community demographics.

Prescription Assistance Program (PAS) Intake
For those seeking prescription assistance, the intake begins with a verbal phone assessment using the "Work Order Request" form. After eligibility is preliminarily assessed, an in-person appointment is scheduled to collect supporting documentation and complete the intake. Once the client is approved and the medication assistance is secured, the case is documented and closed in the "Service Log." Additional follow-up may occur if prescription refills or renewals are needed.

Telephone Reassurance Program Intake
An initial interview is conducted with the client or their caregiver to determine eligibility. The client must be aged 60 or older and live alone. If eligible, a formal intake form is completed, and the preferred start date and call time are recorded. Follow-up occurs continuously through ongoing daily or scheduled phone calls, which help monitor well-being and provide companionship.

Senior Shuttle Service Intake
Participants interested in transportation services must complete a formal intake form, answer three screening questions regarding physical limitations, and sign a waiver. This information helps ensure that the service can be provided safely and appropriately. Follow-up may include schedule coordination, trip reminders, and updates to the intake form if a participant's needs change.

Program Prioritization and Participation Policy

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Programs at the Center for Active Living are designed for independent seniors aged 60 and older who can participate without supervision. Individuals who require additional assistance must be accompanied by a caregiver who is at least 18 years old.

Currently, there are no waitlists for I&W programming. However, should funding or staffing limitations arise, ACCOA may implement waiting lists or capacity limits to manage demand. In such cases, priority will be given to participants with the greatest social, financial, or health-related needs.

c. Client intake tool

See Attachments

7. Sources and Amounts of Federal, State, or Local Funding Received for Proposed Services (Past 5 Years).

The following outlines federal, state, and local funding ACCOA has received that directly or indirectly supports services included in the Independence and Wellness for Seniors program.

ACCOA has received the following funding specifically related to services included in the Independence and Wellness for Seniors program:

- United Way of Ashtabula County
  - $3,000 awarded for the Fitness Program
  - $4,500 awarded for the Telephone Reassurance Program
  - Funding period: July 1, 2025 – June 30, 2026
  - Total: $7,500 directly supporting Independence and Wellness services

In addition, the United Way of Ashtabula County awarded $5,000 for the Lock Box Program a safety initiative—and $4,000 for the Freezer Meals Program. Both fall outside the scope of the Independence and Wellness for Seniors program.

- Ashtabula City Senior Levy
  - ACCOA receives approximately $50,000 annually.
  - These funds support general operating expenses and are not designated for the Independence and Wellness for Seniors program.
  - The current levy is set to expire on December 31, 2025, and will appear on the November 4, 2025, General Election ballot for renewal.
- Direction Home of Eastern Ohio (DHEO)
  - $5,000 awarded for the Telephone Reassurance Program
  - $12,390 awarded for Supportive Services
    - Case Management – Assessing individual needs and coordinating access to services and benefits.
    - Outreach and Information & Referral – Connecting seniors and caregivers to programs, benefits, and community resources.
    - Supportive Services do not fall within the scope of the Independence and Wellness for Seniors program.

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No federal/state support has been awarded for I&W services within the last five years.

a. Unit rate applicable to each funding source

There is no applicable unit rate associated with the funding sources listed. All funding was provided as lump-sum allocations to support program operations and specific service areas rather than based on per-unit reimbursement.

8. Service Collaboration and Coordination with Community Providers, Programs, and Funding Sources.

The Ashtabula County Council on Aging (ACCOA) actively collaborates with a variety of local organizations to enhance the effectiveness, reach, and quality of its Independence and Wellness for Seniors (I&W) programs. These partnerships maximize resources, reduce duplication, and expand access.

Key Collaborations Include:

- Local Senior Centers:
  ACCOA partners with the Geneva Senior Center, Conneaut Human Resource Center, Jefferson Senior Center, and Country Neighbor to coordinate and share programming. These collaborations allow for in-person and virtual offerings using platforms such as Facebook Live and Zoom, which help extend participation to homebound or remote seniors.
- Community Action Agency:
  This agency provides congregate lunches at ACCOA and caters meals for special events. ACCOA also refers clients to Community Action for assistance with summer and winter energy crisis programs, homemaker, HEAP/PIPP, and home-delivered meals, expanding the support network available to local seniors.
- Direction Home of Eastern Ohio:
  ACCOA works with this Area Agency on Aging to offer evidence-based health and wellness programs, including Tai Ji Quan: Moving for Better Balance and A Matter of Balance. These programs help improve seniors' physical health and reduce fall risk.
- Ohio State University Extension Agency:
  The Extension Agency provides expert speakers for various nutrition and wellness programs, enhancing the educational component of ACCOA's service offerings.
- Catholic Charities:
  Assists seniors with rental assistance and collaborates with ACCOA to provide medical equipment referrals.
- Local Physicians and Area Hospitals:
  Provide referrals for ACCOA's Prescription Assistance Program and participate in educational seminars to improve health literacy among seniors.
- Ashtabula County District Library:
  Facilitates ACCOA's book club by providing a discussion leader and reading resources.
- Local Churches and Faith Leaders:
  Offer non-denominational services and Bible study sessions, fostering spiritual well-being and inclusion for seniors of all backgrounds.
- American Legion:
  Supports the center through maintenance assistance and accepts referrals for wheelchair ramp installations, improving safety and mobility for seniors at home.

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- H2O Missions:
  Also accepts referrals for wheelchair ramps, further expanding accessibility solutions for seniors with mobility limitations.
- Ashtabula County Department of Job & Family Services (DJFS):
  Coordinates with ACCOA to assist seniors with bus passes, SNAP (food stamp) applications, and other essential services.

These collaborations reinforce ACCOA's role as a central hub for senior resources in Ashtabula County. By leveraging partnerships, ACCOA can deliver more comprehensive, coordinated care and programming that truly meets the needs of the community's aging population.

9. Alignment with the Senior Levy Mission Statement.

ACCOA mission is to stimulate the intellectual, physical, and spiritual well-being of older adults by providing supportive and innovative programs that promote independence and dignity for individuals aged 55 and older. This mission is deeply aligned with the Senior Services Levy Mission Statement, which is "to provide superior service, promote well-being and self-sufficiency, alleviate conditions of poverty, and improve health and safety."

ACCOA's entire organizational focus is centered on serving the older population of Ashtabula County through high-quality, compassionate services that directly address the goals of the Senior Levy. ACCOA promotes self-sufficiency by empowering seniors to actively engage in their communities, stay informed, and access the tools they need to remain independent. The organization reduces the effects of poverty and hardship through programs like Prescription Assistance Services, home repair referrals, nutrition support, and connections to financial and energy assistance. ACCOA also improves health and safety through wellness initiatives, fall-prevention programs, daily reassurance calls, and social services that encourage healthy aging.

To fulfill this shared mission, ACCOA offers a wide range of exceptional and innovative programs designed to meet the diverse needs of seniors. These include opportunities for social engagement, recreation, education, volunteerism, and intergenerational connection, as well as mental and physical wellness activities that support overall health. Through these services, ACCOA fosters a sense of community, fellowship, and purpose, helping older adults remain active and connected.

All programs are designed with the goal of helping seniors age safely at home, avoiding or delaying institutional care. Participants benefit from services that teach them to manage chronic conditions, build resilience, and maintain their overall well-being. Whether it is a weekly exercise class, a seminar on estate planning, a friendly check-in call, or help accessing prescription medications, ACCOA provides practical support that allows seniors to live independently and with dignity.

At its core, ACCOA's mission can be summarized in two words: "aging positively." This philosophy perfectly reflects the spirit and intent of the Senior Services Levy's mission and drives ACCOA's continued commitment to providing meaningful, life-enhancing services to the aging population of Ashtabula County.

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EXHIBIT II

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INDEPENDENCE & WELLNESS
Applicant Budget Summary
ACJFS RFP #8-26

Applicant: Ashtabula County Council on Aging, Inc.	
Date From: January 1, 2026	**To: December 31, 2026**

	Amount
I. Staff	
A. Salaries	$ 109,540.60
B. Payroll-Related Expenses	$ 15,325.00
Total Staff Costs	$ 124,865.60
II. Operations	
A. Travel and Short-Term Training	$ 3,000.00
B. Consumable Supplies	$ 3,250.00
C. Occupancy Costs	$ 14,825.00
D. Contract and Professional Services	$ 5,500.00
E. Other - Miscellaneous	$ 9,000.00
Total Operational Costs	$ 35,575.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ 500.00
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ 500.00
Sub- Total of All Costs	$ 160,940.60
IV. Minus Other Program Resources	$ 45,740.00
Total Program Costs	$ 115,200.60

Budget Computation

Total Operating Expenses	$	115,200.60
Divided by Total Operating Units		4,400.00
= Unit Rate	$	26.18

Unit Rate	$26.18
X number of units purchased	2,371.21
= Total Contract Amount	$62,082.97

1 Unit = 1 meal, 1 hour of programing, 1 ride, 1 call

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INDEPENDENCE & WELLNESS

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I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Computer Tutor	$ 858.00	Annual	100.00%	$ 858.00
PAS Coordinator	$ 1,950.00	Annual	90.00%	$ 1,755.00
Fitness Instructor	$ 11,440.00	Annual	74.00%	$ 8,465.60
Telephone Reassurance Coord.	$ 15,600.00	Annual	36.00%	$ 5,616.00
Center Services Coordinator	$ 23,400.00	Annual	70.00%	$ 16,380.00
Activities Coordinator	$ 27,300.00	Annual	90.00%	$ 24,570.00
Receptionist 1 & 2	$ 29,120.00	Annual	90.00%	$ 26,208.00
Custodian	$ 29,120.00	Annual	50.00%	$ 14,560.00
Fiscal Clerk	$ 31,200.00	Annual	14.00%	$ 4,368.00
Director	$ 52,000.00	Annual	13.00%	$ 6,760.00
Total Salaries				$ 109,540.60

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,890.00
Worker's Compensation	$ 2,315.00
Unemployment Insurance	$ 1,750.00
Retirement Expenses	$ 100.00
Hospitalization	$ 7,410.00
Other (*Medicare*)	$ 860.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 15,325.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: $ 0.70	$ 2,500.00
Short-Term, Training	$ 500.00
Total Travel and Short-Term Training	$ 3,000.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 1,000.00
Cleaning Supplies	$ 500.00
Other *(Postage .78)*	$ 1,000.00
Other *(Copies and Faxes)*	$ 750.00
Total Consumable Supplies	$ 3,250.00

II. C. Occupancy Costs

	Amount
Rent	
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	$ 1,400.00
Electric	$ 3,850.00
Water	$ 700.00
Telephone	$ 1,600.00
Sewer	$ 600.00
Other (trash, snow removal, lawn care, pest controll)	$ 5,175.00
Other *(Fuel)*	$ 1,500.00
Total Occupancy Costs	$ 14,825.00

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

Identify Each Contract of Service	Amount
SchedulePlus - program to document & record	$ 1,500.00
Insurance	$ 1,900.00
Copy Machine Lease	$ 600.00
Technology	$ 500.00
Audit	$ 1,000.00
Total Contract & Services Costs	$ 5,500.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Refreshments for hoilday 11 parties	$ 5,000.00
Puzzles, Playing Cards, Craft Supplies, Games	$ 1,300.00
Entertainment, Seminar Speakers	$ 2,200.00
Advertising	$ 250.00
Technology	$ 250.00
Total Miscellaneous Costs	$ 9,000.00

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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
Electronic Equipment	1	$ 500.00
Total Small Equipment Purchases		$ 500.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Contributions	$ 3,000.00
United Way - Senior Wellness (Fitness $3000, Telephone Reasurance $4500)	$ 7,500.00
Direction Home of Eastern Ohio - Telephone Reasurance	$ 5,000.00
Fundraising	$ 20,000.00
Total Other Resources	$ 35,500.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
HOME DELIVERED MEALS

This Subgrant Agreement is entered into on the **1st** day of **January 2026** between the Ashtabula County Job and Family Services and The Ashtabula County Board of County Commissioners or its governing body (hereinafter referred to as the "Grantor") and **Country Neighbors Program, Inc.**, located at **39 South Maple Street, Orwell, Ohio 44076** to provide **Home Delivered Meals** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Home Delivered Meals: **$259,572.00** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$8.92 per unit of Home Delivered Meals as described in Exhibit II (subgrantee budget)
(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor on a monthly basis in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**

(A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements, or restrictions applicable to funds provided.

(B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

(C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee; however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:
9AC9C4BA074947A...

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11/21/2025
Date

Signed by:
8CC3D2025A6D44F...

11/21/2025
Date

DocuSigned by:
3E6154CBF4DA44C...

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

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, Inc.**
Date: **11/14/2025 9:41:46 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 2026 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: 2006.030.455-601; not to exceed $259,572.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT HOME DELIVERED MEALS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Appendix I
ACJFS RFP #5-26
Ashtabula County Senior Services Levy
Home Delivered Meals
Program Description

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Home Delivered Meals

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) meal will be one unit of service.
Area to be served: Ashtabula County or portions thereof.

This program serves Ashtabula County seniors aged 60 and over. Funding is provided through the Ashtabula County Senior Services Levy. The program consists of services or activities designed to prepare and deliver one or more meals a day to an individual's residence to prevent institutionalization, malnutrition, and isolation. A meal must meet the standards established by the Older Americans Act and comply with the Dietary Guidelines for Americans published by the Secretaries of the Department of Health and Human Services and the United States Department of Agriculture. ACJFS seeks to sustain home delivered meal services in the County to ensure that this service is available to residents who meet the eligibility criteria. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria; aged 60 and older, reside in their home and a resident of Ashtabula County. Applicant proposals must demonstrate ability and experience in providing the service.

Applicants must comply with the following sections of the Ohio Administrative Code: 173-4-02, 173-4-03, 173-4-04.1 (with the exclusion of item B-4), 173-39-02.14

Applicant must be in good standing with the local health department and/or United States Department of Agriculture, as documented by attaching a copy of the most recent Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report of each preparation site and a copy of a current Food Service License for preparation sites.

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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 and 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 a contract 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: August 5, 2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization 501(c)(3) Not for Profit

Date of establishment/incorporation: March 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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SECTION 3
COUNTRY NEIGHBOR PROGRAM, INC.

HOME DELIVERED MEALS PROGRAM
PROGRAM PLANNING AND DEVELOPMENT

A.1. Program Description and Proposed Service

Country Neighbor Program proposes to provide 29,100 hot home delivered meals to approximately 175 unduplicated individuals residing throughout the southern half of Ashtabula County during the upcoming contract period. Services will be delivered at a unit rate of $8.92, reflecting a modest 1% increase over the 2025 rate.

This rate adjustment is driven by the rising costs of operations, including food, packaging, fuel, and vehicle maintenance, as well as the increasing need to offer competitive wages in today's challenging labor market. Like many community-based service providers, we continue to face difficulties in attracting and retaining qualified staff. The proposed increase supports our commitment to maintaining service quality, reliability, and safety for some of the county's most vulnerable residents.

Country Neighbor's Home Delivered Meals Program continues to experience consistent and increasing demand, with an average of 4 to 5 new service requests received each week. This demonstrates the ongoing need among older adults and individuals with disabilities living in the southern half of Ashtabula County and parts of Trumbull County.

In the upcoming funding period, we are projecting voluntary contributions totaling approximately $3,275 and $350 in rebates from food purchases. However, it is important to note that voluntary contributions have declined steadily over the past several years, placing a greater strain on program resources.

All meals are packaged in dual-oven-safe plastic trays, which are both microwave and conventional oven compatible, as well as freezer safe. Unlike traditional aluminum trays, these containers are not hot to the touch, making them safer and easier for older adults to handle. Meals are heat-sealed with a clear plastic film using a specialized machine, preserving freshness and safety. Feedback from participants has been overwhelmingly positive, with many expressing satisfaction with both the quality and convenience of the packaging.

Menus are developed with client preferences and dietary needs in mind. Each meal is clearly labeled with its ingredients, production date, and a "consume by" date. For clients requiring special meals, individual trays are marked with the recipient's name so drivers can ensure accurate and personalized delivery.

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The program currently operates seven delivery routes: four serving the southern portion of Ashtabula County and three reaching Trumbull County. This structure enables us to serve clients efficiently across a wide geographic area.

Upon receiving a referral, assessments are typically completed within two to three days, with services beginning within 24 to 48 hours—provided no waiting list is in place. If a waiting list exists, clients are pre-assessed and prioritized using our standardized Prioritization Checklist. We strive to serve Priority One clients as quickly as possible due to their elevated need.

Clients may participate in the program on a short-term or long-term basis, depending on individual health status and life circumstances. Each client's situation is approached with flexibility and compassion.

While the primary focus of the Home Delivered Meals Program is to meet nutritional needs, its impact goes far beyond food. Daily meal delivery provides consistent, vital contact with individuals who are often isolated and alone. For many, our drivers may be the only person they see or speak to each day, offering not only a warm smile but also a check on their well-being. Over the years, drivers have encountered clients in medical distress, following falls, or—tragically—those who have passed between delivery days. Their presence can truly be life-saving.

This program remains a critical lifeline to the community's most vulnerable, helping to ensure safety, nutrition, and dignity for those who need it most.

2. Need for the Service

Ashtabula County ranks 79th out of Ohio's 88 counties in overall health outcomes, reflecting significant challenges in areas that directly impact the well-being of our residents. Compounding this, Ashtabula County has the 6th highest percentage of seniors living below 200% of the federal poverty level, indicating a high concentration of older adults who are economically vulnerable and at increased risk of food insecurity and poor health outcomes.

Demographic trends further intensify the urgency. The senior population in Ashtabula County is projected to grow by approximately 35% by the year 2030, a shift that will place even greater demands on already stretched aging services. Malnutrition and food insecurity remain persistent and identified risks among our older adult population, making access to consistent, nutritious meals more critical than ever.

To ensure responsible use of limited resources, all referrals are screened for Title XX eligibility before being placed on the Senior Levy-funded home delivered meals program. This screening process helps maximize the reach and efficiency of Levy dollars.

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Currently, there is no waiting list for home delivered meals, and we are able to initiate services as soon as referrals are received, demonstrating both the program's capacity and our commitment to timely response.

3. Experience of the Applicant

Country Neighbor has a long-standing history of providing high-quality, reliable meal services throughout Ashtabula County. For over 35 years, we have been preparing and delivering hot home delivered meals to older adults across the southern half of the county. Before the passage of the Ashtabula County Senior Services Levy, access to home delivered meals was virtually nonexistent in the southeastern quadrant and extremely limited in the southwestern region. With support from the Levy, we have expanded access to ensure no corner of our service area is left behind.

In addition to our work with older adults, for the past 13 years we have served as a Summer Food for Children Program sponsor, funded through the Ohio Department of Education. Each summer, we prepare and distribute nutritious lunches to children across the county, including the cities of Geneva, Ashtabula, Jefferson, and the rural southern regions. In response to community requests, we recently expanded our reach to include new distribution sites in Ashtabula City and Conneaut.

Our programs are held to high standards and are regularly monitored by multiple regulatory agencies, including PASSPORT, USDA, the Ohio Department of Education, the Ohio Department of Agriculture, and the Ashtabula County Health Department. These agencies ensure our compliance with food safety, nutritional standards, and program requirements.

Given our decades of experience in providing home delivered meals, congregate dining, and child nutrition services, Country Neighbor is well-equipped and highly experienced in delivering safe, nutritious meals to vulnerable populations across the county.

4. Statistics of Past Performance

From January through December 2024, Country Neighbor delivered a total of 28,349 Ashtabula County Senior Services Levy (ACSSL) meals to 159 unduplicated individuals, covering 66,854 miles across the southern half of Ashtabula County. The average mileage per meal remained consistent at 2.4 miles, the same as in 2023.

This figure highlights the geographic dispersion of our client base, underscoring the fact that those we serve live across a wide rural area rather than in concentrated, densely populated communities. This distribution adds complexity and cost to delivery logistics, making sustained funding essential to ensure continued equitable access to nutrition services for all eligible seniors.

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See chart for past performance.

Below is a chart depicting Country Neighbor's performance from January 2024 through December 2024 with units and clients served in each township.

Service Area Township, Village, City	Units Provided & Unduplicated Age 60 to 75	Proposed Units & Clients to Be Served 60 to 75	Units Provided & Unduplicated Age 75+	Proposed Units & Clients to Be Served 75+
Andover	1,385/8	1,200/10	6,389/35	6,450/39
Cherry Valley	196/1	200/1	0/0	100/1
Colebrook	0/0	0/0	875/5	950/7
Dorset	249/1	250/1	612/3	750/4
Hartsgrove	264/2	275/1	470/2	500/4
Lenox	0/0	0/0	0/0	0/0
Morgan	222/2	318/4	1,683/14	1,750/10
New Lyme	0/0	150/1	942/6	1,000/7
Orwell	1,059/5	1,000/8	5,012/26	5,000/25
Richmond	96/2	250/2	275/2	300/1
Rome	252/1	350/4	2,154/11	2,100/10
Trumbull	251/1	250/1	480/2	500/4
Wayne	79/1	50/1	153/1	150/2
Williamsfield	771/4	850/5	2,612/15	2,500/15
Windsor	438/1	400/2	1,430/8	1,507/5

5. Days and Hours Program Is Available

All the meals are home cooked and prepared at our Orwell facility, Monday through Friday. Country Neighbor Food Service kitchen staff operate in graduated shifts beginning at 6:00 a.m., with the last person ending their day at 3:00 p.m. Drivers begin delivering meals at approximately 9:00 a.m. Office hours for Country Neighbor are 7:00 a.m. to 5:00 p.m.

6. Client Intake

a. Method of Intake

Prior to starting services, a complete Service Intake and Assessment tool is completed by the LPN via face-to-face contact in the client's home.

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b. Intake Process in Detail

The Intake Assessment 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 if a waiting list does not exist.

During the assessment, all clients are assigned a priority number based on a point system from a Nutritional Risk Checklist. A checklist is included in our RFP packet. Priorities range from Level 1 which is greatest need to Level 5 which is the lowest priority. If we implement a waiting list only those with a priority number of 1 or 2 are placed on the list. Those with 3 or higher are told they do not qualify at this point, however if their circumstances change, call the office for a re-evaluation.

When clients are on a waiting list, the In-Home Services Supervisor will track by spreadsheet the individual's name, date of assessment, priority level, birth date and township. Clients of greatest need are the first ones removed from the waiting list. Referrals from Adult Protective designated as "Priority" are put into service immediately. Country Neighbor staff try to eliminate a waiting list as soon as a slot becomes available.

Our experience with all In-Home Services is that the health of our participants is substantially frailer 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.

The drivers are in the homes five days per week. They become very familiar with the client's health status. Drivers must physically see the individuals when they deliver the meal. They recognize and immediately report to their supervisor if someone is in a situation that needs attention.

They also report whether an individual's health status improves or if a client has family who moves into the home. There is constant communication between drivers and the office staff so that as situations occur, we address them. Therefore, clients are almost assessed daily.

Also, if clients receive homemaker or personal care, the LPN performs in home Supervisory visits, as required by the service specs. If there are no changes reported in a 185-day period, the assessor will do a status update either via the telephone or in home, depending upon the client's situation. If services are no longer appropriate, clients are discharged from the program. Generally, clients will discharge themselves as health status warrants.

c. Client Intake Tool

Client Intake Tool included in RFP.

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7. **Source and Amounts of Federal, State, And Local Funding for Home Delivered Meals**

Country Neighbor is a PASSPORT provider for home delivered in Ashtabula County. PASSPORT serves a very limited number of the population. Less than half of a percent of our meals are PASSPORT. In 2024, we received $9,570 to provide 1,141 meals. The maximum approved rate from PASSPORT is $8.80 per meal, per Medicaid waiver program.

However, in 2020, due to the pandemic, we received $41,723.10 in CARES funding from Direction Home of Eastern Ohio to assist with home delivered meals. The allocation provided 5,151 additional meals at a unit rate of $8.10.

In 2021, we received more CARES funding from Direction Home of Eastern Ohio for additional home delivered meals. We were fortunate to receive an additional $77,102.90 to serve 9,519 meals at a unit rate of $8.10. We were able to serve 42 unduplicated individuals with this funding.

In 2023/2024, we received $55,075 in Title XX funds for home delivered meals which ll provided 6,345 meals for 35 unduplicated individuals at a unit rate of $8.83. The priority population for this funding is those individuals under 60 with a medical need for the service or senior citizens over the age of 60 who are income eligible.

8. **Service Collaboration/Coordination**

Country Neighbor works with the social service agencies, Veterans Administration, Ashtabula County Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County. With home delivered meals, Community Action provides the meals in the north and Country Neighbor provides meals in the south. When addressing the central area of the county, we look to see which agency may be the better fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

9. **Organization's Vision and Mission**

The mission of Country Neighbor Program, Inc. is to help people remain independent by providing supportive services, thereby enhancing their quality of life.

Country Neighbor's vision is to provide high quality and effective programs that promote self-sufficiency, independence, address conditions of poverty, promote wellness and education as well as reducing isolation and loneliness. I believe that Country Neighbor and the Ashtabula County Senior Levy mission are in direct alignment with each other.

B. **Organizational Structure**

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Country Neighbor began in 1977 and was incorporated in March of 1981. 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, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the fifteen southern townships in Ashtabula County and the northernmost twenty townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meet monthly, generally, on the last Monday of each month. **(List attached)**

An Organizational Chart is attached.

C. **Provider/Staff Qualifications**

1. **Staff Associated with the Home Delivered Meals Program**

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 the Executive Director with day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist the Assistant Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the program. She reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the LPN and the Registered Nurse. Assists the Executive Director with the overall implementation of the program and employee management.

Receptionist: Perform all clerical responsibilities, answers telephone, directs clients, and filing of records of central filing system.

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Receptionist/Data Support/Backup Receptionists: Responsible for the 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 and completion/accuracy of client files

RN Supervisor: The RN reviews the LPN's care plans and approves them.

LPN Assessor: Responsible for the initial assessments and ongoing reassessment process.

Facility Maintenance: Responsible for cleaning and maintenance of kitchen area.

Drivers: Responsible for the daily delivery of meals to clients' homes. Training in meal service and delivery is required.

Food Service Support Staff: Responsibilities include but are not limited to, assisting with menu planning, supply ordering, meal preparation, safety/proper food handling procedures, inventory control, supervision of service staff and assist with quality assurance.

Job Descriptions Attached

2. **Employee Training Program**

Country Neighbor Program, Inc. will provide orientation, initial and ongoing training for food service and delivery staff utilizing the following outline. Food service personnel will receive not less than 4 hours per year of specific training related to food handling, preparation and service, as well as bloodborne pathogens training. The Food Service Supervisor and her backup assistant are trained and certified in ServeSafe.

Delivery drivers will receive training specific to food handling, temperature monitoring and emergency response, in addition to their ongoing driving/vehicle inspection training, Distracted Driving and Defensive Driving Training.

3. **Capacity of Volunteers in the Program**

Country Neighbor uses volunteers and OWF workers in the kitchen in limited capacity, for example, dishwashing. Due to the food regulations, workers come and go, and we do not have the ability to "train" them, as required.

4. **Active Number of Volunteers and Hours Provided Annually**

Due to the time commitment of the daily routes and the ongoing training requirement, it has been difficult to have volunteer delivery staff on an ongoing basis, therefore, we do not use volunteers in our delivery program.

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EXHIBIT II

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Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc.	(Home Delivered Meals)
Date From: January 1, 2026	To: December 31, 2026

	Amount
I. Staff	
A. Salaries	$ 120,476.00
B. Payroll-Related Expenses	$ 11,516.00
Total Staff Costs	$ 131,992.00
II. Operations	
A. Travel and Short-Term Training	$ 1,450.00
B. Consumable Supplies	$ 103,905.00
C. Occupancy Costs	$ 4,804.00
D. Contract and Professional Services	$ 9,050.00
E. Other - Miscellaneous	$ 10,696.00
Total Operational Costs	$ 129,905.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ 1,300.00
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ 1,300.00
Sub- Total of All Costs	$ 263,197.00
IV. Minus Other Program Resources	$ 3,625.00
Total Program Costs	$ 259,572.00

Budget Computation

Total Operating Expenses	$	259,572.00
Divided by Total Operating Units		29,100
= Unit Rate	$	8.92

Unit Rate	$	8.92
X number of units purchased		29,100
= Total Contract Amount	$	259,572.00

Unit = 1 meal

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1. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 92,500.00	Annual	5.00%	$ 4,625.00
Associate Director	$ 62,000.00	Annual	3.00%	$ 1,860.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	5.01%	$ 2,040.00
In-Home Services Supervisor	$ 33,280.00	Annual	10.01%	$ 3,330.00
Recept/Data Sup/Backup Recpt	$ 57,720.00	Annual	2.00%	$ 1,154.00
RN Supervisor	$ 2,500.00	Annual	15.00%	$ 375.00
LPN Assessor	$ 43,200.00	Annual	9.72%	$ 4,200.00
Delivery Drivers	$ 134,002.00	Annual	40.24%	$ 53,925.00
Food Service Staff	$ 98,260.00	Annual	48.00%	$ 47,167.00
Facility Maintenance	$ 9,360.00	Annual	19.23%	$ 1,800.00
Total Salaries				$ 120,476.00

1. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 9,216.00
Worker's Compensation	$ 1,600.00
Unemployment Insurance	$ 450.00
Retirement Expenses	$ 100.00
Hospitalization	$ -
Other (*Life Insurance*)	$ 150.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 11,516.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .70 per mile (IRS)	$ 1,200.00
Short-Term, Training	$ 250.00
Total Travel and Short-Term Training	$ 1,450.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 555.00
Cleaning Supplies	$ 100.00
Other *(Fuel)*	$ 9,750.00
Other *(Food/Nonfood)*	$ 93,500.00
Total Consumable Supplies	$ 103,905.00

II. C. Occupancy Costs

	Amount
Rent	$ 1,200.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 900.00
Electric	$ 1,800.00
Water	$ 200.00
Telephone	$ 294.00
Sewer	$ -
Other *(Garbage)*	$ 360.00
Other *(identify)*	
Total Occupancy Costs	$ 4,804.00

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

Identify Each Contract of Service	Amount
Audit	$ 1,200.00
D & O Insurance	$ 250.00
Liability Insurance	$ 750.00
Vehicle Insurance	$ 5,000.00
Technology	$ 1,500.00
Employee Testing	$ 200.00
Contract Labor	$ 150.00
Total Contract & Services Costs	$ 9,050.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 250.00
Advertising	$ 50.00
Equipment Maintenance & Repair	$ 350.00
Vehicle Maintenance & Repair	$ 10,000.00
Miscellaneous Expense	$ 46.00
Total Miscellaneous Costs	$ 10,696.00

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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
Hot Bag Replacements	2	$ 800.00
Cold Cooler Replacements	2	$ 300.00
Additional Packageing Equipment		$ 200.00
Total Small Equipment Purchases		$ 1,300.00

III. C. Leased and Rented Equipment

Item	Quantity	Amount
Total Leased and Rented Equipment		$ -

IV. Other Program Resources

Source	Amount
Participant Donations	$ 3,275.00
Rebates	$ 350.00
Total Other Resources	$ 3,625.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the 1st day of **January 2026** between the Ashtabula County Job and 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 Orwell, Ohio 44076** to provide **Homemaker Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Homemaker: $70,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

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$29.30 per unit of Homemaker as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

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13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**

(A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

(B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

(C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement, The Subgrantee is responsible for making direct payment for such services.

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Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant Agreement.

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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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:
9AC9C4BA074947A...

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11/21/2025
Date

Signed by:
8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

DocuSigned by:
3E6154CBF4DA44C...

11/21/2025
Date

Signed by:
72C9CAC40E3D4A8...

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

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, Inc.**
Date: **11/14/2025 9:41:46 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 2026 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: 2006.030.455-601; not to exceed $70,000.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Country Neighbor Program, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT IN-HOME CARE

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Appendix IV
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Homemaker
Program Description

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Homemaker Assistance for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Homemaker for Seniors

The basic purpose of this program is to offer home-based services thereby delaying premature or unnecessary institutional care, where appropriate. Homemaker services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially provide for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service, b) be age 60 or over, c) and reside in Ashtabula County.

The homemaker program will provide supportive daily living services to seniors, so they can continue to live independently in a safe, clean, and healthy environment. Services provided will coincide with the care plan developed by the provider during the initial assessment which may include but are not limited to housecleaning and laundry to ensure a healthy environment. This service is for the participant and specifically excludes services for all other household members. The participant must be present during the delivery of the service. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days and when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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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: Tiffany Artman EMAIL: tiffany.artman@countryneighbor.org
IN-HOME SERVICES SUPERVISOR: 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 and 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 a contract 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: August 5, 2025

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization 501(c)(3) Not for Profit

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___Yes __X__ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? __X__Yes ____ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? __X__Yes ____ No

If yes, has the company filed all required EEO reports to the necessary agencies? __X__Yes ____ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. __X__Yes ____ No

Does the company have current or future plans for a buyout or sale? ____Yes __X__ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. __X__Yes ____ No

The Applicant certifies it is a drug-free work place? __X__Yes ____ No

The Applicant certifies it is not delinquent on any Federal debt? __X__Yes ____ No

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COUNTRY NEIGHBOR PROGRAM, INC.
HOMEMAKER SERVICES
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION

1. NARRATIVE OF PROPOSED SERVICE

Country Neighbor continues to receive more requests from individuals for homemaker services than personal care. We have found that more individuals need assistance with general household tasks but are not as frail as the personal care clients. Many homemaker clients never reach the point of needing personal care but need support with their household tasks to remain in their home independently.

Homemaker services include but are not limited to dusting and straightening furniture, cleaning floors or rugs by a wet or dry mop or vacuum, cleaning the kitchen by washing dishes, pots, pans, and the outside of appliances, counters and cabinets. The homemaker may also clean the oven or defrost the refrigerator, clean the tub, shower, sink, toilet, urinal or bedside commode, change bed linens and make beds, wash inside windows or mirrors, and remove trash from the home. He/she may do laundry including washing and drying clothes, folding and ironing clothes and linens, and putting away finished laundry; or doing errands to pick up groceries, personal items, and mail.

Homemakers may not climb a ladder to clean windows or walls, move heavy furniture, or do yard work. Nor will they do banking that would consist of check cashing, or credit card cash advances. They are not permitted to do prescription pickups, as well.

Clients receive services based on the LPN's assessment and care plan. Generally, clients receive two hours ***every other week.*** By doing service this way, we can help many more people.

We try to maximize the services for full efficiency. For example, if customers need only lunch preparation, we provide a home delivered meal rather than a homemaker since it is less costly to provide a meal. If the client receives both personal care and homemaker services, the homemaker performs all the household tasks and the home health aide ***only*** does the bathing/shaving, etc. since the homemaker service is not as costly as the personal care service.

2. Need for The Service

For the 2026 funding cycle, Country Neighbor proposes to provide 2,600 hours of homemaker services to 85 unduplicated individuals at a unit rate of $29.32 per hour. This reflects a modest increase from the 2025 rate of $28.75, acknowledging the rising costs associated with workforce recruitment and retention.

At present, Country Neighbor maintains a waiting list of 55 individuals—all of whom meet priority levels 1 or 2. We do not maintain a waiting list for lower-priority individuals. Instead, during the initial assessment process, those who do not qualify as

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priority 1 or 2 are informed that they may contact our office to request a re-evaluation should their circumstances change.

Given the current unmet demand, we are requesting a conservative increase in the number of service units. This approach is designed to responsibly expand access to care while remaining mindful of funding limitations and staffing capacity. Although demand exceeds our current ability to provide service, we are making every effort to responsibly scale up. Country Neighbor continues to invest in recruitment strategies, wage increases, and employee support initiatives to attract and retain the skilled workforce required for high-quality homemaker care.

3. Experience of the Applicant

Country Neighbor has delivered homemaker services for more than 35 years throughout southern Ashtabula County. Our longstanding commitment to providing compassionate, reliable in-home support has earned the trust of the community and strengthened the overall system of care for older adults in 'south county".

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4. Statistics of Past Performance

During the period of January 1, 2024 through December 31, 2024, Country Neighbor provided 2,542.5 hours of Ashtabula County Senior Services Levy homemaker services for 74 clients. Currently, 70.3% are over the age of 75. Some clients come into the program on a short-term basis while others are long term.

JANUARY 2024 THROUGH DECEMBER 2024
UNITS/CLIENTS BY TOWNSHIPS

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 75	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 75	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	351.75/6	340/8	906/17	769/20
Cherry Valley	0/0	0/0	23.75/1	10/1
Colebrook	13.25/1	0/0	30.5/1	10/1
Dorset	0/0	0/0	0/0	0/0
Hartsgrove	10.25/1	16/1	0/0	0/0
Lenox	0/0	0/0	0/0	0/0
Morgan	115.5/3	65/3	26/3	50/3
New Lyme	34/1	0/0	15.5/1	20/1
Orwell	122.25/4	175/5	150.25/3	150/4
Richmond	0/0	0/0	0/0	0/0
Rome	0/0	0/0	48.25/1	50/2
Trumbull	29.75/1	0/0	44.25/2	60/2
Wayne	14.25/1	40/1	0/0	0/0
Williamsfield	0/0	0/0	132.25/7	125/8
Windsor	0/0	0/0	0/0	10/1
Denmark	0/0	0/0	0/0	0/0
Pierpont	0/0	0/0	0/0	0/0
Saybrook	0/0	0/0	43/2	50/2
Austinburg	0/0	0/0	34.25/1	40/1
Geneva	19.5/2	150/5	204/7	200/7
Harpersfield	0/0	0/0	0/0	0/0
Jefferson	30.5/2	115/3	143.5/6	155/6
Ashtabula	0/0	0/0	0/0	0/0

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5. DAYS AND HOURS OF SERVICE

Service is available 5 days per week, and hours will be scheduled according to the client's needs. Generally, homemakers will work between the hours of 8:00 a.m. and 5:00 p.m. As a rule, we will be able to begin service for the client within three to five days of initial assessment. All homemaker services will be provided from the Orwell facility, 39 South Maple Street, in Orwell at the client's residence.

6. CLIENT INTAKE AND ASSESSMENT

a. Description of Client Intake

When a referral is received in our office, the LPN is responsible for contacting the client or representative to set up an in-home, face-to-face assessment appointment. Appointments are generally made within 1-2 business days. As part of the initial assessment, the LPN reviews the HIPAA form, completes the Basic NAPIS Form, the Care Plan for Homemaker, the Homemaker Prioritization form, a medication list, and a narrative describing the clients need for the service(s). He/she then completes a Consumer Service Summary listing the service(s) that are to begin for the client.

The completed forms are returned to the office for the RN's review and signoff. The client is scheduled for the recommended service(s). A reassessment of need and evaluation of the care plan and homemaker will be completed generally, every 105 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the reassessment, it is determined that the service(s) is no longer needed, the service(s) would be stopped. Should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

b. Provider Assessment Process

When perspective clients are referred, the LPN will try to schedule an assessment appointment within twenty-four hours. A visit to the home will be made by the LPN and a Service Intake and Assessment tool is completed which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/IADL, service plan and emergency contact. A Care Plan and Client Prioritization Form will also be completed. All customers must sign a Release of Information.

Eligibility will be based on medical status and the availability of family support. Ongoing assessments will be provided, according to service specifications. If breaks occur during service, for example, extended hospital stays, a reassessment will be completed upon their return home to determine the client's health status.

When the LPN goes out to do the assessment, he/she does a prioritization checklist for each client, so we know who is most in need. When we must go to a waiting list, a prioritization checklist is also completed so that we know the clients with the most need, as they would be the first clients to receive services when we have openings.

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Priority Level 1 is the highest priority. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services.

The LPN will provide a supervisory visit to update the client's care plan and evaluate the homemaker's performance every 130 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the care plan update, it is determined that the service(s) is no longer needed, the service(s) will be stopped. Later, should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

c. Submit Client Assessment Tool

Country Neighbor's complete Assessment tool is attached.

7. SOURCES AND AMOUNTS OF FEDERAL, STATE OR LOCAL FUNDING WITHIN THE PAST 5 YEARS AND UNIT RATES

Country Neighbor receives Federal funds from Direction Home of Eastern Ohio for homemaker services in southern Ashtabula County. We are required to provide a minimum 15% match, cash and in-kind, and collect project income for the service. Therefore, the rate that we are reimbursed is not the fully allocated unit rate for the service.

YEAR	AMOUNT	FEDERAL UNIT RATE	FULLY ALLOCATED UNIT RATE INCLUDES MATCH
2025	$11,935	$28.75	$33.87
2024	$11,935	$28.00	$33.18
2023	$11,935	$26.00	$29.68
2022	$11,935	$23.00	$27.25
2021	$11,935	$22.25	$26.21

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County.

With the homemaker services, Ashtabula County Community Action Agency and the Conneaut Human Resource Center provide the program in Ashtabula City and the northeastern quadrant and Country Neighbor provides homemaker in the northwestern quadrant and the southern half, east to west. When we get into the shared areas of the County, we check to see which agency is the best fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

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9. Organization's Vision and Mission

The mission of the organization is to help people remain independent by providing supportive services, thereby enhancing their quality of life.

Country Neighbor's vision is to provide high quality and effective programs that promote self-sufficiency, independence, address conditions of poverty, promote wellness and education as well as reducing isolation and loneliness. I believe Country Neighbor's mission and vision align well with the Ashtabula County Senior Services Levy.

B. ORGANIZATIONAL STRUCTURE

Country Neighbor began in 1977 and was incorporated in March of 1981. 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, rental/utility assistance, socialization, education, and wellness activities.

Generally, our service area consists of the fifteen southernmost townships in Ashtabula County and the fifteen northernmost townships in Trumbull County.

The Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to our partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets monthly, generally, the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

C. PROVIDER/STAFF QUALIFICATIONS

RN Supervisor: Supervises the LPN, approves all care plans and monitors for adherence to program requirements.

LPN: The LPN provides each face-to-face home visit, upon initial assessment, completes all service assessment tools, determines eligibility, develops the Care Plans for each individual client, provides ongoing monitoring and reassessment home visits, generally every 93 days or more often, if necessary.

Homemakers: The Homemakers are responsible for the direct service such as cleaning, cooking, errand/prescription pickups, grocery shopping, laundry, etc. for each customer

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EXHIBIT II

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc.	(Homemaker)
Date From: January 1, 2026	To: December 31, 2026

	Amount	
I. Staff		
A. Salaries	$	57,934.00
B. Payroll-Related Expenses	$	5,679.00
Total Staff Costs	$	63,613.00
II. Operations		
A. Travel and Short-Term Training	$	3,100.00
B. Consumable Supplies	$	620.00
C. Occupancy Costs	$	756.00
D. Contract and Professional Services	$	1,995.00
E. Other - Miscellaneous	$	91.00
Total Operational Costs	$	6,562.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	70,175.00
IV. Minus Other Program Resources	$	175.00
Total Program Costs	$	70,000.00

Budget Computation

Total Operating Expenses	$	70,000.00
Divided by Total Operating Units		2,389
= Unit Rate	$	29.30

Unit Rate	$	29.30
X number of units purchased		2,389
= Total Contract Amount	$	70,000.00

Unit = 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	$ 92,500.00	Annual	4.00%	$ 3,700.00
Associate Director	$ 62,000.00	Annual	2.00%	$ 1,240.00
Exec Assist/HR//Bkkp	$ 47,500.00	Annual	2.00%	$ 950.00
In Home Services Supervisor	$ 34,325.00	Annual	11.65%	$ 4,000.00
Recept/Data/Backup Recpt	$ 57,720.00	Annual	4.09%	$ 2,360.00
RN Supervisor	$ 2,500.00	Annual	10.00%	$ 250.00
LPN Assessors	$ 43,200.00	Annual	9.72%	$ 4,200.00
Homemakers	$ 111,290.00	Annual	36.84%	$ 41,000.00
Facility Maintenance	$ 9,360.00	Annual	2.50%	$ 234.00
Total Salaries				$ 57,934.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 4,432.00
Worker's Compensation	$ 832.00
Unemployment Insurance	$ 250.00
Retirement Expenses	$ 100.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 65.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 5,679.00

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II. A. Travel and Short-Term Training

		Amount
Mileage Reimbursement rate per mile:	70 cents per mile (IRS)	$ 3,000.00
Short-Term, Training		$ 100.00
Total Travel and Short-Term Training		$ 3,100.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 470.00
Cleaning Supplies	$ 150.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 620.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 120.00
Electric	$ 180.00
Water	$ 40.00
Telephone	$ 342.00
Sewer	$ -
Other (*Garbage)*	$ 24.00
Other *(identify)*	
Total Occupancy Costs	$ 756.00

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

Identify Each Contract of Service	Amount
Audit	$ 400.00
D & O Insurance	$ 75.00
Liability Insurance	$ 400.00
Technology	$ 720.00
Employee Testing	$ 400.00
Total Contract & Services Costs	$ 1,995.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Advertising	$ 50.00
Equipment Repair & Maintenance	$ 25.00
Miscellaneous Expense	$ 16.00
Total Miscellaneous Costs	$ 91.00

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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
Participant Contributions	$ 175.00
Total Other Resources	$ 175.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
INDEPENDENCE AND WELLNESS

This Subgrant Agreement is entered into on the 1st day of **January 2026** between the Ashtabula County Job and 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 Orwell, Ohio 44076** to provide **Independence and Wellness Programs** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Independence and Wellness: **$63,457.00** and shall not exceed the actual cost of service.
   Congregate Meals: **$12,420.00** and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$26.05 per unit of Independence & Wellness as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)
$ 8.84 per unit of Congregate Meals as described in Exhibit II (subgrantee budget)
(A unit = one meal)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is ***required*** to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**

(A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

(B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

(C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant. Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the

prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

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31. **Equal Employment Opportunity:** The Subgrantee 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.

32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the Americans with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

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40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:
FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:
9AC9C4BA074947A...

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11/21/2025
Date

Signed by:
8CC3D2025A6D44F...

DocuSigned by:
3E6154CBF4DA44C...

11/21/2025
Date

Signed by:
72C9CAC40E3D4A8...

Ashtabula County Board of Commissioners

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

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, Inc.**
Date: **11/14/2025 9:41:46 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 2026 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: 2006.030.455-601; not to exceed $63,457.00 (Independence & Wellness) $12,420.00 (Congregate Meals) and free from any previous encumbrances.

Agreement Title: an agreement with Country Neighbor Program. Inc. of Ashtabula County

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

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Signature Page

AGREEMENT TITLE: SENIOR SERVICES LEVY SUBGRANT AGREEMENT INDEPENDENCE AND WELLNESS

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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EXHIBIT I

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Appendix I
ACJFS RFP #8-26
Ashtabula County Senior Services Levy
Independence and Wellness
Program Description

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Independence and Wellness for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Independence and Wellness for Seniors

The purpose of this program is to provide independence and wellness programs for the senior population of Ashtabula County. Such programs will offer opportunities for socialization, wellness education and promotion, recreational and physical activities, linkage to life-enhancing community services and healthy aging. Participation in these programs will result in seniors experiencing meaningful personal interactions, maintaining their independence and dignity, monitoring their physical well-being, and having access to information related to county-wide senior services and resources. Eligible participants: a) must be age 60 or over, b) and reside in Ashtabula County.

Programs need to promote the health and wellness of older adults by participating in a social community or other groups. Participation in these programs will result in increased knowledge of private and public health insurance programs. Programs provided may include, but are not limited to:

- Recreation and fitness activities
- Health promotion
- Community engagement
- Services that improve the quality of life and encourage community involvement
- Programs allowing seniors the opportunity to gather; supporting social independence and preventing isolation and loneliness that is often the result of disconnection from peers and family
- Programs which offer resources that enable education
- Cultural opportunities to meet the needs of the aging community
- Technological and social media assistance programs
- Obtaining free or reduced cost prescriptions based upon eligibility by:
    - Providing improved access to existing prescription drug patient assistance programs to help meet the needs of individuals who cannot afford their medications
    - Assisting seniors who are Medicare Part D eligible with information to find suitable plans

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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: Tiffany Artman EMAIL: tiffany.artman@countryneighbor.org
IN-HOME SERVICES SUPERVISOR: 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 and 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 a contract 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: August 5, 2025

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization 501(c)(3) Not for Profit

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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COUNTRY NEIGHBOR PROGRAM, INC.
INDEPENDENCE AND WELLNESS
PROGRAM PLANNING AND DEVELOPMENT

A. PROGRAM DESCRIPTION:

1. Narrative Description

Orwell:

In the Independence and Wellness category, Country Neighbor is proposing to continue to provide health and wellness programming that will promote the well-being of older "south county" individuals. By participating in group activities or personal interaction in recreational and educational opportunities, health promotion and disease prevention programs, along with services that improve quality of life, individuals will alleviate loneliness, gain knowledge and improve health.

Programs will provide opportunities for social, intellectual, emotional, vocational, spiritual, physical and personal well-being. Older adults will participate in scheduled group activities or personal interaction, at the Orwell facility. Participants come from throughout the southwestern quadrant of Ashtabula County.

At the Orwell site, the onsite meals are funded by the United Way of Ashtabula County.

Andover:

In the Independence and Wellness category, Country Neighbor is proposing to provide health and wellness programming that will promote the well-being of older individuals in the Andover area.

Country Neighbor opened a satellite community/senior center in Andover at the Fellowship Hall of the Andover Methodist Church on South Main Street, three days per week, five hours per day eight years ago. The Methodist Church rents the hall to Country Neighbor for the center.

Programs will provide opportunities for social, intellectual, emotional, vocational, spiritual, physical and personal well-being. Participants will come from throughout the southeastern quadrant of Ashtabula County, including the Andover area.

Programs will include but not be limited to well-balanced hot noon meal, wellness clinics, musical enrichment, creative arts, cultural development programs, exercise programs, resistance training, educational opportunities, computer and social media education, card clubs and various support groups.

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Andover Meals Program:

The meals are prepared at the Orwell facility and shipped to the Andover Center on the three days per week the center is open.

Having a physical location in Andover provides a place for seniors to gather and access information. By participating in group activities or personal interaction in recreational and educational opportunities, health promotion and disease prevention programs, along with services that improve quality of life, individuals will alleviate loneliness, gain knowledge and improve their health status.

Total proposed program hours of Independence and Wellness beginning January 1st through December 31st, 2026 will be 2,436 at a unit rate of $26.05 for a cost of $63,457 for the operations of both centers. Country Neighbor did not increase our unit rate for Independence and Wellness for fiscal year 2025 however for 2026 we are requesting a 2% increase from $25.50 to 26.05 to assist with the rental increase by the Methodist Church for the Andover Center.

An additional $12,420 will provide 1,405 meals at a unit rate of $8.84, a rate increase from $8.75 (1%). The rate increase for the onsite meals is a direct result of higher food and supply costs as well as fuel, utilities, wages, etc.

This proposal is two separate unit rates as programming is on an hourly rate and a meal is on a per meal rate. The total cost is $75,877.

Programs at both the Orwell and Andover Centers, will include but not be limited to the following, as proposed by Country Neighbor to meet the goals of the Senior Wellness definition in the RFP.

Country Neighbor will continue the road to a "center without walls" concept whereby we provide both programming in-house, offsite locations, as well as utilizing technology and social media. At both centers, several of our programs are provided offsite, for example at the Andover Pymatuning State Park, Orwell Community Park pickleball courts, walking club, nature center, etc. We continue to collaborate with other centers throughout the county.in "sharing" programs.

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The following is a list of programs and activities proposed for the 2026 contract year.

Blood Pressure/Blood Sugar Screenings: Participants will keep cards with the readings that can be taken to their physician appointments. If unusually high readings are taken, emergency measures are taken immediately by staff. Program will be provided monthly by a volunteer RN.

Wellness Clinic: A monthly clinic will be provided at CNP. At least 2 areas of health will be addressed at each one. Topics to include, cholesterol screening, foot screening, eye screening, osteoporosis screening, relaxation techniques, hearing screening, fraud/safety issues, melanoma screening, nutrition educational workshops, emergency medical alert, caregiving issues, etc.

Support Groups: Focusing on diabetes and caregiver support.

Musical Enrichment: All forms of musical entertainment.

Creative Arts: Programs, including watercolor, adult coloring, acrylic, pencil, clay, tile printing, mosaic media, quilling, glass fusing, jewelry making, quilting, crocheting, etc.

Cultural Development Programs: Programs to include "hands on" visual arts, book reviews, performance, and lecture/workshop series. Also, programs recognizing the cultural diversity in our communities.

Historical and Archival Enrichment: Programs focusing on our "south county" senior population and their contributions to the community.

Computer & Social Media: Social Media 101 Workshop Series focusing on "what is Facebook (settings), Twitter, Instagram, Vlogs, Pinterest, You Tube, Facetime/Skype, online banking, bill paying online, safe shopping online, picking appropriate data plans, online library services, Hulu or Netflix (what's best), email safety, and how to use your devices.

Across the Pond: A virtual Pen Pal program connecting seniors from senior centers in other countries with seniors in Ashtabula County using Skype and other forms of social media. The program will focus on developing friendships and exploring cultural diversity.

Wii Tournaments: The Wii gaming system has some excellent programs that make exercise fun and competitive, at the same time.

Gardening Program from Seed to Consumption: Sow seeds, transplant seedlings to

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outside garden area, nurture growth of plants, harvested vegetables and consumed in onsite meals program.

Nature Trips: For a tour of exhibits, bird watching and nature walks.

Senior Safety: Presentations on fraud, scamming, phishing, fire, emergency protocols, summer and winter safety, etc.

The following exercise programs have been well attended and we will continue them:

Indoor and outdoor sport activities: Daily indoor and outdoor sports. Some examples are chair volleyball, drumming, cornhole, pickleball, bocce ball, basketball and more.

Exercise Programs: A variety of mobility enhancing programs will be provided.

Resistance Training: Using resistance bands, participants will work out in stretching exercises.

Prescription Assistance for Seniors: Country Neighbor provides two basic prescription assistance services to the residents of Ashtabula County. The Prescription Assistance for Seniors Program (PAS) assists individuals 60 years of age and older to obtain prescription medications that they otherwise could not afford. Those who do not have Medicare or Medicaid and who do not have health insurance must pay the full retail cost of the medications they take. Depending upon the medication, whether it is generic or a brand name for which no generic is available, the cost can amount to hundreds of dollars a month.

Medicare Part D Counseling: During open enrollment, the Senior Advocate works with the individual to research current Part D plans available in their area to ensure the client has the most cost effective and "best" plan available to them for the next year. This service is ongoing throughout the year as individuals become eligible or if their current plan leaves the area.

Technology: We are working to expand our "social media platform" to reach individuals who may not have the ability to participate in the traditional center setting. We are surveying our clients to see who has access. For those who do not, we are trying to determine how to include them.

Monitoring and implementation of the Wellness Program will be the direct responsibility of the Program Coordinators. Satisfaction surveys by participants will be developed for program evaluations.

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2. Need for the Proposed Service

Successful aging is more likely when individuals are actively engaged in life. Activity participation is extremely important to the quality of life. It reduces depression, alleviates isolation, enhances social connections, provides opportunities for learning and promotes health and wellness. As a family member of a patron stated, "it gave my mother a reason to get up every morning and a place to go".

The congregate meal program is important part of the senior center as it provides an opportunity for camaraderie and a hot, nutritionally balanced meal.

With the introduction of Medicare Part D, many low-income seniors have been able to reduce their prescription medication costs to manageable levels due to premium assistance, reduced deductibles and low co-pays. However, those whose income is too high to qualify for extra help receive none of the above benefits. As a result, once they hit the coverage gap "donut hole" they can be saddled with prescription medication co-pays that can reach several thousand dollars. Even those with Medicare Part D may need Prescription Assistance services if they happen to take expensive medication that is not on their company's formulary. For those individuals between 60 and 64 who have no coverage at all and who may still be working, the PAS program can literally save them thousands of dollars per year.

In other areas of the county, "chain drug stores" may now provide Medicare Part D services during the open enrollment period when individuals are able to change their plans. However, none of the drug stores assist with the prescription assistance programs available through pharmaceutical companies. In "south county", there is only one drug store in Andover and we have none in Orwell as it closed several years ago.

One of the reasons the PAS program was started was that the physicians do not typically assist with prescription applications, as well. They are dependent upon the PAS program to help their patients. Therefore, it is very critical that we are able to continue to provide this important service for those individuals who need it.

3. Experience of Provider Organization in Providing Proposed Service

Country Neighbor has been in existence since 1977. Since our inception, we have been providing independence and wellness programs for the "south county" community.

Country Neighbor has been a provider of the PAS program since its inception in 2000. Given the broad geographic area we cover, it has been necessary to provide home-based services as well as office hours. The program has been strongly supported during this time and the public has taken advantage not only of the traditional PAS program but also of the Medicare Part D Assistance Program.

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4. Past Statistics and Performance

JANUARY 1, 2024
THROUGH
DECEMBER 31,
2024
INDEPENDENCE
AND WELLNESS
PROGRAMMING

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 74	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 74	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	10/1,674	20/2,200	15/1,785	25/1,500
Cherry Valley	0	0	3/536	3/60
Colebrook	0	1/5	0	0/0
Dorset	0	1/3	2/43	2/100
Hartsgrove	0	0	0	0
Lenox	0	0	0	0
Morgan	0/0	2/4	0/0	6/50
New Lyme	0	0	0	1/3
Orwell	15/2,338	35/2,750	8/332	22/670
Richmond	0	0	0	0
Rome	1/27	10/50	1/25	5/25
Trumbull	0	0	0	0
Wayne	0	0	0	0
Williamsfield	1/6	1/3	0/0	1/5
Windsor	0/0	5/15	0	2/5
Jefferson	1/93	5/15	0	2/5
Ashtabula	0/0	0/0	0	0
Pierpont	0/0	1/3	1/209	2/5
Geneva	0/0	0/0	0	1/3

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Please Note: Units are events the unduplicated clients participated in

JANUARY 1, 2024 THROUGH DECEMBER 31, 2024
ONSITE MEALS PROGRAM – ANDOVER

Service Area Township, Village or City	Units Provided & Unduplicated Clients Served in past 12 months age 60 to 74	Proposed Number of Units & Unduplicated Clients to be Served age 60 to 74	Units Provided & Unduplicated Clients Served in past 12 months age 75+	Proposed Number of Units & Unduplicated Clients to be Served age 75+
Andover	8/466	10/500	11/450	10/550
Cherry Valley	1/33	0/0	3/85	2/93
Colebrook	0/0	0/0	0/0	0/0
Dorset	0/0	0/0	0/0	1/47
Lenox	0	0/0	0/0	0/0
New Lyme	0/0	0/0	2/86	0/0
Orwell	0/0	0/0	0/0	0/0
Richmond	1/8	1/75	0/0	1/10
Wayne	0/0	0/0	1/63	1/15
Williamsfield	1/54	1/65	1/95	0/0
Pierpont	0/0	0/0	1/18	1/50
Rome	0/0	0/0	0/0	0/0
Jefferson	1/26	0/0	0/0	0/0

5. Days and Hours of Service

Generally, the Orwell facility is open Monday through Friday, 7:00 a.m. to 5:00 p.m. but the Independence and Wellness hours are flexible based on community needs and desires. Orwell Independence/Wellness programs are scheduled, most generally between 9:00 a.m. to 3:00 p.m. with some evenings as well.

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The Andover Center is open three days per week, with programming between the hours of 10:00 a.m. and 3:00 p.m., with some flexibility dependent upon the community input.

6. Client Intake

Depending on the program, we collect name, address, date of birth, income, type of health coverage, emergency contact, allergies, and household size. A record is also maintained in a database for each individual detailing the medications applied for, their retail cost, number of months applied for, the name of the physician who writes the prescriptions, and the pharmacy they typically use.

a. Method of Intake

Intake is accomplished through a face-to-face interview.

b. Intake Process

See above.

c. Submit Intake Tool

Please see attached Intake Tool

7. Federal and State Money

Country Neighbor does not receive any Federal or State dollars for Independence and Wellness Programs, except for approximately $6,335 for the Healthy Aging Wellness Programs such as Matter of Balance, Walk with Ease, Active Living, and Diabetes Self-Management. Country Neighbor has a staff member who is a certified instructor for these programs.

8. Service Collaboration/Coordination

In providing Independence and Wellness programs, Country Neighbor works with the other senior centers throughout the county, social service agencies, Ohio Consumers Council, Ohio Extension Agency, YMCA, University Hospitals, community volunteers, schools, libraries, local churches, Veterans Administration, Ashtabula County Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County.

9. Vision and Mission

The mission of the organization is to help people remain independent by providing

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EXHIBIT II

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc. (Independence & Wellness - O & A)	
Date From: January 1, 2026	To: December 31, 2026

	Amount
I. Staff	
A. Salaries	$ 43,667.00
B. Payroll-Related Expenses	$ 4,176.00
Total Staff Costs	$ 47,843.00
II. Operations	
A. Travel and Short-Term Training	$ 600.00
B. Consumable Supplies	$ 912.00
C. Occupancy Costs	$ 11,632.00
D. Contract and Professional Services	$ 2,650.00
E. Other - Miscellaneous	$ 200.00
Total Operational Costs	$ 15,994.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 63,837.00
IV. Minus Other Program Resources	$ 380.00
Total Program Costs	$ 63,457.00

Budget Computation

Total Operating Expenses	$ 63,457.00
Divided by Total Operating Units	2,436
= Unit Rate	$ 26.05

Unit Rate	$ 26.05
X number of units purchased	2,436
= Total Contract Amount	$ 63,457.00

Unit = 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	$ 92,500.00	Annual	1.75%	$ 1,620.00
Associate Director	$ 62,000.00	Annual	1.00%	$ 620.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	0.99%	$ 405.00
In Home Services Supervisor	$ 33,280.00	Annual	1.50%	$ 500.00
Program Coordinators (A & O)	$ 45,760.00	Annual	81.46%	$ 37,274.00
Prescription Assist Advocate	$ 20,000.00	Annual	13.90%	$ 2,780.00
Facility Maintenance	$ 9,360.00	Annual	5.00%	$ 468.00
Total Salaries				$ 43,667.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 3,341.00
Worker's Compensation	$ 580.00
Unemployment Insurance	$ 170.00
Retirement Expenses	$ 55.00
Hospitalization	$ -
Other (*identify*) Life Insurance	$ 30.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 4,176.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: 70 cents per mile (IRS)	$ 250.00
Short-Term, Training	$ 350.00
Total Travel and Short-Term Training	$ 600.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 372.00
Cleaning Supplies	$ -
Other *(Program Supplies)*	$ 540.00
Other *(Identify)*	
Total Consumable Supplies	$ 912.00

II. C. Occupancy Costs

	Amount
Rent	$ 9,000.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 240.00
Electric	$ 600.00
Water	$ 120.00
Telephone	$ 1,562.00
Sewer	$ -
Other *(identify) Garbage*	$ 60.00
Other *(identify)*	
Total Occupancy Costs	$ 11,632.00

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

Identify Each Contract of Service	Amount
Audit	$ 275.00
D & O Insurance	$ 125.00
Liability Insurance	$ 350.00
Technology	$ 1,800.00
Employee Testing	$ 100.00
Total Contract & Services Costs	$ 2,650.00

II. E. Other--Miscellaneous

Identify Miscellaneous Expenses	Amount
Equipment Maintenance & Repair	$ 100.00
Dues & Subscriptions	$ 20.00
Miscellaneous Expense	$ 80.00
Total Miscellaneous Costs	$ 200.00

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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
Participant Contributions	$ 380.00
Total Other Resources	$ 380.00

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Country Neighbor Program, Inc.
Senior Services Programs
Section 4
Independence and Wellness (Congregate Meals – Andover)
Applicant Budget
Attachment B

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Applicant Budget Summary

Applicant: Country Neighbor Program, Inc. (Andover Congregate Meals)	
Date From: January 1, 2026	To: December 31, 2026

	Amount
I. Staff	
A. Salaries	$ 4,906.00
B. Payroll-Related Expenses	$ 473.00
Total Staff Costs	$ 5,379.00
II. Operations	
A. Travel and Short-Term Training	$ -
B. Consumable Supplies	$ 6,485.00
C. Occupancy Costs	$ 4,145.00
D. Contract and Professional Services	$ 715.00
E. Other - Miscellaneous	$ 204.00
Total Operational Costs	$ 11,549.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 16,928.00
IV. Minus Other Program Resources	$ 4,508.00
Total Program Costs	$ 12,420.00

Budget Computation

Total Operating Expenses	$	12,420.00
Divided by Total Operating Units		1,405
= Unit Rate	$	8.84

Unit Rate	$	8.84
X number of units purchased		1,405
= Total Contract Amount	$	12,420.00

Unit = 1 meal

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

I. A. Salaries

Position Title	Salary	Frequency i.e. hour, week, month, year	% of Time to Program	Program Salary
Executive Director	$ 92,500.00	Annual	0.25%	$ 230.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	0.25%	$ 100.00
In Home Services Supervisor	$ 33,280.00	Annual	0.50%	$ 165.00
Program Coordinator (Andover)	$ 14,560.00	Annual	12.95%	$ 1,885.00
Food Service Support Staff	$ 93,600.00	Annual	2.00%	$ 1,872.00
Delivery Driver	$ 18,720.00	Annual	2.24%	$ 420.00
Facility Maintenance	$ 9,360.00	Annual	2.50%	$ 234.00
Total Salaries				$ 4,906.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 375.00
Worker's Compensation	$ 60.00
Unemployment Insurance	$ 18.00
Retirement Expenses	$ 10.00
Hospitalization	$ -
Other (Life Insurance)	$ 10.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 473.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .70 per mile (IRS)	$ -
Short-Term, Training	$ -
Total Travel and Short-Term Training	$ -

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 60.00
Cleaning Supplies	$ 60.00
Other *(Food/Nonfood Supplies)*	$ 6,125.00
Other *(Fuel)*	$ 240.00
Total Consumable Supplies	$ 6,485.00

II. C. Occupancy Costs

	Amount
Rent	$ 3,000.00
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	$ 120.00
Electric	$ 500.00
Water	$ 80.00
Telephone	$ 360.00
Sewer	$ -
Other *(Garbage)*	$ 60.00
Other *(identify)*	
Total Occupancy Costs	$ 4,145.00

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

Identify Each Contract of Service	Amount
Audit	$ 50.00
D & O Insurance	$ 50.00
Liability Insurance	$ 150.00
Vehicle Insurance	$ 250.00
Technology	$ 180.00
Employee Testing	$ 25.00
Contract Labor	$ 10.00
Total Contract & Services Costs	$ 715.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 35.00
Vehicle Maintenance & Repair	$ 100.00
Equipment Maintenance & Repair	$ 50.00
Miscellaneous Expense	$ 19.00
Total Miscellaneous Costs	$ 204.00

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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: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

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
Participant Contributions	$ 4,500.00
Rebates	$ 8.00
Total Other Resources	$ 4,508.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
IN-HOME CARE

This Subgrant Agreement is entered into on the 1st day of **January, 2026** between the Ashtabula County Job and 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 Orwell, Ohio 44076** to provide **Personal Care Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   Personal Care: $35,370.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$32.75 per unit of Personal Care as described in Exhibit II (subgrantee budget)
(A unit = one hour of direct service)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor on a monthly basis in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS monthly included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:
    (1) A one-page summary invoice signed by an authorized representative and will include:
    -Subgrant 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 (or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each client served:
    - Date of Service
    - Client last name
    - Client first name
    - Client Contact Information (Address, Phone Number)
    - Number of Units of Service Received
    - Client Township of Residence
    - Total number of non-duplicated clients served per month by township of residence
    - Total number of non-duplicated clients served per month by age, 60-64, 65-75, 76-85 and 86+
    - Monthly waiting list report relevant to the requirements of the RFP

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Monetary Transactions:** There shall not be any exchange of money between a Senior Levy client and Subgrantee's staff. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

15. **Restriction of Client Transportation:** This Subgrant Agreement does not provide for the transportation of Senior Levy clients.

16. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

17. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

18. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

19. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

20. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

21. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

22. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

23. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

24. **Civil Rights:** 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 factor as 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 Proficient (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 Subgrant 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 Subgrant Agreement.

25. **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 relating 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.

26. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

27. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

28. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

29. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

30. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

31. **Equal Employment Opportunity:** The Subgrantee 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.

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32. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

33. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

34. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

35. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

36. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

37. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

38. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

39. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

40. **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.

41. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

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42. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

43. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

44. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

Therefore, the below listed parties enter this Subgrant Agreement as stated in Sections 1 through 44 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:

9AC9C4BA074947A...

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11/21/2025
Date

Signed by:

8CC3D2025A6D44F...

11/21/2025
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

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Ashtabula County Board of Commissioners

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

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, Inc.**
Date: **11/14/2025 9:41:46 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 2026 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: 2006.030.455-601; not to exceed $35,370.00 and free from any previous encumbrances.

Agreement Title: an agreement with **Country Neighbor Programs, Inc.**

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Signature Page

AGREEMENT TITLE: Subgrant Agreement between ACFJFS and Country Neighbor Program, Inc.

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/25

Reviewed by Christine Davis, Assistant Prosecutor
2025-LRI-0082

Subgrant Agreement #26-4016-S

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EXHIBIT I

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Appendix I
ACJFS RFP #6-26
Ashtabula County Senior Services Levy
Personal Care
Program Description

Docusign Envelope ID: 1F39ACE1-B27F-419F-9A3C-562C371FDFEE

Personal Care for Seniors

Term: January 1, 2026 – December 31, 2026
Unit of Service: One (1) Hour of service.
Area to be served: Ashtabula County or portions thereof.

Personal Care for Seniors

The purpose of the personal care program is to offer in-home services that would be an alternative to institutional care, where appropriate. Personal Care services are provided only in cases where neither the senior, nor anyone in the household, can perform or financially providing for the services, and where no relative, caregiver, community/volunteer agency, or third-party payer is capable or responsible for their provision. Should the client receiving Senior Levy Services relocate from their home to a facility for hospitalization, rehabilitation, or institutionalization, the Senior Levy services will cease. Through funds generated by Ashtabula County Senior Levy, we can offer support services to those who meet the criteria. Eligible participants must: a) have a verified need for the service b) be age 60 or over, c) and reside in Ashtabula County.

The personal care program provides basic health maintenance and/or personal hygiene assistance to individuals in their homes. Care received will assist seniors in their Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) but not at the level provided in a nursing home. This program may include but not be limited to trained paramedical care, bedside nursing care therapy (i.e., occupational, physical, or speech), and personal hygiene which may include using the bed, tub, shower, and partial bath techniques. Personal hygiene can also include providing nail and skin care and oral hygiene. The administration of prescribed medications may also be included under medical supervision. In emergency situations, personal care services may also be used to provide respite for a participant's caregiver. Services must be provided in the participant's residence. It is the clients' responsibility to provide all necessary consumable supplies.

A provider representative will personally interview all persons who are referred to the services by a physician or other referral source, to determine the range of services required and the length of time for which the services will be provided. Ongoing assessments are the responsibility of the Provider and will need to occur every 180 days when initial assessment has been broken due to institutionalization or hospitalization. A case is considered closed when a person is totally independent, capable of self-care, or has decided to receive the necessary support from another source or has moved into an institution.

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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 and 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 a contract 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: August 5, 2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization 501(c)(3) Not for Profit

Date of establishment/incorporation: March 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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COUNTRY NEIGHBOR PROGRAM, INC.
PERSONAL CARE
PROGRAM PLANNING AND DEVELOPMENT

A. Program Description

1. Narrative of Proposed Service

Country Neighbor will provide southern Ashtabula County individuals, 60 and older, with basic health maintenance and/or hygiene assistance in their homes.

Country Neighbor provides a wide variety of services such as transportation, homemaker, home delivered meals, congregate meals, prescription assistance and health education. Our staff is trained to meet the physical health needs of the customer and we see personal care services as crucial to providing a continuum of care.

Personal care is a service designed to enable a client to achieve optimal functioning with ADLS and IADLS. Personal care services include but is not limited to assisting the client with bathing, eating, dressing, personal hygiene, grooming, and other activities of daily living and instrumental activities of daily living. The Aide may also do housekeeping tasks related to the personal care such as cleaning the bathroom, including tub/shower, commode and floor, changing the linens on the bed, laundry, cleaning the eating and food preparations areas.

Tasks the personal care aide will not do are moving heavy furniture, climbing ladders to clean walls, windows or mirrors, or yard work. The personal care aide will not do banking that consists of check cashing or credit card cash advances.

Typically, personal care clients receive two hours of service ***once or twice per week,*** depending upon each individual situation and/or staffing available. Most times, Country Neighbor has made the decision based on the limited staffing and/or funding, to provide limited service ***once per week*** thus enabling us to serve as many individuals as possible. By doing it this way, it enables us to get at least a little service to them rather than put them on a waiting list.

We try to maximize the services for full efficiency. For example, if an individual only needs lunch preparation, we provide a home delivered meal rather than a home health aide since it is less costly to provide a meal. If the individual is both a personal care client and a homemaker client, the homemaker performs all the household tasks and the home health aide only does the bathing/shaving, etc. since the homemaker service is not as costly as the personal care service.

2. Need for the Service

Generally, personal care clients have more serious health conditions when they enter the program and are at greater risk of institutionalization. Assistance with their personal care needs enables them to age in place and to remain in their home for as long as possible. It is much more cost effective, as well. Studies also indicate that their quality of life is greater if they can remain in their own home with community-based care.

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For the 2026 funding cycle, Country Neighbor is proposing to provide 1,080 hours of personal care to 15 unduplicated individuals, at a unit rate of $32.75 per hour. This rate reflects a 3.1% increase over the 2025 rate, accounting for rising staffing and operational costs.

Despite our continued commitment to serving the needs of seniors in "south county," staffing for personal care remains a significant challenge. The recruitment and retention of qualified personal care aides in our rural service area is an ongoing struggle. In response, Country Neighbor has taken proactive steps to remain competitive in today's labor market. We have increased wages and are actively exploring enhanced benefit options in an effort to attract and retain skilled personnel.

It is important to note that the proposed reduction in total service hours for 2026 is not due to a decline in demand—requests for personal care services remain steady, and in some cases, increasing. Rather, the decrease reflects our current staffing limitations. This strategic adjustment ensures that we can continue to deliver high-quality, reliable care within our staffing capacity, while also preserving the health and wellbeing of both our clients and our employees.

Country Neighbor remains committed to meeting the growing needs of older adults in our community. With continued funding support, we will persist in our efforts to strengthen our workforce and expand service capacity in future years.

3. Experience of the Provider

Country Neighbor has provided personal care services for well over 36 years for the southern half of Ashtabula County. We meet all the service requirements as a Medicaid Waiver PASSPORT provider of Personal Care.

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4. Statistics of Past Performance

From January 2024 through December 2024 Country Neighbor provided 1,153.5 units of Personal Care for 15 individuals in southern Ashtabula County. Of the individuals served 86.7% are over the age of 75.

JANUARY 2024 THROUGH DECEMBER 20234

Service Area Township, Village, or City	Units Provided & Unduplicated Clients in Past 12 Months 60 to 74	Proposed Units & Unduplicated Clients 60 to 74	Units Provided & Unduplicated Clients Served Past 12 Months 75+	Proposed Unit & Unduplicated Clients 75+
Andover	186/2	150/2	260.75/3	275/3
Cherry Valley	0/0	0/0	0/0	0/0
Colebrook	0/0	0/0	0/0	0/0
Dorset	0/0	0/0	0/0	0/0
Hartsgrove	0/0	0/0	0/0	0/0
Lenox	0/0	0/0	0/0	0/0
Morgan	0/0	0/0	0/0	0/0
New Lyme	0/0	0/0	74.75/1	50/1
Orwell	0/0	0/0	332.25/4	342.75/4
Richmond	0/0	0/0	0/0	0/0
Rome	0/0	0/0	0/0	0/
Trumbull	0/0	0/0	0/0	0/0
Wayne	0/0	0/0	0/0	0/0
Williamsfield	0/0	0/0	148/2	140/2
Windsor	0/0	0/0	0/0	0/0
Jefferson	0/0	0/0	151.75/3	122.25/3
Austinburg	0/0	0/0	0/0	0/0

5. Days and Hours Service is Available

Service is available 5 days per week. Hours are scheduled, according to customer need, generally between the hours of 7:00 a.m. to 5:00 p.m. Weekend service is available only in extreme situations. All personal care will be provided in the client's home.

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6. Client Intake and Assessment

a. Method of Client Intake

When a referral is received in our office, our LPN will contact the client or representative to set up an in-home, face-to-face assessment appointment. Initial contact is generally made within 1-2 business days. As part of the initial assessment, the LPN reviews the HIPAA form, completes the Basic NAPIS Form, the Care Plan for Personal Care, the Personal Care Prioritization form, a medication list, and a narrative describing the clients need for the service(s). He/she then completes a Consumer Service Summary listing the service(s) that are to begin for the client.

The completed forms are returned to the office for the RN's review and signoff. The client is scheduled for the recommended service(s).

b. Provider Assessment Process

A visit to the home will be made by the LPN and a Service Intake and Assessment tool is completed which includes name, address, telephone number, date of birth, demographics, financial information, medical history, ADL/IADL, service plan and emergency contact. A Care Plan and Client Prioritization Form will also be completed. All customers must sign a Release of Information. Eligibility will be based on medical status and the availability of family support.

When the LPN goes out to do the assessment, he/she does a prioritization checklist for each client, so we know who has the most need. If a personal care aide calls off, and has a client in greater need than another client, we send another personal care aide to the client with the greatest need, when possible. When we must implement a waiting list, a prioritization checklist is also completed so that we know the clients with the most need, as they would be the first clients to receive services when we have an opening.

Priority Level 1 is the highest priority and level 5 is the lowest. In addition to medical or mental conditions, consideration is given to age, the availability of family or community support and the need for multiple services. We have included a copy of our Prioritization Policy and Checklist.

We try to move clients off wait lists as soon as possible. If an individual is on the list for more than 30 days, we will look to see if we can move existing client services, without jeopardizing their physical situation, to make room for the "waiting" individual, even if temporarily on a limited basis.

The LPN will provide a supervisory visit to update the client's care plan and evaluate the personal care aide's performance every 120 days. If the client calls to end service(s), the service(s) is stopped. Or, if during the care plan update, it is determined that the service(s) is no longer needed, the service(s) will be stopped. Later, should the client need to resume, the LPN would go back out and evaluate the situation, and if it is determined that the service(s) needs to resume, the client would be put back on the schedule.

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c. Submit Client Assessment Tool

An Assessment Tool is attached.

7. Sources and Amounts of Federal, State or Local Funding Within the Past 5 Years and Unit Rates

Country Neighbor does not receive any other funding for personal care in Ashtabula County at this time.

8. Service Collaboration/Coordination

Country Neighbor works with the social service agencies, Veterans Administration, Department of Job & Family Services staff, hospitals, and physician's offices located throughout Ashtabula County. With personal care services, Regional Home Health provides the program in the north and Country Neighbor provides the service in the south. When we get to the central area of the County, we check to see which agency is a better fit for the specific situation, taking into consideration such things as waiting lists and distance from current clients.

9. Vision and Mission

The mission of the organization is to help people remain independent by providing supportive services, thereby enhancing their quality of life.

Country Neighbor's vision is to provide high quality and effective programs that promote self-sufficiency, independence, address conditions of poverty, promote wellness and education as well as reducing isolation and loneliness. I believe our mission and vision align with those of the Ashtabula County Senior Services Levy.

B. Organizational Structure

Country Neighbor began in 1977 and was incorporated in March of 1981. 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, rental/utility assistance, summer meals for children, socialization, wellness education, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

The Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to our partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Direction Home of Eastern Ohio, Ashtabula County Job & Family Services, Ohio Department of Job and Family Services, United States Department of Agriculture, Trumbull County Senior Services Levy, and the United Way of Ashtabula County.

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Country Neighbor is governed by a thirteen-member Board of Directors who meets one time per month, generally the last Monday of each month. *(List attached)*

~~*An Organizational Chart is attached.*~~

D. Provider Staff/Qualifications

1. Staff Assigned to Project

RN Supervisor: Supervises the LPN, approves all care plans and monitors for adherence to program requirements.

Home Health Aides: Responsible for the direct service such as bathing, cooking, light cleaning, hair care, etc. for each customer

LPN Assessor: Completes in home assessment, develops care plans and provides ongoing monitoring of adherence to the care plan by the Aides. Also responsible for the initial assessment and service eligibility with regard to ADL/IADLS. Works closely with the Executive Assistant and the RN Supervisor.

Executive Director: Responsible for the overall implementation, fiscal accountability and administration of the project

Associate Director: Assist the Executive Director with the day-to-day administrative oversight of the operations of the program.

Administrative Assistant/Bookkeeper: Assist the Executive Director with fiscal responsibilities, payroll, financial reporting, clerical duties, reporting, etc.

In-Home Services Supervisor: Is responsible for the implementation of the program. She reports to the Executive Director and is responsible for ensuring home visit/assessment completion with the customers in partnership with the LPN and the Registered Nurse. Assists the Executive Director with the overall implementation of the program and employee management.

Receptionist/Data Entry/Backup Receptionists: Responsible for all data entry and accuracy of client information. She clocks in the home health aides on appropriate funding sources when they call in from each client's home, and performs general office duties to assist administration, as requested.

Facility Maintenance: Responsible for cleaning and maintenance of office area.

Job Descriptions Attached

2. Organization's Training Requirements for Personal Care Aides

When a new Personal Care Aide is hired, we try to hire a STNA who is listed on the Ohio Department of Health's Nurse Aide Registry; or has successfully completed the Medicare

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Competency Evaluation Program for home health aides, as a direct health care worker without a twenty-four-month lapse in employment as a home health aide or nurse aide; or who has at least one year employment experience as a supervised home health aide or a nurse aide, and have successfully completed written testing and skills testing by return demonstration; or who has successfully completed the COALA home health training program, or a certified vocational program in a health care field and successfully completed written testing and skills testing by return demonstration.

All personal care aides will receive at least eight hours of continuing education every twelve months, excluding agency and program specific orientation. All training will be provided by the RN or LPN under the direction of the RN, or other qualified professional dependent upon the subject matter.

3. Volunteer Capacity

We do not use volunteers in Personal Care.

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EXHIBIT II

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Applicant Budget

Summary

Applicant: Country Neighbor Program, Inc. (Personal Care)	
Date From: January 1, 2026	To: December 31, 2026

	Amount	
I. Staff		
A. Salaries	$	28,118.00
B. Payroll-Related Expenses	$	2,761.00
Total Staff Costs	$	30,879.00
II. Operations		
A. Travel and Short-Term Training	$	2,100.00
B. Consumable Supplies	$	470.00
C. Occupancy Costs	$	696.00
D. Contract and Professional Services	$	1,250.00
E. Other - Miscellaneous	$	75.00
Total Operational Costs	$	4,591.00
III. Equipment		
A. Equipment Depreciation	$	-
B. Small Equipment Purchases	$	-
C. Leased and Rented Equipment	$	-
Total Equipment Costs	$	-
Sub- Total of All Costs	$	35,470.00
IV. Minus Other Program Resources	$	100.00
Total Program Costs	$	35,370.00

Budget Computation

Total Operating Expenses	$	35,370.00
Divided by Total Operating Units		1,080
= Unit Rate	$	32.75

Unit Rate	$	32.75
X number of units purchased		1,080
= Total Contract Amount	$	35,370.00

Unit = 1 mile

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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	$ 92,500.00	Annual	0.50%	$ 460.00
Associate Director	$ 62,000.00	Annual	0.50%	$ 310.00
Administrative Assistant/Bkkp	$ 40,750.00	Annual	0.49%	$ 200.00
In-Home Services Supervisor	$ 33,280.00	Annual	4.51%	$ 1,500.00
Recept/Data/Backup Recpt	$ 57,720.00	Annual	0.36%	$ 208.00
RN Supervisor	$ 2,500.00	Annual	12.00%	$ 300.00
LPN Assessors	$ 43,200.00	Annual	8.33%	$ 3,600.00
Home Health Aides	$ 68,640.00	Annual	31.25%	$ 21,450.00
Facility Maintenance	$ 9,360.00	Annual	0.96%	$ 90.00
Total Salaries				$ 28,118.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 2,151.00
Worker's Compensation	$ 375.00
Unemployment Insurance	$ 110.00
Retirement Expenses	$ 25.00
Hospitalization	$ -
Other (Life Insurance)	$ 100.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 2,761.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .70 per mile (IRS)	$ 2,000.00
Short-Term, Training	$ 100.00
Total Travel and Short-Term Training	$ 2,100.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 290.00
Cleaning Supplies	$ 180.00
Other *(identify)*	
Other *(identify)*	
Total Consumable Supplies	$ 470.00

II. C. Occupancy Costs

	Amount
Rent	
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 120.00
Electric	$ 240.00
Water	$ 40.00
Telephone	$ 222.00
Sewer	$ -
Other *(Garbage)*	$ 24.00
Other *(identify)*	
Total Occupancy Costs	$ 696.00

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

Identify Each Contract of Service	Amount
Audit	$ 200.00
D&O Insurance	$ 50.00
Employee Testing	$ 150.00
Liability Insurance	$ 250.00
Technology & Software	$ 600.00
Total Contract & Services Costs	$ 1,250.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Advertising	$ 25.00
Equipment Mtn & Repair	$ 25.00
Miscellaneous Expense	$ 25.00
Total Miscellaneous Costs	$ 75.00

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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
Participant Donations	$ 100.00
Total Other Resources	$ 100.00

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SENIOR SERVICES LEVY
SUBGRANT AGREEMENT
SENIOR TRANSPORTATION SERVICES

This Subgrant Agreement is entered into on the 1st day of **January, 2026** between the Ashtabula County Department of Job and 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 Orwell, Ohio 44076** (hereinafter referred to as the subgrantee) to provide **Senior Transportation Services** to individuals determined eligible for this service, provided with Ashtabula County Senior Services Levy funds.

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

1. **Purpose of the Subgrant:** Subject to the terms and conditions set forth in this Subgrant Agreement and the attached exhibits (such exhibits are deemed to be part of this Subgrant Agreement as fully as if set forth herein), Grantor agrees to provide funding for, and the Subgrantee agrees to furnish to, eligible individuals those specific services detailed in Exhibit I (the RFP and Subgrantee's Proposal) of this agreement.

2. **Responsibilities of Grantor:**
   Grantor agrees to:
   A. Provide funding to Subgrantee in accordance with this Subgrant Agreement and state and local laws.

3. **Responsibilities of Subgrantee:**
   Subgrantee agrees to:
   A. Ensure the funds subject to this Subgrant Agreement are used in accordance with conditions, requirements, and restrictions of federal, state and local laws, as well as the terms and conditions of the Subgrant Agreement.

4. **Effective Date of the Subgrant:** This Subgrant Agreement will be in effect from **January 1, 2026,** through **December 31, 2026**.

5. **Renewal Option:** Subject to renewal, at Grantor's option, for up to two (2) additional time periods unless otherwise terminated.

6. **Availability of Funds:** Payments for services provided in accordance with provisions of this Subgrant are contingent upon availability of Senior Services Levy funds allocated for this service. The total amount of reimbursement available under this Subgrant Agreement will not exceed:

   $200,000.00 and shall not exceed the actual cost of service.

7. **Unit Cost:** Subject to the limitations specified in Article 6 hereof, the amount to be paid for each unit of service will be based on the following criteria and remain in effect for the duration of the Subgrant Agreement Period:

$2.18 per unit of **Senior Transportation** services as described in **Exhibit II (subgrantee budget) hereof.** (A unit = one mile)

8. **Payment:** The Subgrantee will submit a detailed invoice to Grantor monthly in a format approved by Grantor. 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. Payments based on the unit rate will be reconciled periodically to ensure that total payments do not exceed total actual expenses for the Subgrant period. Subgrantee will submit actual expenses monthly for items included in the Subgrantee budget in a format approved by Grantor. Participant donations must be reported as required by Grantor.

9. **Client Database:** Subgrantee is required to submit to ACJFS a roster (in an Excel or Excel compatible electronic file format) of all clients being served by program category. The file is to include client name, address, phone number, township, and age. The file is to be submitted within the month of January. After the initial file is provided, the Subgrantee will submit to ACJFS on a monthly basis included with the monthly invoice, the names of any new clients added for the month with the same demographic information and the names of those clients who are no longer receiving services from the previous month.

10. **Invoice Format:** Subgrantee's invoice will consist of:

(1) A one-page summary invoice signed by an authorized representative and will include:
- Subgrant 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) An electronic spreadsheet (provided by Grantor or another approved format agreed to by both Grantor and Subgrantee). Subgrantee will include all service provided during the service month on the spreadsheet and the following information for each trip:
- Date of trip
- Client last name
- Client first name
- Client pickup address
- Client destination address
- 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
- Indication if trip is a lift
- Total trip charge
- Indication of whether trip was shared with other passenger(s) (to split cost of trip)
- Program fees collected (i.e. Senior Services Levy co-pay Provider collected from the client)
- No go trips
- No go rate

11. **Eligibility of Services:** Residents of Ashtabula County, age 60 and older, who meet all eligibility criteria for this program, are eligible for services provided under this agreement. (See Exhibit I for further eligibility criteria.) Subgrantee will perform client intake and determine eligibility.

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Subgrantee agrees to follow all transportation policies or participant guidelines as established by The Ashtabula County Senior Services Levy Advisory Board.

12. **Priority of Service:** The Subgrantee agrees to provide service immediately to clients identified as a "Priority" by ACJFS Adult Protective Services. "Non-Priority" Adult Protective Services referrals should follow the standard assessment process. All Adult Protective Services clients must be assessed every ninety (90) days for need.

13. **Handling of Medications:** Subgrantee's staff will not pick up and/or deliver over the counter or prescription medications to a Senior Levy client. Exceptions to this article can be made by the Senior Services Levy Program Administrator through discussion with the Subgrantee.

14. **Duplicate Billing:** The Subgrantee warrants that claims made to Grantor for payment shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Subgrantee to other sources of funds for the same service.

15. **Amendment of the Subgrant Agreement:** This Subgrant Agreement may be amended at any time by a written amendment signed by all parties.

16. **Termination:**
    (A) In the event that the Subgrantee does not faithfully and promptly perform its responsibilities and obligations under this agreement, Grantor may terminate the agreement by providing the Subgrantee with written notice thirty days in advance of the termination date. Grantor will take appropriate action to recover funds that are not used in accordance with the conditions, requirements or restrictions applicable to funds provided.

    (B) In the event that Grantor does not faithfully and promptly perform its responsibilities and obligations under this agreement, the Subgrantee may terminate the agreement by providing Grantor with written notice thirty days in advance of the termination date.

    (C) This agreement 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 funds designated for the service are not available, or substantially reduced to Grantor in an amount adequate to support the activities under this agreement as determined by Grantor, Grantor may terminate this Subgrant . Such termination is not subject to advance written notice but will be effective on the date funds are no longer available, or later as stipulated by Grantor and all reimbursement to the Subgrantee will cease as of that time.

17. **Subcontracting:** Subgrantee must perform all duties contemplated by this Subgrant Agreement. None of Subgrantee's duties or actions pursuant to this Subgrant Agreement may be subcontracted, nor shall this Subgrant Agreement be assigned, or any subawards made by Subgrantee, without the prior express written authorization of Grantor. All such subcontracts shall be in the same form as this Subgrant Agreement and subject to the same terms, conditions, and covenants contained herein. No such subcontracts shall in any case release the Subgrantee of their liability under this Subgrant Agreement. The Subgrantee is responsible for making direct payment for such services.

Any subgrants made by Subgrantee to a unit of local government, university, hospital, other nonprofit, or commercial organization will be made in accordance with 45 CFR 92.37 and will impose upon any subgrantee(s) the requirements of 45 CFR Part 74 and 45 CFR Part 92, 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.

Procurement: While Subgrantee and its subgrantee's may use their own procurement procedures, the procedures must conform to all applicable federal, state, and local laws, including, as applicable, 45 CFR92.36 and 45 CFR 74.40 through 45 CFR 74.48. In the event of conflict between federal, state, and local requirements, the most restrictive must be used.

18. **Financial Records:** The Subgrantee 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 agreement. Such records shall be subject at all reasonable times for inspection, review, or for audit by duly authorized federal, state, and Grantor personnel. Such records shall also be subject to inspection by the individual or entity selected for the audit required by this Subgrant Agreement.

19. **Responsibility for Audit Exceptions:** The Subgrantee agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal authorities directly related to the provisions of this agreement. Subgrantee agrees to take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, If Grantor or the Ohio Auditor of State determines compliance has not been achieved.

20. **Availability and Retention of Records:** All records relating to costs, work performed, and supporting documentation for invoices submitted to grantor by the Subgrantee shall be retained and made available by the Subgrantee 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 agreement. If an audit is initiated during this time period, the Subgrantee shall retain such records until the audit is concluded and all issues resolved.

21. **Confidentiality:** The Subgrantee 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 Subgrantee and Grantor will complete the necessary consent forms with participants so that information can be exchanged as needed.

22. **Civil Rights:** 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 factor as 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 Proficient (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

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any method of appeal will be made available to all persons served under this Subgrant 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 Subgrant Agreement.

23. **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 relating 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.

24. **Indemnity and Insurance:**
    (A) Indemnity: Subgrantee agrees that it will at all times during the existence of this Subgrant Agreement indemnify and save harmless Grantor and the Ohio Department of Job & Family Services and their employees, and the Ashtabula County Board of Commissioners, against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this Subgrant Agreement.

    (B) 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.

25. **Monitoring and Evaluations:** Grantor and the Subgrantee will monitor the manner in which the terms of the agreement are being carried out. Grantor reserves the right to schedule monitoring visits at regular intervals or may request detailed reports from the Subgrantee. The Subgrantee agrees to provide Grantor with reports relative to the effective operation of the program as specified in Exhibit I. Grantor may perform at least one on-site monitoring visit throughout the Subgrant Agreement period.

26. **Accessibility to the Handicapped:** The Subgrantee agrees as a condition of this Subgrant 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 Subgrant Agreement.

27. **Maintenance of Service:** The Subgrantee certifies that the services being reimbursed are not available from the Subgrantee on a non-reimbursable basis or for less than the unit cost. The Subgrantee certifies that they will not use Senior Service Levy funds to supplant any other funding.

28. **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 **MUST** clearly state that the services are funded by the Ashtabula County Senior Services Levy.

29. **Equal Employment Opportunity:** The Subgrantee 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.

30. **Patent Rights, Copyrights, and Rights in Data:** All Subgrant agreements and agreements are subject to the provision and conditions of Patent Rights and Copyrights and Rights in Data.

31. **Clean Air:** For Subgrants exceeding $100,000.00, the Subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. ' ' AA 7401, et seq.).

32. **Debarment:** The Subgrantee 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 Subgrant agreements exceeding $100,000.00, the Subgrantee shall submit an Integrity Certification regarding debarment, suspension, and other responsible matters.

33. **Licensing:** The Subgrantee agrees to possess all applicable permits, certificates, and licenses.

34. **Americans with Disabilities Act:** The Subgrantee agrees to comply with the American's with Disabilities Act of 1990.

35. **Child Support Enforcement:** The Subgrantee agrees to cooperate with Grantor and any Ohio Child Support Enforcement Agency (CSEA) in ensuring employees of the Subgrantee meet child support obligations established under state law. Further, by executing this Subgrant Agreement, the Subgrantee certifies present and future compliance with any court order for the withholding of support which is issued pursuant to sections 3113.21 and 311.214 of the O.R.C.

36. **Dispute Resolution:** In case of any disagreement between the parties as to the operation of the program, the interpretation or application of any and all federal, state, local, or departmental statutes, rules, regulations, laws, or ordinances, the matter must be immediately submitted to Grantor, which shall review, and after consultation with the Subgrantee, shall resolve same and such decision shall be binding on the parties to this Subgrant Agreement. The Subgrantee, however, retains any administrative and/or legal remedies including, but not limited to, termination of this Subgrant Agreement or appeal to the State of Ohio.

37. **Equitable Adjustments:** Grantor may at any time, by written order, make changes within the general scope of its agreements and Subgrant Agreements and if any such changes cause an increase or decrease in the cost of, or time required for performance of any provision of such agreement or Subgrant Agreement, whether changed or not by any order, an equitable adjustment shall be made in the amount or obligation, completion date, or both, and the agreement shall be modified in writing accordingly. Any claim by the Subgrantee for adjustments under this paragraph must be asserted within thirty (30) days from the date of receipt by Subgrantee of this notification of such change; provided, however, that Grantor, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under such a agreement. No proposal for an equitable adjustment shall be allowed if asserted after final payment under this Subgrant Agreement.

38. **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.

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39. **Conflict of Interest:** Subgrantee's shall not engage in any conflict of interest actual or apparent, or attempt to influence the selection, award, or administration of a subgrant agreement under Grantor.

40. **Accreditation and Compliance with Tax, License, and Insurance Requirements:** The Subgrantee 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 Subgrant Agreement.

41. **Drug Free Workplace:** The Subgrantee agrees to comply with all federal, state, and local laws relating to the Drug Free Workplace Act.

42. **Miscellaneous Provisions**

A. This Subgrant Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Subgrant Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Subgrant 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 Subgrant agreement impossible.

B. Nothing in this Subgrant Agreement is to be construed as to 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 Subgrant 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, the Ashtabula Board of County Commissioners or Grantor, or any of the officers or employees of the State of Ohio, the Ashtabula Board of County Commissioners or Grantor.

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Therefore, the below listed parties enter into this Subgrant Agreement as stated in Sections 1 through 42 inclusive.

SIGNATURES:

DocuSigned by:

FB74060D0EAC4B8...

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

11/20/2025
Date

Signed by:

9AC9C4BA074947A...

Barbara Klingensmith, Executive Director
Country Neighbor Program, Inc.

11/21/2025
Date

Signed by:

8CC3D2025A6D44F...

Ashtabula County Board of Commissioners

11/21/2025
Date

DocuSigned by:

3E6154CBF4DA44C...

Signed by:

72C9CAC40E3D4A8...

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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, Inc.**
Date: **11/14/2025 9:41:46 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 2026 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: 2006.030.455-601; not to exceed $200,000.00, and free from any previous encumbrances.

Agreement Title: an agreement with **Country Neighbor Program, Inc.** of Ashtabula County

Signed by:
Scott Yamamoto
E4BD530A1B13411...

Scott Yamamoto
Ashtabula County Auditor

Date: 11/21/2025

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Signature Page

AGREEMENT TITLE: ACJFS (Grantor) and Country Neighbor Program, Inc.

APPROVED as to Legal Form Only.

Approved by: _____

April R. Grabman
Ashtabula County Prosecutor

Dated: 10/1/25

Reviewed by Christine Davis, Assistant Prosecutor
2025-LRI-0084

Subgrant Agreement #26-4018-S

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Appendix I-A
Vehicle Requirements

Required Annual Inspection Elements for Vehicles:

A. **Seating**
1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. **Defrosters & Heaters**
1. Must operate as designed.
2. Heater cores must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. **Windshield Wipers/Washers**
1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. **The Floor Must Be Metal and Intact Without Holes**

E. **Mirrors**
1. Must have at least one rear view interior mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Prismatic lens must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e., without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. **Emergency Equipment**
1. Three red reflectors must be stored in the vehicle.
2. 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.
3. The vehicle must be equipped with a first aid kit.

G. **Brakes**
1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.

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4 Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. Emergency Brake

1. The vehicle must have a functional emergency brake that can stop 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.
2. If the emergency brake is located on the drive shaft, the brakes shall:
   a. Hold the vehicle in parked position.
   b. Be properly mounted; and
   c. Have cables that are properly lubricated and not hazardously worn.

I. Steering Gear

1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. The Horn Must Operate As Designed

K. Windshield/Windows

1. Window glass must be free of chips or cracks and be securely mounted without exposed edges.
2. Plexiglas will not be used to replace safety glass.

L. Emergency Door (Applicable To Bus-Type Vehicles)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
4. 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.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devises are to be used to secure the door while the vehicle is in motion.

M. Springs/Shocks Must Be Intact and Properly Mounted

N. Tires

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.

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5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. Exhaust System

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. Lights must operate as designed and meet ORC and OAC requirements for vehicle lighting.

Q. The vehicle body condition must be intact and free of broken parts that can cause injury.

R. Gas Tank Must

1. Be free of rust/damage and/or leaks.
2. Be securely mounted.

S. The seating area and aisle must be free of debris.

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Appendix I-B

Required Daily Wheelchair Lift Inspection Elements

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these 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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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): same

ADDRESS: same

PHONE: same FAX: same

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 because 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 based on 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 a contract 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: August 5 2025

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REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: Country Neighbor Program, Inc.

Company Address: 39 South Maple Street, PO Box 212, Orwell, OH 44076

Telephone Number: (440)437-6311 FAX: (440)437-1031

The name and telephone number of the person(s) who has the authority to submit Proposal:

Barbara Klingensmith, Executive Director (440)437-6311

The name and telephone number of the person(s) who has the authority to sign contracts:

Barbara Klingensmith, Executive Director (440)437-6311

The legal status of the Applicant's organization 501(c)(3) not for profit charitable organization

Date of establishment/incorporation: March of 1981

Federal Employer Identification Number (FEIN): 34-1331627

Is the Company co-owned or controlled by a parent company? ___ Yes _X_ No

If yes, name of parent company: _____

Is the Applicant authorized/licensed to do business in the state of Ohio? _X_ Yes ___ No

Is the Applicant bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? _X_ Yes ___ No

If yes, has the company filed all required EEO reports to the necessary agencies? _X_ Yes ___ No

The Applicant certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. _X_ Yes ___ No

Does the company have current or future plans for a buyout or sale? ___ Yes _X_ No

The Applicant certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. _X_ Yes ___ No

The Applicant certifies it is a drug-free work place? _X_ Yes ___ No

The Applicant certifies it is not delinquent on any Federal debt? _X_ Yes ___ No

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Country Neighbor Program, Inc.
Ashtabula County Senior Services Levy Transportation
Program Planning and Development

A. 1. Program Description

Country Neighbor is proposing to provide 180,000 miles of medical and non- medical transportation for residents 60 and older residing within Ashtabula County at a unit rate of $2.18 per mile. We are not requesting a unit rate increase for the proposed contract year. Our 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.

Country Neighbor's transit unit has developed a great working relationship with the ACJFS transit unit, ACTS, and medical facilities throughout our service area to provide transportation for our Ashtabula County residents.

From January through December 2024, Country Neighbor provided a total of 6,404 one-way trips funded by the Ashtabula County Senior Services Levy, serving 322 unduplicated individuals. Of these trips, 92.3% were for medical appointments, 6.0% were for shopping needs, and 1.7% were for agency visits, social engagements, or work-related purposes. These figures highlight the critical role transportation plays in supporting the health, independence, and well-being of Ashtabula County's senior population.

Country Neighbor places a strong emphasis on trip coordination and cost-efficiency by strategically sharing transportation services across multiple funding sources whenever feasible. This collaborative approach not only reduces overall costs but also maximizes the number of trips provided with available resources—ensuring broader service coverage for Ashtabula County's senior population.

In 2024, our analysis of Senior Levy-funded transportation revealed significant gains achieved through coordinated service delivery. Through shared scheduling with other funding sources, 151,221 miles were saved for the Ashtabula County Senior Services Levy program—a 42% increase in mileage savings compared to 2023. These efficiencies translated into a $325,125 savings in transportation costs for the Senior Levy, representing a 46.1% cost savings over the previous year.

Country Neighbor provided transportation services totaling $763,823 in value while operating on a $438,698 budget, clearly demonstrating the impact and importance of

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coordinated transportation. This ability to stretch limited dollars further is made possible by leveraging multi-funder coordination, which in turn increases accessibility and sustainability of services.

From January through December 2024, 3,734 out of 6,404 Senior Levy-funded trips (58.3%) provided by Country Neighbor were shared rides. Many of these shared trips were coordinated across multiple funding sources, further amplifying cost-efficiency and service reach.

This data underscores our commitment to efficient, collaborative transportation solutions that optimize public investment and expand access to essential services for our seniors.

For the current 2025 contract period, January through June, we have provided 3,030 trips of which 1,354 (45%) have been shared trips! Country Neighbor has saved the Ashtabula County Senior Levy $111,138 in the first 6 months of our 2025 contract.

We continue to see an increase in transportation demands. Our unit receives an average of five to ten new senior levy applications each month, not to mention how many the transit unit receives at ACJFS. Sharing trips is one way to serve more individuals with the limited funds available.

With more individuals served with a variety of funding sources, it makes it easier to do ride sharing as the opportunity of individuals going the same direction at the same time increases.

Currently, call slips are forwarded to our transportation unit via email from the transit unit at ACJFS. Country Neighbor's transportation unit schedules the trip and driver. Clients are called the day before their scheduled trip to verify information on file and to notify them of the scheduled pickup time. If there are other riders with them, we let them know that as well.

B. Summary of Service

1. Days and Hours of Service

Generally, Country Neighbor operates Monday through Saturday from 3:30 am. to 7:00 p.m. The times are flexible and vary with the needs of the individuals. On occasion, we do provide limited transportation on Sundays and holidays with dialysis as a priority.

2. Years of Experience

Country Neighbor has been in the transportation business since the early 1980's. Therefore, I believe we have a great deal of transportation experience. As well as Country Neighbor is designated by the Ashtabula County Commissioners as the Lead

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Agency for the county-wide Transportation Coordination Plan development as required by the Ohio Department of Transportation.

3. a. Senior Transportation

1. Calculating Trip Charge

Country Neighbor operates under a flat, per-mile fee structure with no additional charges for waiting time or lift operations ("lift drops"), ensuring a transparent and predictable cost model for our transportation services.

Mileage is calculated from the vehicle's point of origin to the final drop-off, and back to the lot—unless the vehicle is already in service. In those cases, mileage begins from the previous passenger's drop-off location to the new passenger's pickup address, then to their destination and finally either to the next passenger or, if no further trips are scheduled, back to the vehicle lot or the driver's home.

While the majority of our fleet is housed at our main parking facility in Orwell, we have implemented satellite vehicle operations to enhance efficiency. One vehicle is stationed at the Ashtabula County Technical & Career Center parking lot in Jefferson, and a recently added vehicle now operates from the Ashtabula County Educational Service Center parking lot in Ashtabula. These strategically placed satellite locations help to reduce total mileage, improve response times, and lower overall operational costs, further strengthening our commitment to cost-effective service delivery.

2. Definition of Round Trip

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.

3. Method of Charging a "Shared" Ride

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 appropriate.

4. Define a "No Go" Charge

A "no go" trip is when the driver goes to the client's home or destination to pick them up and they cancel at the door without notifying the office in advance or they get another way home without notifying us. "No go" trips happen more frequently in HRT and ERT transportation, however they do occur in Senior Levy as well. The Transportation Supervisor is very vigilant about making sure clients are reminded of

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their appointment schedules and when they will be picked up. We do not bill Senior Levy for "no go trips".

5. **Number of Vehicles, Passenger Capabilities, and Number of Wheelchair Lift Vehicles**

Country Neighbor currently has (2) 7 passenger minivans, (4) modified minivans, and (7) lift vehicles. The modified minivans have one wheelchair position, and all of the lift vans have two positions. We have been awarded another new vehicle in the latest round of the Ohio Department of Transportation funding which we should receive sometime in late 2025.

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. Most of our medical transportation requests are to Geauga, Ashtabula, Cuyahoga and Trumbull Counties.

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, thereby 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, personal care, prescription assistance, emergency food, rental/utility assistance, summer meals for children, socialization, wellness education, and wellness activities.

Our service area is dependent upon the funding sources for the variety of programs we provide.

The Ashtabula County Food Bank (Country Neighbor) serves 26 food pantries, 4 soup kitchens/senior feeding sites, and 2 shelters throughout Ashtabula County. In 2024, we distributed over 1.2 million pounds of food to the partner organizations.

The largest funding sources are the Ashtabula County Senior Services Levy, Trumbull County Senior Services Ley, Ashtabula County Job and Family Services, Direction Home of Eastern Ohio, the Ohio Department of Job & Family Services, Ohio Department of Education, and United Way of Ashtabula County.

Country Neighbor is governed by a thirteen-member Board of Directors who meets one time per month, generally the last Monday of each month. ***(List attached)***

An Organizational Chart is attached.

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Applicant Budget
Summary

Applicant: Country Neighbor Program, Inc.	(Transportation)
Date From: January 1, 2026	To: December 31, 2026

	Amount
I. Staff	
A. Salaries	$ 112,844.00
B. Payroll-Related Expenses	$ 11,733.00
Total Staff Costs	$ 124,577.00
II. Operations	
A. Travel and Short-Term Training	$ 375.00
B. Consumable Supplies	$ 18,255.00
C. Occupancy Costs	$ 11,874.00
D. Contract and Professional Services	$ 44,075.00
E. Other - Miscellaneous	$ 15,844.00
Total Operational Costs	$ 90,423.00
III. Equipment	
A. Equipment Depreciation	$ -
B. Small Equipment Purchases	$ -
C. Leased and Rented Equipment	$ -
Total Equipment Costs	$ -
Sub- Total of All Costs	$ 215,000.00
IV. Minus Other Program Resources	$ 15,000.00
Total Program Costs	$ 200,000.00

Budget Computation

Total Operating Expenses	$ 200,000.00
Divided by Total Operating Units	91,743
= Unit Rate	$ 2.18

Unit Rate	$ 2.18
X number of units purchased	91,743
= Total Contract Amount	$ 200,000.00

Unit = 1 mile

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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	$ 92,500.00	Annual	8.00%	$ 7,400.00
Asssociate Director	$ 62,000.00	Annual	5.00%	$ 3,100.00
Exec Assistant/ HR/Bkkp	$ 47,500.00	Annual	7.00%	$ 3,325.00
In-Home Services Supervisor	$ 34,325.00	Annual	2.90%	$ 995.00
Transportation Supervisor	$ 36,750.00	Annual	32.00%	$ 11,760.00
Transportation Assistant	$ 31,200.00	Annual	32.00%	$ 9,984.00
Drivers	$ 358,480.00	Annual	21.20%	$ 76,000.00
Facility Maintenance	$ 9,360.00	Annual	2.99%	$ 280.00
Total Salaries				$ 112,844.00

I. B. Payroll-Related Expenses

	Amount
PERS or Social Security	$ 8,633.00
Worker's Compensation	$ 1,650.00
Unemployment Insurance	$ 450.00
Retirement Expenses	$ 600.00
Hospitalization	$ -
Other (Life Insurance)	$ 400.00
Other (*identify*)	
Other (*identify*)	
Total Payroll-Related Expenses	$ 11,733.00

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II. A. Travel and Short-Term Training

	Amount
Mileage Reimbursement rate per mile: .70 per mile (IRS)	$ 25.00
Short-Term, Training	$ 350.00
Total Travel and Short-Term Training	$ 375.00

II. B. Consumable Supplies

Type	Amount
Office Supplies	$ 555.00
Cleaning Supplies	$ 200.00
Other *(Fuel)*	$ 17,500.00
Other *(identify)*	
Total Consumable Supplies	$ 18,255.00

II. C. Occupancy Costs

	Amount
Rent	$ 6,000.00
Usage allowance/depreciation @ rate of original acquisition cost of Program Square Footage divided by Provider Square Footage	
Maintenance and Repairs	$ 50.00
Utilities (if not included in rent) must be itemized	
Heat	$ 480.00
Electric	$ 1,200.00
Water	$ 100.00
Telephone	$ 3,864.00
Sewer	$ -
Other *(Garbage)*	$ 180.00
Other *(identify)*	
Total Occupancy Costs	$ 11,874.00

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

Identify Each Contract of Service	Amount
Audit	$ 1,000.00
D&O Insurance	$ 225.00
Employee Testing	$ 250.00
Liability Insurance	$ 2,000.00
Vehicle Insurance	$ 32,500.00
Technology & Software	$ 7,500.00
Subcontracts (Contract Labor)	$ 600.00
Total Contract & Services Costs	$ 44,075.00

II. E. Other-Miscellaneous

Identify Miscellaneous Expenses	Amount
Licensure	$ 1,200.00
Advertising	$ 50.00
Vehicle Maintenance & Repair	$ 14,500.00
Equipment Maintenance & Repair	$ 75.00
Miscellaneous Expense	$ 19.00
Total Miscellaneous Costs	$ 15,844.00

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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
Participant Co-Pays	$ 15,000.00
Total Other Resources	$ 15,000.00